

Volunteer programme, 3rd HSR Global Symposium, Cape Town 2014

Responsibility	Description
Bag packing and registration	<ul style="list-style-type: none"> Packing of conference materials into conference bags Assisting in registration by handing bags to participants
General ushering	<ul style="list-style-type: none"> Ushering participants around the conference venue, e.g. to room venues, market place, lunch areas, poster area, etc. Assist participants with any needs Answer participants' simple queries/questions or direct them to the right person
Room monitoring	<ul style="list-style-type: none"> Collecting session chair-packs, session signage boards and other necessary materials Checking room setup against programme schedule Set out name plates as indicated on the session outline Ensure all equipment is functioning in the room, where necessary coordinate with technicians Ensure the session chair is in the room on time, if not communicate with secretariat Hand chair-packs to the session chair upon arrival Ensure the sessions start and end on time Ensure correct number of speaker seats, microphones, and availability of front table Monitor room capacity and notify appropriate staff when the room is full to place a sign outside the venue door
Assistance with satellite sessions	<ul style="list-style-type: none"> Ensure that people entering the room are on the pre-registration list for that session Direct speakers to AV room for technicians to load their presentations Ensure that speakers' presentations are loaded into the system by technicians
Assistance at the market place	<ul style="list-style-type: none"> Maintain general order in the market place by ensuring no posters or materials are on the floors Assist stall owners with any needs Direct participants to specific stalls of their interest
Assistance at poster area	<ul style="list-style-type: none"> Directing participants where to hang their posters Assist judges to find posters they are supposed to judge Assist with presentation time keeping Help with mounting posters in the mornings Ensure poster area is tidy all the time Ensure poster board numbers are visible and still hanging correctly Dismount posters that are left out by participants after 6:30pm Stock and restock clipboards with poster score sheets Hand out judges scoring rubrics and reminding judges to drop their rubrics at the poster information desk Capturing all scores from the judges rubric into an excel spreadsheet Assist judging panel
Help in evaluation and interviews	<ul style="list-style-type: none"> Conduct 'intercept interviews' with participants Encourage participants to complete their pocket guide evaluation and collecting them after completion Facilitating questionnaire on the last plenary session – handing out, checking boxes etc.