



PRAIRIE LIGHTS

DENTAL CONVENTION

WINNIPEG **2026** MANITOBA

APRIL 16–18
NATIONAL ORAL HEALTH CONVENTION



Manitoba
Dental
Association



Volunteer Handbook



Welcome	2	Location of First Aid & AEDs	4
Convention committee	2	Food & beverage	4
Respectful Guidelines	2	Volunteer Job Descriptions	5
Event app	3	Registration Area/Booths	5
Philosophy on volunteerism	3	Scanner Volunteer Duties	6
Perks & benefits	3	CE Scanners and Scan Card	7
Parking & transit information	4	Event Floorplans	8
Where do I report to when I arrive?	4	Key names & contact info	9
Dress Code	4	Resignation	9



Welcome from Convention Co-Chairs Dr. Hala Salama & Dr. Chris Cottick

Thank you for choosing to volunteer with the Manitoba Dental Association (MDA). Your involvement is vital to the success of our 2026 Convention & Trade Show.

This handbook provides you with important information about volunteering with us.

We look forward to working with you to make your volunteer experience with the MDA a valuable one!

Convention committee

Co-Chair Dr. Chris Cottick

Co-Chair Dr. Hala Salama

Dr. Dave Kindrat

Dr. Paresh Shah

Dr. Jose Viquez

Dr. Stephanie Van den Bosch

Dr. Phong Luong

Dr. Navdeep Brar

Dr. Sasha Goolcharan

Dr. Gagan Mangat

UMB Rep | Dr. Prashen Chelikani

MDAA Rep | Tess Peter

RDA Rep | Janet Neduzak

CDHM Rep | Valerie Olivier

MDHA Rep | Lee Hurton

MDA Staff Liaisons

Greg Guenther, Director Member Services & Public Events

Rafi Mohammed, Chief Executive Officer

Respectful Guidelines

Although the province has lifted the mask mandate, many attendees, presenters and trade show exhibitors may continue to be cautious with close contact and use of PPE. As leaders of the profession, we encourage our volunteers to be respectful and continue wearing their masks when volunteering.

Hand sanitizers and masks will be available to anyone attending the convention as either a volunteer, attendee, staff, etc. Hand sanitizers will be located in each lecture space and masks will be available in the Volunteer Room and at the Convention Registration area.





Don't forget to download the event app!

You can check event schedule, manage your schedule, edit your profile, chat with other attendees and more!

Search "Pheedloop Gol" where you download apps or tap on the buttons below:



Web access



iOS



android



Philosophy on volunteerism

Did you know it takes up to 100 dedicated volunteers to ensure our annual convention and trade show succeeds? Thank you for your commitment in helping us succeed!

We believe volunteers are key to the success of the Annual Convention & Trade Show. Along with staff, they are active partners in fulfilling our mission towards a successful event. The contributions made by volunteers are multifaceted. Volunteers enhance the event by:

- Supporting and bringing a diverse community of dental professionals together to network and grow their knowledge and expertise in dentistry,
- Acting as ambassadors to ensure delegates and trade show participants have a valuable positive experience.

Perks & benefits

Volunteers must work a minimum of 4 hours to receive parking vouchers.

- Parking – if you are coming by car to volunteer, please save all of your parking receipts. We will ask you to submit these by email after the convention is over and we will reimburse your parking costs.

If you park in the RBC CC underground lot we will provide you with a voucher that you can use when departing the lot.

- Clothing – each of you will receive Convention clothing to be worn while you are volunteering.
- Lunch voucher – You will receive a Lunch voucher on the day/s you volunteer.
- If you are working as a scanner, we do encourage you to sit by the door and take part in listening to the lecture.



Back to table of contents



Parking & transit information

[RBC Convention Centre parking information](#)

[Parking, transit and walkway map](#)

Where do I report to when I arrive?

The Volunteer Area is located adjacent to the Registration Area, 3rd floor, South Building. (see Venue Floorplan).

You can leave your personal belongings in this space as we will have the room monitored. We suggest NOT leaving valuables such as cash, wallet and cell phones in this space.

Dress Code

What to wear:

- Comfortable shoes may be key to support you in a long day.
- You may choose to wear pants or a dress – completely up to you.
- You will receive a Volunteer Uniform.

Location of First Aid & AEDs

Security staff is equipped in basic first aid for initial response. There are four automated external defibrillators (AED) in the building:

- Main floor, York entrance
- Second floor, Security Desk
- Third floor, Hall A, East and West concourse

Food & beverage

- On the day/s that you volunteer, a lunch voucher will be provided (must work a minimum of 4 hours) and is located on the 3rd Floor, Hall C inw the Trade Show space.
- You will need to ensure you bring your lunch voucher.
- Snacks and drinks will also be available to you in the Volunteer Area.



