

ROLES DESCRIPTION – VOLUNTEER AT EAS 2026

Sample (roles will be detailed a later stage).



REGISTRATION

- Scan participant QR code and distribute badges
- Distribute lanyards
- Assist participants with general questions (Lausanne public transport, recommendations, etc.)
- Handle attendees' luggage (when applicable)

Notes: Use of a laptop required.

WELCOME / GUIDE / BADGE CHECK

- Remind participants to have their barcode ready for badge collection
- Ensure participants are wearing their badge and check badges at the exhibition entrance
- Answer general questions (room locations, lunch areas, etc.)
- Assist with Mobile App download and Wi-Fi connection
- Guide participants around the campus

SPEAKER PREVIEW

- Welcome presenting authors
- Upload presentations using the K-Presentation-Preview tool
- Accepted formats: *.ppsx or *.pdf
- Perform full presentation preview (audio/video check)
- Provide general assistance to speakers

Notes: Use of a laptop required. Basic computing skills needed.

SOCIAL EVENTS

- Support the smooth running of social events
- Assist the core team with last-minute emergencies and deliveries
- Check badges or participant lists at venue or bus entrances

SESSION ROOM ASSISTANCE

Onsite:

- Check room setup (cleanliness, lighting, laser pointer, etc.)
- Launch presentations for speakers
- Assist with basic technical issues
- Hold microphone during Q&A
- Tidy room after lunch sessions if needed

Online:

- Manage Zoom sessions for remote speakers
- Support remote speakers (sound, video, screen sharing)

Notes: Computing skills required.

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DRINK CUP

- Distribute one reusable drink cup per attendee in exchange for their voucher

SLACK

- Monitor content posted on Slack
- Report inappropriate or unacceptable behaviour to the organising team

BACK-UP SUPPORT

- Be available to take over shifts at short notice
- Any type of shift may be assigned
- Remain reachable and available throughout the event