

ROLES DESCRIPTION – VOLUNTEER AT EAS 2025

Sample (roles will be detailed a later stage).



Registration

- Scan the participant barcode and provide them with their badge.
- Distribute lanyards and goodies.
- Distribute social events tickets (when applicable).
- On the first and last day of the conference, handle attendee's luggage at the cloakroom.

Note :

- Use of a laptop.

Welcome/Guide/Badge check

- Remind participants to prepare their barcode to get their badge.
- Remind participants to wear their badges and check them at the entrance of the venue.
- Answer general questions, especially about the localization of rooms, the program, where to get lunch, etc.
- Help them to download the Mobile App on their phone.
- Help them to connect to Wi-Fi.

Speaker corner

- Collect presentations from USB memory stick and save it on a cloud.
- Check compatibility (.ppt, .pptx, PDF) → test the presentation with the speakers.
- General assistance of speakers.

Note:

- Use of a laptop. Computing skills.

Social Event & Observatory Visit

- Support and help with the smooth course of the event or visits
- Assist the core team with last minutes emergencies and deliveries.
- Check badge/list at the entrance of the venue or bus.

Session room assistance

- Check the room (clean, lights, laser pointer...).
- Open and launch the presentation for each speaker on the laptop.
- Assist with any basic technical issues.
- Hold the microphone for the questions (when applicable).
- Make sure the streaming is launched correctly (when applicable).
- (After lunch sessions, please tidy the room up if attendees did not clean their lunch bag...).

Note:

- Use of a laptop. Computing skills.