Data for Policy 2024 – Conference Assistants

Role Summary

We require volunteers to assist with the running of Data for Policy Eighth International Conference, to be held at Imperial College London, July 9 – 11, 2024. This is a fantastic opportunity for anyone interested in the nexus of policy and data to attend the premier global conference in this space. It is also a valuable opportunity to gain experience in large event management, and associated communications.

Role responsibilities are likely to include a mix of the following:

Working as part of a team of volunteers to deliver the conference:
- Ensuring good communication with team at all times
- Responding flexibly to short notice demands arising during the conference

Set-up:
- Becoming familiar with conference venue
- Working with local hosts to ensure rooms are set up, signage in place, etc.

Session management:
- Assisting delegates with room locations
- Work with Chair to deliver session to time
- Prompt communication of any issues to appropriate person
- Handle roving microphones for audience questions

Assisting with hybrid delivery of sessions:
- Hosting or co-hosting sessions
- Managing remote participation
- Working with the session Chair to manage questions

Managing delegate conference experience:
- Running welcome desk and check-in
- Responding to general delegate enquiries

Communications
- Assisting Communications team preparing content for social media posts before, during and after the conference

Success Measures:
- Conference runs to time
- Networking / break-out sessions well-run in all respects
- Conference delegates satisfied with conference experience
- Communications leading to engagement from the wider community

Behaviours and Attitudes:
- Able to act on own initiative
- Excellent timekeeping
- Confident, professional manner
- Flexibility and ability to adapt to changing situation
- Ability to solve problems as they arise
- Able to work independently or as part of a team

Skills Knowledge, Experience and Qualifications:
- IT literacy and experience of online meeting software
- Educated to degree level in a subject relevant to the role and/or the conference
- Interest in data science and policy-making
- Experience of conference participation, in any capacity
- Experience of volunteering, in any capacity
- Experience of customer-facing role
- Experience of preparing social media material
- Experience of content creation/blogging/reporting

We expect candidates to have at relevant experience/knowledge/qualification in at least five – six of these.

Training:
Training will be provided online before the conference. Training will also require in-person attendance at Imperial College before the conference.

Time commitment:
Before the conference, remote training, familiarisation and preparation, up to 20 hours. For the conference period 8 – 11 July, full-time equivalent work is required, but some flexibility may be possible.

Expenses:
Local travel expenses, with proof of costs incurred, will be reimbursed after the conference. Lunch will be provided at the conference.

To apply:
Send CV and cover letter outlining your suitability for the role to team@dataforpolicy.org

Context of role:
The Data for Policy Annual Conference is the premier global forum for interdisciplinary and cross-sector discussions around the impact and potentials of the digital revolution in the government sector.

Each year we host around a hundred speakers after a thorough peer-review process hosting key global stakeholder views from across prestigious academic institutions, government departments, international agencies, non-profit institutions, and businesses. In 2024, the theme of the conference is the hot topic of the moment – governance *with* AI.

The conference will run over three days in-person with hybrid elements, with a mix of plenary panels, keynote talks and short presentation sessions, featuring speakers from more than 30 countries. There will also be networking opportunities across the three days.

Data for Policy was established in 2015 and is an independent non-profit initiative registered in the UK as a Community Interest Company. It is supported by a large number of key stakeholders, including prestigious academic institutions, government departments, international agencies, non-profit institutions, and businesses.