Culture Health & Wellbeing International Conference 2021

Volunteer Digital Assistants Call-Out

Introduction

The Culture Health and Wellbeing International conference is taking place online on **Monday 21st, Tuesday 22nd and Wednesday 23rd June 2021.**

The conference programme has over 100 live sessions which will be a mixture of oral presentations, workshops, panel discussions, films and performances. **You can view the full programme here: https://bit.ly/3m3eQ8D**

As a Volunteer Digital Assistant, you will receive **free access to the whole event**, in return for 'hosting' 4 live sessions per day, across the three days. Each session is approximately 50 minutes long, plus 10 minutes for backstage preparation time, so the approximate commitment is **4 hours per day, for 3 days.**

Person Specification

- Must be competent using technology and able to learn to use new technology quickly
- Must have a good internet connection, ideally by ethernet connection to router, or strong Wifi connection
- Must have access to a computer with Google Chrome browser
- Must be available between 9:30am – 5:30pm BST (British Summer Time) on Monday 21st, Tuesday 22nd and Wednesday 23rd June 2021 (all 3 days)

Role Description

To run the conference online we are using a platform called Airmeet, and we will be using this in 'Conference Format'. Airmeet works from an internet browser and is best used with Google Chrome.

In Airmeet, the set-up is like a virtual conference space where you can do the following:

- Go to the 'Lounge' where you can join a selection of tables and have video conversations with whoever else is on that table; or try speed-networking where you will get randomly matched with another attendee for a short video chat - a bit like bumping into someone in the tea and coffee queue.

- Go to 'Sessions' to view the programme, where you will see a button that says 'Go Backstage' against the session you are hosting, and you can enter other sessions as an attendee when they are happening
- 'Go Backstage' to enter a private green room area for your session, before it starts, where you'll meet the other speakers and the session Chair

The setup for the live 'Sessions' is that all the speakers have their video visible 'on stage' and can share screen, mute/unmute, etc, and the audience are a bit like a webinar, so they appear in a list of names and can send chat messages and type questions (but the audience are not visible on video).

As a Volunteer Digital Assistant, you will need to be an 'Airmeet Host' for 4 sessions per day. You can do this from your home computer. This will involve:

- 'Going Backstage' for each of your sessions, 10 minutes before it starts, to meet your speakers and get ready to go live
- Start the session at the programmed start time
- Assist presenters with the session functionality, e.g. screen sharing, muting/unmuting their mic
- Monitor the chat for the session and respond to any technical questions from attendees
- Monitor the Q&A, supporting the 'Chair' of the session in finding questions to ask presenters, if a Q&A is part of the session
- Be in touch with Hannah and Hayley, the conference managers, via WhatsApp throughout, to touch base and receive support or raise any issues
- When you are not required to host a session, you can explore the conference and take breaks.

We realise that the Airmeet platform is new to most people, so once we have recruited a team of volunteers, we will be running a series of training sessions in May 2021 to help you get familiar with the platform and practice the tasks that you will need to deliver during the event.

Here are some resources from Airmeet that give you an idea of the tasks you will need to perform:

Host 'Backstage' Controls
https://help.airmeet.com/99/what-are-the-host-controls-on-backstage

Live Stage Features
https://help.airmeet.com/124/what-are-airmeet-live-stage-features

Inviting an Attendee to the stage to ask a question
https://help.airmeet.com/538/invite-attendee-live-stage-later-remove-them-from-live-stage

Muting and removing people from the stage
https://help.airmeet.com/322/host-how-can-mute-and-remove-others-from-the-stage-live-event

How to Apply

If you are interested in becoming a Volunteer Digital Assistant, and are available across all 3 days (21st, 22nd and 23rd June 2021), please email Hannah Mumby at info@ahsw.org.uk with the subject line '**CHW21 Volunteer Application'** and include your CV and a short statement about why you want to be involved.

Deadline for Applications: Sunday 25th April 2021, midnight.