



STEWARDING AT THE IATEFL CONFERENCE **HARROGATE, UK, APRIL 2010**

Please find listed below details outlining the basics of the different stewarding jobs that are available for our next conference in Harrogate 2010.

We need stewards during the pre-conference day (Wednesday 7th April) and during the four-day conference (Thursday 8th to Sunday 11th April).

The different stewarding jobs have different hours of work and are shown below -

<u>Stewarding</u>	<u>day(s)</u>	<u>approx time morning</u>	<u>approx time afternoon</u>
Stewards handing out delegate bags	Wednesday Thurs-Sat Sunday	0800-1300 0800-1230 0830-1400	1300-1830 1230-1730
Stewards manning the information desk	Wednesday Thurs-Fri Saturday	0800-1330 0800-1300 0830-1300	1330-1830 1300-1730 1300-1730
Stewards assisting exhibitors	Wednesday Sunday	1000-1300	1300-1600 1200-1500
Stewards by the Auditorium and around the venue	Thurs-Sat Sunday	0830-1300 0830-1300	1300-1830
Stewards by other session rooms and around the venue (fewer hours)	Wednesday Thurs-Fri Saturday Sunday	0830-1300 1000-1400 1000-1300 0830-1130	1300-1700 1400-1800 1300-1800
Stewarding at the speaker quiet room and session room	Thurs-Sat	0930-1300	1300-1800

PLEASE NOTE: Stewards are required to work for a half day and can attend conference sessions free of charge during the other half. We have a wide range of talks, workshops and discussions. You can see the Conference Programme on our website from late February (www.iatefl.org). We will set up a rota for all stewards, they will be required to work either morning or afternoon and be entitled to attend sessions for the other half of the day.

PLUS: Stewards will be able to go into the exhibition when not stewarding.

All stewards must attend the steward briefing on Tuesday 6th April - time to be confirmed.

We look forward to receiving your Application Form as soon as possible.

With best wishes,

Glenda Smart
IATEFL Executive Officer

STEWARD SPEC - HARROGATE 2010

For stewards handing out delegate bags and Programmes

Check in with the Chief Steward and be at post on time.

Tasks - Handing out delegate bags, Programmes, etc., to all delegates.

A busy task on Wednesday afternoon and Thursday. Less busy by Friday.

Stewards are not required on Saturday afternoon or Sunday as IATEFL staff can cope.

For stewards manning the information desks

Check in with the Chief Steward and be at post on time.

Tasks - Handing out certificates of attendance and answering delegate questions. You will have a walkie-talkie and advice and answers from IATEFL staff is at hand.

A busy task on all four days.

For stewards assisting exhibitors

On Wednesday 7th between 0900 and 1700 we have 50 exhibitors arriving continuously. Some exhibitors will have numerous boxes to take to their stand and may ask for help to carry them to the relevant exhibition stands. If you are fit and willing, please let us know if you can help.

Check in with the Chief Steward.

From 1000 to 1600, with time to take 'breathers'.

On Sunday 11th exhibitors may ask for help to carry boxes from their stand to their vehicles. If you are fit and willing, please let us know if you can help. From 1200 to 1400.

For stewards by the Auditorium and around the venue

Check in with the Chief Steward and be at post on time.

We require stewards in and around the buildings and highly visible at the entrances.

Badge check - Check that all persons walking into a session room or an area that only leads to a session room are wearing a conference badge. Anyone can access the exhibition areas and do not need to be wearing a badge.

Make sure there are enough chairs for the stated audience size and that there's water and glasses for the presenters.

Be there for the presenter. If they have a problem, use the walkie-talkie to contact the Chief Steward or Alison Medland (Conference Organiser).

Make sure that no more than the stated audience number enter the room (see audience size in the Programme).

Write how many delegates are in the audience. If a small room, write the number; if a large room, write 'Empty', 'Full', 'Half full' or 'Quarter full'.

For stewards by other session rooms and around the venue

We do not require all stewards at 0830 as there is only one plenary session each morning (Thursday and Friday) starting at 0900 in the Auditorium. The exhibition areas, information desk and the registration desk are open from 0800. We therefore require extra stewards from a later time. On Wednesday we require stewards on hand for our Pre Conference Events and Associates' Day (0830-1700).

Check in with the Chief Steward and be at post on time.

Badge check - Check that all persons walking into a session room or an area that only leads to a session room are wearing a conference badge. Anyone can access the exhibition areas and do not need to be wearing a badge.

Make sure there are enough chairs for the stated audience size and that there's water and glasses for the presenters.

Be there for the presenter. If they have a problem, use the walkie-talkie to contact the Chief Steward or Alison Medland (Conference Organiser).

Make sure that no more than the stated audience number enter the room (see audience size in the Programme).

Write how many delegates are in the audience. If a small room, write the number; if a large room, write 'Empty', 'Full', 'Half full' or 'Quarter full'.

For the steward at the Speaker Quiet Room

One steward is required to be at the Speaker Quiet Room where speakers are welcome to try out their equipment and presentations.

The room is open 1000-1700 Thursday-Saturday.

You will also be stewarding the Conference session room.

Check in with the Chief Steward and be at post on time.



IATEFL CONFERENCE HARROGATE 2010

STEWARD APPLICATION FORM

Name	<input type="text"/>
Address	<input type="text"/>
Email	<input type="text"/>
Telephone	<input type="text"/>
Next of Kin details, plus telephone number	<input type="text"/>
National Insurance number	<input type="text"/> <i>(if you do not know your NI number please phone the Jobcentre Plus National Insurance number allocation service on Tel 0845 600 0643. Lines are open from 8.00 am to 6.00 pm, Monday to Friday.)</i>
ELIGIBILITY TO WORK	Please indicate that you are eligible to work in the UK Tick if yes <input type="checkbox"/> Please indicate that your level of English is IELTS 6.0 or higher Tick if yes <input type="checkbox"/>
DAYS YOU ARE AVAILABLE	<input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday <input type="checkbox"/> Sunday
PREFERRED HOURS	<input type="checkbox"/> Morning <input type="checkbox"/> Afternoon <input type="checkbox"/> Either
	Details of all stewarding opportunities are listed above, please fax or email this completed form together with your preferred choice of type of stewarding.

Terms and Conditions

T-shirt provided must be worn.

Opportunity to attend sessions and the exhibition free of charge when not stewarding.

Remuneration will be paid at an hourly rate of £5 or £6 depending upon age plus a small donation towards your travel costs.

All stewards must attend the steward briefing session on Tuesday 6th April - time to be confirmed.

Please return to
Alison Medland
IATEFL Conference Organiser
alison@iatefl.org or fax to 01227 824431