



Code of Conduct for Volunteers at Ecology Across Borders

We are looking for people to help out at [Ecology Across Borders](#). Being a volunteer gives you the opportunity to be involved with the partner societies behind the scenes – working with the venue, speakers, thematic topic organisers, and on various events taking place throughout the meeting.

Conference helpers will be required to help with the following tasks:

- Registration
- Assisting delegates with questions
- Directing delegates
- Taking bookings for events/activities
- Setting up and breaking down
- Administration
- Assisting with Q&A sessions
- Assisting with parallel sessions and workshops
- Assisting with the speaker upload room

This is not an exhaustive list, and you will be expected to work outside of meeting hours. You will be expected to work 50% of the duration of the meeting.

As a volunteer, you will be representing the BES at our largest meeting of the year. It is important you carry out tasks in a professional manner. This includes being:

- Polite and helpful at all times
- Punctual for your working shifts
- Clean, smart and presentable at all times, in your BES t-shirt and badge
- Flexible to working in different areas with varying tasks in an enthusiastic, professional and pleasant manner.

The BES will supply:

- Refreshments and lunch
- A BES t-shirt and badge
- Training and information
- A designated person of contact to ask questions and escalate issues to where appropriate.

The BES recognises that as a helper, there will be parts of the meeting you want to attend. The BES will make allowances for you to attend those sessions as much as possible.

As a volunteer you will:

- Pay for your registration upfront and be refunded post meeting if given the role and perform the duties required
- Manage your own travel and accommodation bookings
- Book your own Gala dinner ticket – you will not be asked to work on that evening

If you have any questions, please contact BES Grants & Events Officer, [Siri McDonnell](#) or BES Events Manager [Amy Everard](#).

Signed in agreement and understanding that the above are the code of conduct for a helper at Ecology Across Borders:

Print Name:

Sign:

Date: