

## **LSE Africa Summit 2020 - Volunteers**

Thank you for your interest in volunteering at the LSE Africa Summit 2020. We would love to have you on board!

Please note that volunteers will work different tasks throughout the two days and must be willing to fill tasks as needed. Volunteers will be provided with breakfast and lunch at the summit.

### Compulsory info and briefing sessions

- There will be an information session the first week of March to provide volunteers with a detailed overview of the tasks needed. Location and exact date to be confirmed soon
- Volunteers will need to attend a 7:30 am meeting at the start of each conference day. Breakfast will be provided.

### Pre-conference volunteering (everyone)

- Cut out and fill attendee name tags, stuff gift bags, fold programmes
- Help fill attendee gift bags
- Help set up the stage

### Registration

- Hand out gift bags - ensure one gift bag per attendee (3 people)
- Crowd control - direct attendees to relevant registration tables (3 people)
- Managing table for attendees with surnames A to I (2 people)
- Managing table for attendees with surnames J to R (2 people)
- Managing tables for S to Z (2 people)

### In-session

- Stand at doors of Sheik Zayed theatre to ensure attendees come in a timely manner.

Direct latecomers to overflow room ( 2 people)

- Manage roaming microphones during Q& A \*\*must be willing to run up and down stairs\*\* (2 – 4 people)
- Manage the overflow room, ensure the live stream is working and report any technical difficulties to the media team (2 people)

### Mealtimes and breaks

- Time keepers – Keep track of the time and start to direct attendees back to the Sheikh Zayed, ten minutes before the start of the next session ( 4-5 people)
- Stand by the art installations
- Catering Liaison – assist the catering staff in directing attendees to the food
- Career fair volunteers – point attendees to the career fair and provide assistance to the company representatives

### Speaker volunteers

- Green room volunteers – Attend to speaker's needs, ensure that speakers' food arrives in a timely manner (2 people)
- Escort panellists from the green room to the Sheik Zayed Theatre

Once again thank you for your interest. If you would like to proceed and join the volunteers team, please send your CV, degree programme and department to

[logistics.africasummit@lse.ac.uk](mailto:logistics.africasummit@lse.ac.uk).