



CACAP Volunteer Invitation & Role Guidelines

Introduction

Thank you for your interest in volunteering! Our volunteers play an essential role in creating a welcoming, organized, and positive experience for all participants.

This document outlines what we look for in volunteers, what you can expect from the experience, and some of the roles available.

1. Who We Are Looking For

We welcome volunteers who:

- Are medical students or residents that are interested in child and adolescent psychiatry
- Are friendly, reliable, and comfortable interacting with the public.
- Are able to commit to the required event-day schedule.

2. Why Volunteer?

Volunteering offers:

- Hands-on experience supporting a large-scale event.
- A chance to connect with professionals, organizers, speakers, and peers.
- A behind-the-scenes look at event operations.
- Complimentary conference registration and ability to attend expert-led sessions

3. Volunteer Roles

Below are the primary volunteer roles. You may indicate your preferred role(s) in your application.

Registration Desk

- Support CPD staff to welcome attendees and check them in.
- Hand out badges, programs, and materials.
- Answer general questions.
- Direct guests to key areas of the venue.



Greeter / Wayfinding Support

- Stand at high-traffic areas.
- Greet participants and create a warm first impression.
- Provide directions to registration, sessions, and other conference locations.

Social Event

- Assist with setup and wrap-up tasks.
- Help guide attendees through activities.
- Provide general support and maintain a friendly presence.

(Additional roles and tasks may be added depending on event needs.)

4. Time Commitment

- Volunteers must complete a mandatory waiver form in advance of the conference
- To qualify for complimentary registration, a volunteer must commit to a **minimum of 4 hours**. Specific hours and shifts will be selected closer to the event dates.
- Breaks will be provided.

5. Contact Information

For any questions, please email cpd@uottawa.ca

Apply Now!