Volunteer Job Descriptions

Registration Area/Booths

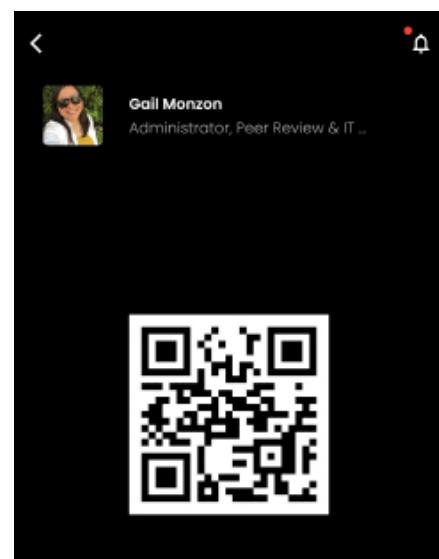
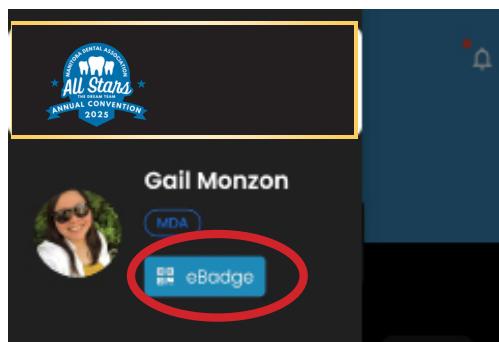
Located on the 3rd floor, South Building of the RBC Convention Centre, volunteers will assist the convention attendees with printing labels and giving them their badge with lanyard.

- Registration Booths will be set up with Check-in Kiosks, with eight (8) iPads with QR code scanners and four (4) label printers.



- Attendees simply enter their information and the system automatically generates a badge and registration confirmation. They can also scan the QR code on their registration confirmation. If the attendees have downloaded the event app, they can also scan their eBadge.

The volunteer grabs the pre-printed badge and sticks the printed label onto the badge and then hands it to the attendee.



- Volunteers approached by Speakers should direct them to the Speakers Lounge located in the Trade Show Floor, 3rd Floor, Hall C.
- Volunteers approached by exhibitors should direct them to the Exhibitor Booth
- Volunteers approached by “guests” should direct them to the Registration Booths



Scanner Volunteer Duties

of people required – 2 volunteers doing scanning at each lecture hall

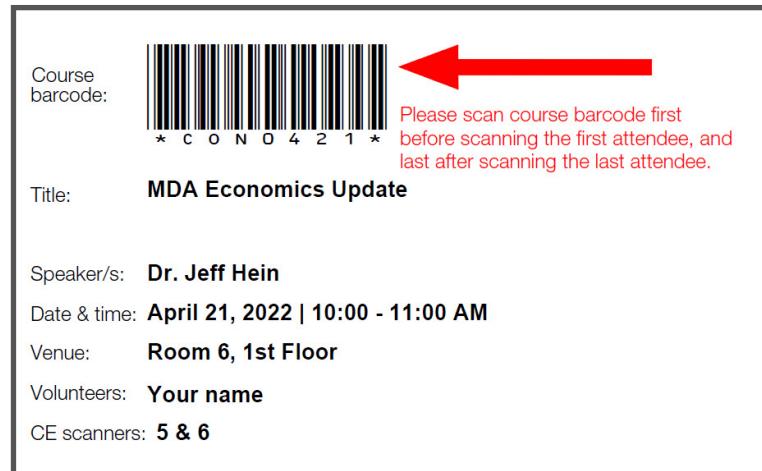
Volunteer check-in

- The Volunteer Area is located at the Registration Area, 3rd Floor, South Building
- Ideally volunteers should check in **30 minutes prior to the start of your shift or the start of the session you're assigned to** so we can cover any details or updates you need to know.

