



Civil Service Live 2014 will be taking place at the

Queen Elizabeth II  
Conference Centre  
Broad Sanctuary  
London  
SW1P 3EE

[View on Google Maps](#)

### **Volunteers Required for Tuesday 15 and Wednesday 16 July**

We have a number of volunteering opportunities for civil servants interested in being part of the Civil Service Live 2014 event, taking place in London.

Listed below are the current opportunities available and if you would like to apply, please complete the Expression of Interest Form and email to [donna.donaghey@hmrc.gsi.gov.uk](mailto:donna.donaghey@hmrc.gsi.gov.uk).

#### Registration Assistants

Your role will be to direct delegates to registration desks, or to entry points if they have pre-registered and help prevent bottlenecks at the busiest times of the day. You will also be on hand to assist delegates with completing their registration forms if they require assistance. The registration area will be extremely busy at certain times of the day and your assistance is absolutely vital to enable the process to run as smoothly and quickly as possible.

#### Welcome/Info Desk Role

There will be an info desk at all three venues and it's a key part of making sure that all the attendees know what is happening on the day, know where to go etc. The info desk will have an event manual which will contain all the info you would need. This will include the schedule for the day, maps of the venue, the wifi password and other useful info.

#### Seminar Room Assistants/Roving Mics

Your job will be to monitor delegates as they enter each seminar, checking their seminar booking confirmation and swiping their passes with the infra-red pen provided. You will also be on hand to direct individuals to seats if necessary and make a judgement on when/whether to allow individuals without booking confirmation into the session, and on when to close the door to new delegates entering the room (either when the room is full or the seminar is beginning). Additionally, you will be in charge of the roving mic in the Q&A session, ensuring the mic is switched off when not in use.

### Speaker Welcome and Liaison Assistants

We need individuals to welcome our speakers on arrival, to take them to where they need to be, offer refreshments and generally be on call for whenever they or the VIP speaker assistants need assistance. You'll also be on hand to deputise for the VIP speaker assistants when they are on their breaks.

### VIP Speaker Assistant

For each of our VIP speakers we need one volunteer to be at their side all day. You'll need to familiarise yourself with their agenda and take some time in the morning to walk round their route so you know how to guide them round. If you need any information, you will have a radio mic which you can use to summon help from one of our runners.

### Way Finders

In order to assist delegates in finding the venue, we need some volunteers to be located at the main railway/tube stations to direct people to where they need to go.

### Floor Guides

Essential to the smooth running of the event, you will be stationed at various points in the venue, and be responsible for directing delegates to where they want to go and be ready to offer assistance to anyone who needs it.

If you are interested in applying for any of the above opportunities, please complete the Expression of Interest form and email to: [donna.donaghey@hmrc.gsi.gov.uk](mailto:donna.donaghey@hmrc.gsi.gov.uk)