

Call for Volunteers: Institute of African Studies Emerging Scholar Conference Hybrid Event

Dear Members of the Institute of African Studies Community,
The Institute of African Studies (IAS) is excited to announce our upcoming Emerging Scholar Conference, scheduled to take place in a hybrid format this year. As we prepare to host this prestigious event, we are seeking dedicated volunteers to assist us in ensuring its success, both in-person and virtually.
Conference Overview:

- Event: Institute of African Studies Emerging Scholar Conference
- Date: May 17, 2024
- Location: Dunton Tower 2017 and Zoom
- Format: Hybrid (In-person and Virtual)

1. Volunteer Opportunities:

- **Technical Support Team:**
 - Assist with setting up and managing technical equipment for in-person sessions.
 - Provide support to online participants, ensuring smooth access to the virtual conference platform.
 - Troubleshoot technical issues as they arise during the event.
- **Networking Ambassadors:**
 - Engage with participants to foster connections and networking opportunities.
 - Facilitate virtual networking sessions and discussions.
 - Encourage interaction and participation among attendees.
- **Social Media Coordinators:**
 - Manage the Institute of African Studies' social media presence during the conference.
 - Create engaging content to promote conference sessions and activities.
 - Monitor social media channels and engage with participants online.
- **Accessibility Liaisons:**
 - Advocate for accessibility and inclusivity within the conference environment.
 - Provide support to participants who require accommodations or assistance.
 - Ensure that conference materials and sessions are accessible to all attendees.
- **Registration and Check-In:**
 - Greet attendees upon arrival and assist with the registration process.
 - Distribute conference materials, name badges, and other relevant items.

- Answer inquiries regarding the conference schedule, venue layout, and logistical information.
- Ensure a smooth and efficient check-in process by maintaining organized registration areas.
- Provide assistance to individuals who require special accommodations or have specific needs.

2. On-Site Management:

- Serve as points of contact for attendees, speakers, and vendors throughout the conference.
- Monitor conference rooms and common areas to ensure they are tidy and well-maintained.
- Coordinate with venue staff to address any logistical issues or concerns as they arise.
- Assist with the setup and breakdown of equipment, signage, and other conference materials.
- Act as liaisons between conference organizers and participants, conveying important announcements or changes in schedule.

3. Food Service:

- Assist with the setup and replenishment of food and beverage stations.
- Ensure that dietary restrictions and preferences are accommodated as per attendee information.
- Monitor food service areas to maintain cleanliness and hygiene standards.
- Provide assistance to attendees with food-related inquiries or concerns.
- Coordinate with catering staff to address any issues and ensure a seamless dining experience.

4. Pre or Post-Conference Preparations:

- Assist with pre-conference preparations such as stuffing delegate bags, assembling signage, and organizing materials.
- Aid in the setup and decoration of conference venues and exhibition spaces.
- Assist with post-conference tasks, including packing up materials, clearing venues, and returning equipment.
- Provide feedback to conference organizers based on observations and experiences during the event.
- Participate in post-conference debriefing sessions to discuss areas of improvement and lessons learned.
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- Other roles and responsibilities may become available as needed.

Volunteers must commit to:

- Joining a whatsapp planning group
- Training
- Rehearsal

How to Volunteer:

If you are interested in volunteering for the Institute of African Studies Emerging Scholar Conference, please fill out the volunteer application form linked below:

https://docs.google.com/forms/d/1RINBPYw6BVTvpKEGkS1qFv_66t0cQlmlbp1w-oJ4CQk/edit

Deadline for Volunteer Applications:

Please submit your volunteer application by April 14, 2024.

Benefits of Volunteering:

- Opportunity to contribute to a prestigious international academic event.
- Gain valuable experience in event management and support.
- Network with fellow scholars and professionals in the field of African Studies.

Thank you for considering volunteering for the Institute of African Studies Emerging Scholar Conference. Your support is instrumental in making this event a success. Should you have any questions or require further information, please don't hesitate to contact us at IasEmergingScholarConference@Gmail.Com
Warm regards,

The IASESC Planning Committee