Scanning

Watch this video on how to use the MDA CE scanners

- Pick up the “Scanner Box” for the session you’re assigned to.
- Arrive at your designated Room 15 minutes in advance as delegates will arrive early and want their CE Cards scanned
- **IMPORTANT! Scan the Course Barcode before scanning the first attendee.**
- When possible introduce yourself to the Session Liaison so they can be sure to point you out to delegates needing to get scanned.
- You will need to scan delegates at the start AND the end of the session, this is important for their CE Hours to be tracked properly. **Time is only tracked from the scheduled session start time to finish time, delegates do not get extra credit for early arrival or late departure.**
- **IMPORTANT: Scan the Course Barcode after scanning the last attendee at the end of the session.**



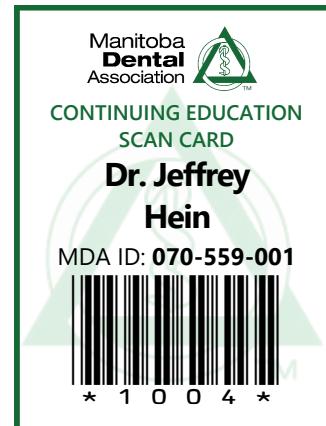
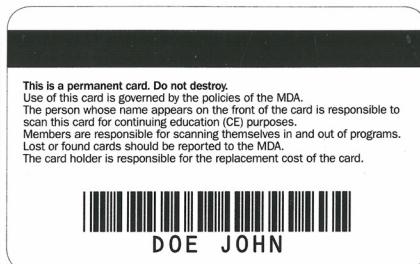
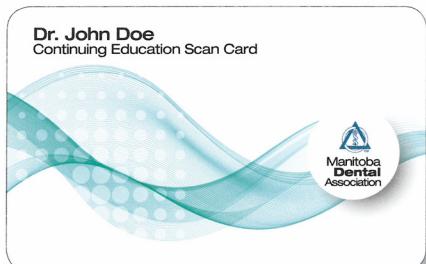
Charging station for scanners

MDA Staff will manage the charging of the scanners at the Volunteer Room.



MDA Continuing Education Scan Card

Members will present this card at the door. Some may have this on their cell phone.



MDA Barcode scanner

Instructions:

1. To scan a barcode, make sure the aiming beam crosses every bar and space of the barcode.
2. Hold the scanner approximately 3-6 inches from the barcode.
3. The LED light will flash green and scanner will beep once to indicate a good barcode read.
4. Avoid pressing the bottom round (Delete) button as this will delete a previously recorded scan.



Members must scan in prior to the beginning of a session and must scan out when leaving the session.

CE reporting forms are available at the registration desk ONLY for non-members: see sample in box.

If scanner will not turn on, is not beeping or LED light does not flash green or for any other assistance please contact:

Navjot Sran: 204-958-5300
Linda Berg: 204-510-8658
Grace Willmer: 204-471-3730

Back to table of contents



Floorplans

Click [HERE](#) to view updates to the floorplan.



Not to scale

Confirmation of booth selections requires MDAA approval.

MDA reserves the right to alter the Trade Show Floor Plan when changes are required.



Key names & contact information

What to do if you run into a question you cannot answer...or a problem you need help in solving?
Please see the list of key volunteers outlined below and contact who you think will be the right person.

IMPORTANT NUMBERS	
Rafi Mohammed MDA Executive Director	204-891-5598
Greg Guenther MDA Director of Member Services and Public Events	204-510-9417
Linda Berg General support when you can't find an answer	204-510-8658
Diane McDonald Registration Area	204-955-9564
Chris Cottick Convention Co-Chair	204-880-9550
Hala Salama Convention Co-Chair	204-470-8588
Phong Luong Volunteer Chairperson	204-996-7766
Janet Neduzak Speaker Liaison Chairperson	204-823-4204
Dave Kindrat Speaker Committee	204-298-7097
Sandy Mutchmor Trade Show Liaison	204-795-5713
Nancy Mutchmor Speakers / VIP Lounge	204-269-6590
Sina Allegro-Sacco CE Scanners	204-995-8253
Courtney Razmus CE Scanners	204-999-4026
Navjov Sran CE Scanners	204-899-1147
Jason Jaques Encore Audio Visual Call Jason if there are any problems with the speaker AV	<u>204-799-2677</u>

Resignation

- A volunteer may, at any time, resign from their volunteer position.
- If you need to step away from your volunteer duties we ask that you contact Phong Luong at 204-996-7766



Lecture Room Locations

South Side RBC CC:

- Open Air Theatre – Located in Trade Show Hall C (used for Thursday Evening Keynote and Friday Morning Keynote)
- Lecture Theatre #1 – Located in Trade Show Hall C
- Lecture Theatre #2 – Located in Hall D adjacent to the Trade Show Hall C (enter via Hall C)

North Side RBC CC 2nd Floor

- Presentation Theatre 2nd Floor (across from Security Desk)
- Room 2 H
- Pan Am Room
- Millennium Room

Visit the RBC CC Website to familiarize yourself with the North Side 2nd Floor Presentation Rooms. [CLICK HERE](#)