NLP International Conference

Role Description

Overview

This is a customer facing role where you will be directly supporting the smooth running of the conference. It is an essential part in creating a professional and quality experience for all conference attendees.

Role Details	
Role:	In-Person and Virtual Conference Volunteer
Location:	The Sheraton Skyline Hotel, London, Heathrow Virtual Live Streaming (Zoom and Whova)
Days and Hours of Work:	Saturday 10th and Sunday 11th February 2024 7.00am to 8pm Saturday 11th and Sunday 12th May 2024 7.00am to 8pm
Salary:	Volunteer Position
Benefits:	• Full training and support from the conference organisers and resource team • Complimentary 4-day conference pass (including 2-day in person at the hotel with lunch, refreshments and free parking) • Full access to presentation recordings for 6 months after the Conference closes. • The opportunity to be part of a supportive team with a common goal of adding value to the NLP community • Gaining new skills and knowledge to use in your business or personal life • Networking opportunities • Meeting like-minded individuals
Requirements:	For successful applicants, attendance at our online induction is required. More information will follow upon successful applications.

Duties and Responsibilities

In-Person Room and Presenter Preparation

Setting up the presentation rooms for the requirements of the allocated presenter before the delegates arrive and clearing/tidying the rooms between sessions. This may include, moving seating around, ensuring all equipment is present and working correctly, setting up PowerPoint presentations to display on the projection screens, reporting lost property etc.

Virtual Room and Presenter Preparation

Working with your team and the presenter up to 4 weeks in advance and 15 minutes before the presentation is scheduled to understand the presentation requirements including, breakout rooms, room entry and exit rules, running slide presentations, running videos, etc.

Supporting Delegates

Supporting the delegates with any answers to questions and queries or taking feedback. Using the technology of Whova and Zoom to manage delegate questions to presenters, run polls, give results and managing the session end.

Session Management

Being focused on all aspects of the in-person and virtual conference experience and being mindful of finding a solution to/or reporting to the Conference Team anything that could have a negative impact. Supporting the smooth running of sessions.

Health and Safety Awareness

Being as aware as possible of the delegate and presenter wellbeing and alerting the presenter and/or Conference Team of any signs of adverse reactions during sessions.

Recording Information

Ensure that only Conference-authorised team members are recording the sessions.