



## Volunteer role description

### Conference Events Coordinator

In this exciting and varied role, you can apply your teamwork and project management skills for maximum impact to play a major role in the face-to-face events held by the SIG. The successful candidate will join the committee in April 2024 with the term lasting till April 2027.

Responsibilities of the role include:

#### General

- Being a member of the IATEFL BESIG Committee, attending committee meetings and contributing to decisions concerning the SIG
- Working with the coordinator(s) and other teams and volunteers (eg social media, publications, finance and scholarships)
- Sourcing and contracting annual IATEFL BESIG sponsors
- Liaising with the Publications Coordinator regarding advertising from sponsors
- Presenting at the Open Forum at the IATEFL BESIG Annual Conference or the IATEFL Annual Conference
- Attending IATEFL BESIG online and face-to-face events where possible

#### Events

- Choosing and working closely with local organiser(s) to plan, set up and run events
- Contacting exhibitors and sponsors for events and designing sponsorship packages
- Putting out a call for papers and selecting speakers together with the Coordinator(s)
- Advertising and marketing ideas and events
- Setting up the timetable/schedule/conference programme for events with the Coordinator(s)
- Creating a registration form and deciding pricing for the event together with the Coordinator(s) and HO
- Working with the IATEFL BESIG Treasurer or Coordinator(s) on the budget for the event for submission to IATEFL HO for approval
- Creating feedback forms for the event
- Collecting photos, bios and abstracts for speakers
- Collecting logos and advertising copy from sponsors
- Helping the local organiser(s) to get information regarding accommodation, travel and restaurants for events
- Supporting the IATEFL BESIG Coordinator(s) in planning the SIG's contribution to the IATEFL Annual Conference, including Pre-Conference Events, Showcase Days and Open Forums

An ideal candidate will have:

- Excellent organisation skills
- Previous experience of organising events preferred
- An ability to work in varying teams
- Good computer skills and a reliable internet connection
- Knowledge of technology including spreadsheet programs and collaborative tools such as Google docs.

*Note that the period leading up to an event can involve an increased workload.*

*The successful candidate, who will become part of the committee and will have voting rights, will be appointed for a three-year term. Attendance will be required at committee meetings.*