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## **ISBE Conference 2016 – Conference Volunteers**

The Institute for Small Business and Entrepreneurship (ISBE) is looking for conference volunteers to help at our 39<sup>th</sup> Annual Conference, which will be in Paris on the 27<sup>th</sup> & 28<sup>th</sup> October 2016.

The conference volunteers will help with the smooth running of the conference with tasks including: registration, making delegate packs, luggage/ cloakroom duties, directing delegates around the event, holding the microphone in Q&A sessions, aiding with the set up of breakout rooms and helping delegates get to and from networking events.

Each volunteer will get a free conference registration, a place on the ISBE Doctoral Day and to the welcome reception. Conference volunteers have the opportunity to see and discuss the latest research in small business and entrepreneurship and can network with leading researchers, policy makers and practitioners from around the world while contributing to the success of this annual event.

Volunteers are expected to attend the conference and to work for 6-8 hours during the event. Before the event starts the hours which you will be required to work will be specified. No special skills or experience are necessary, however some familiarity with audio/visual equipment, or office equipment may be helpful.

If you would like to apply to be a conference volunteer please look at the frequently asked questions on the next page, complete the following form and return it to Lynn O'Byrne via email, [lynn@isbe.org.uk](mailto:lynn@isbe.org.uk), before the 16<sup>th</sup> September 2016.



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## Frequently Asked Questions

### Who is eligible to be a conference volunteer?

Any full time student may become a conference volunteer at the ISBE 2016 Conference, however we will favour students who are studying for a PhD in subjects concerning small business and entrepreneurship. Each student will be asked to supply a referee (this is usually a PhD tutor).

### When are conference volunteers needed?

Conference activities will start on Wednesday 26th October 2016 through until 17.00 on Friday 28th October 2016. Conference volunteers are expected to arrive at the conference on the morning of the 27th October for a morning meeting before the conference starts.

### What do I get as a conference volunteer?

The conference provides conference volunteers with:  
Registration to the conference including track sessions, workshops and plenary sessions.  
Conference proceedings on the Conference App  
Admission to the Welcome Reception on Wednesday evening  
Lunch on each of the days you are working

### What don't I get as a conference volunteer?

There are some important considerations for you to be aware of:  
Conference volunteers are responsible for their own travel & accommodation expenses  
Evening meals will not be provided for by ISBE  
The volunteer package does not include the Gala Dinner unless you have been specifically asked to work for this part of the event.

### What kind of work will I do as a volunteer?

A variety of volunteer tasks are required and we make our best effort to provide each conference volunteer with a variety of duties. Many of the tasks are administrative and include: registration; workshop support; helping delegates find their way around the venue and liaising with speakers.

### Why would I want to volunteer?

Most volunteers are expected to work approximately 6-8 hours in total. The rest of the time is available to attend track or plenary sessions or to network with the other delegates.

### Do I have to be there for the whole conference to be a volunteer?

Although we ask you to be available to work for the full period of the conference (26th to 28th October 2016) volunteers are only expected to do short hours of work during the day, giving you lots of free time during the day / evening to take advantage of the conference. Should you wish to attend certain sessions please indicate this.

### How do I apply?



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In order to apply please complete the following form and return it to Lynn O'Byrne by the Friday 16th September 2016.

### Conference Volunteer Application Form

<b>Name:</b>	
<b>Email:</b>	
<b>Telephone Number:</b>	
<b>University:</b>	
<b>Address:</b>	
<b>PhD Subject:</b>	
<b>Year in program:</b>	

Have you been a conference volunteer for other conferences (if so, which ones):

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Please outline any relevant experience you have for this role:

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**Language(s) spoken:**

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**What days/times are you available to work – do you have any requirements?**

Wednesday 26th October Thursday 27th October Friday 28th October
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**Is there a particular track you want to attend?**

(Please note we cannot guarantee you will be able to attend it but we will try)

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**Please outline why you would like to apply to be a Conference Volunteer:**

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**Reference (i.e. PhD tutor)**

<b>Name:</b>	
<b>Email:</b>	
<b>Telephone:</b>	
<b>Relationship:</b>	



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**[Referee] Please give details of the applicant's suitability for this role:**

By completing this form you are agreeing to offer your services as a conference volunteer at the ISBE Conference 2016 and understand that in return for this you will be granted one free place at the conference, the Doctoral Day and welcome reception. You also confirm that you or your organisation will cover all accommodation and travel costs.

If you fail to appear for your set duties you will forfeit your free place at the conference and will be expected to pay the full student price.

Please sign to show your understanding of the duties and your agreement of the terms above.

**Applicant:**

**Date:**

**Referee:**

**Date:**