



Gesundheitsförderung Schweiz
Promotion Santé Suisse
Promozione Salute Svizzera

Volunteer Program

The Volunteer Program of the 20th IUHPE World Conference on Health Promotion aims to integrate interested and committed persons in the organisation and realisation of the conference.

Volunteers will play an essential role in holding a successful conference, and the organisers are convinced that being a volunteer at the conference is a great opportunity for a unique professional and personal experience.

What is required of a volunteer?

In general, volunteers will demonstrate strong commitment to providing a high level of service to the conference's delegates, and willingness to help making the 20th IUHPE World Conference on Health Promotion a successful event. According to the different tasks and responsibilities, specific skills will be necessary, such as foreign languages or IT skills for example. The languages spoken in the Volunteer Program will be English and French.

What are the practical benefits of volunteering?

Volunteers will have access to be involved in a global conference on health promotion, sustainability and equity and to be part of an international team. In addition the following benefits are offered:

- **Free entrance** to the conference sessions (outside volunteering hours) on the day you volunteer (for regular seats in the sessions the priority will be given to regular participants) – the expected volunteering time for one day is at least 4 hours.
- **Reduced entrance** for each additional day (300 CHF) or for the whole week (700 CHF).
- **Meals and refreshments** during the working time
- **Written recognition** of the voluntary work (on demand)
- **Volunteer necessities**

Volunteer profiles: roles and responsibilities attached

Volunteer role	Area of the conference	Function	Requirements
<i>Doorman</i>	<ul style="list-style-type: none"> - Plenary sessions - Sub-plenary sessions - Parallel sessions - Swiss Night 	<ul style="list-style-type: none"> - to observe the entrances - to make sure that only people with valid access enter the session - to make sure that room capacity is not exceeded - to provide information 	<ul style="list-style-type: none"> - friendliness and firmness - preparedness to refuse entrance
<i>Room Assistant</i>	<ul style="list-style-type: none"> - Plenary sessions - Sub-plenary sessions - Parallel sessions - Meet the authors - Cultural events 	<ul style="list-style-type: none"> - to assist the stage and room manager in the preparation, maintenance and rearrangement of the stage and the room 	<ul style="list-style-type: none"> - strong physical condition
<i>Technical Assistant</i>	<ul style="list-style-type: none"> - Plenary sessions - Sub-plenary sessions - Parallel sessions 	<ul style="list-style-type: none"> - to assist the technical manager with all the technical issues of the room 	<ul style="list-style-type: none"> - technical flair - comfortable to work with electronic equipment
<i>All-rounder for emerging problems</i>	<ul style="list-style-type: none"> - Plenary sessions - Sub-plenary sessions - Parallel sessions 	<ul style="list-style-type: none"> - to help to resolve unforeseen emergent problems 	<ul style="list-style-type: none"> - all-rounder - stress resistant
<i>Speakers Assistant</i>	<ul style="list-style-type: none"> - Plenary sessions 	<ul style="list-style-type: none"> - to attend the plenary speakers - provide support in case something is needed (e.g., copy, food, drink, information, ...) 	<ul style="list-style-type: none"> - (professional) experience in the field of health promotion and/or sustainable development - strong language skills in English and French (and Spanish)
<i>Junior-Chair</i>	<ul style="list-style-type: none"> - Symposia - Oral presentation 	<ul style="list-style-type: none"> - working as a junior-chair together with the chair of one of the parallel sessions 	<ul style="list-style-type: none"> - final year bachelor student in health promotion/or sustainable development with professional experience in the field of health promotion and/or sustainable development - or master/PhD student in Health Promotion and/or sustainable development - strong communication skills - excellent English and French language skills

<i>Junior Guide of a poster tour</i>	- Poster sessions	- working as a junior-guide together with the guide of one of the poster tours	- final year bachelor student in health promotion/or sustainable development with professional experience in the field of health promotion and/or sustainable development - or master/PhD student in Health Promotion and/or sustainable development - strong communication skills - excellent English and French language skills
<i>Assistant Exhibition stand</i>	- Exhibition and Stands	- to assist the stands manager in preparing, maintaining and rearranging the exhibition area	- strong physical condition, technical flair
<i>Assistant Sustainable Development Mobilisation Working Group (SDMWG)</i>	- Stand Sustainable Development Mobilisation Working Group (SDMWG)	- to assist the SDMWG in the stand	- (professional) experience and/or formation in the field of sustainable development - excellent English language skills
<i>Registration Assistant</i>	- Registration	- to support the registration of the conference participants and visitors	- language skills - friendliness
<i>Information Volunteer</i>	- Information	- to inform conference participants and visitors on request about which session/event is where and when	- strong language skills - friendliness and willingness to help
<i>Media Volunteer</i>	- Media	- to assist the conference media team	- (professional) experience in media work - language skills
<i>Evaluation-support volunteer</i>	- Evaluation	- to assist the evaluation team of the conference	- language skills - friendliness
<i>Volunteer management and logistics assistant</i>	- Volunteer Program	- to register and to brief the volunteers, - to assist in technical issues at the Volunteer Office, - to help to prepare, maintain and rearrange the facilities at the Volunteer Office	- organizational skills - communication skills - strong language skills in English and French - IT skills - stress resistant