

SIEF2023 volunteers: instructions on how to register and fill out the Google form

Dear SIEF2023 volunteer,

Many thanks for signing up!

If you are no longer available to volunteer, please let us know ASAP, we'll remove you from this list.

The time has come to take the volunteering process forward. Thus far, we only have your 'expression of interest'. We'd now like you to go through the next two stages - registering to the congress and filling out a form showing your availability and the panels you'd be interested in.

Volunteer tasks

Just to recap, here is a brief list of the sort of tasks we will be asking you to do:

- Rotating shifts at the reception desk (usually one 3-3.5 hour shift a day per person)
 - Volunteers at the desk will: greet delegates, ask their name; check if there are any outstanding fees; check delegates in on NomadIT tablets; hand delegates their (pre-prepared) name badges and printed programmes; answer general enquiries from delegates (where's the nearest pharmacy, how to find their panel room, how to get on wifi).
- Looking after the presentation AV of panels: transferring files to the presentation computer from USB sticks, making sure the beamer has been switched on, that the speakers are working etc; troubleshooting when technology gets stuck (NomadIT will come in to help for any complicated situations!).
- Helping out at the labs and the film stream

- Ushering and guiding at the beginning of events and breaks and afterwards.
- Operating the roving mics during plenary Q&A sessions.
- Running errands.
- Helping with the Book Exhibit.

The training you'll need to manage your tasks will likely be done **on 6 June around 16:00**, the day before the start of the congress.

NB! We now need to gather some information from you ahead of the congress, including details of your availability, any panels and events you would like to attend, as well as the size and shape of your volunteer shirt!

The Google form AND the congress registration: please make sure you have done both

SIEF2023 Registration is now open. When registering to the congress, please follow the blue "Register" button down on the Registration page:

<https://www.siefhome.org/congresses/sief2023/registration>

Do not worry that it shows a price tag - **PLEASE REMEMBER TO WRITE "Volunteer753" into the "Voucher" field of the registration form!! If you are available on the Friday evening, please also add the party ticket.**

Definitely also fill out the Google form by April 10th, see here:

<https://forms.gle/3wgoWVqhx5MSsx8D9>

While the congress registration is essential to get your name for printing the name tag (the badge) and for having the correct dietary information and attendance numbers for catering, the Google form gathers data that will help you have the best kind of volunteering experience: your availability, interests, T-shirt size etc.

If you have any questions, please do not hesitate to contact us on congress@siefhome.org.

The volunteer rota (working schedule) will be available on the week before the congress, not sooner - however early we try to have it done for any congress, last minute changes in people's availability and the congress timetable will keep shuffling it. It is important that you know that and, if possible, try to plan your time to be flexible on the congress dates.

However, we fully understand that for some people it is difficult to juggle their daily responsibilities (childcare, jobs etc) last minute. If there's a certain date by which you need to know your tasks/times, please let us know and we'll try to negotiate your tasks a bit earlier.

We look forward to meeting you in Brno in June, and we will be sending you further information about all of this very soon.

In the meantime we would like to welcome you on board!

Best wishes,

Carlotta