

## STEWARD DUTIES AT BVZS MEETINGS

Once selected, Stewards will be expected to perform the following duties:

1. Meet up with Victoria Roberts (VR) at the conference venue early on the morning of the 1st day of the Meeting (7.30 – 8 am).
2. Once there they will be allocated duties. These will include the following:
  - a. IT assistance, loading talks, overseeing the IT equipment
  - b. Helping register delegates
  - c. Handing out delegate packs
  - d. Ensuring delegates have paid their registration fees
  - e. Marking off delegates on tick sheets provided.
3. Stewards are also expected to attend most of the talks and to make notes as to what strikes them as interesting/new/exciting and these notes to be emailed to VR to contribute to her meeting report, they will be acknowledged for their help.
4. Once the first day's registrations have been completed, ensure all monies are accounted for and booked in BEFORE attending the lectures.
5. Make themselves familiar with the layout of the venue, as some stewards will be required to direct delegates to wet labs and/or master classes in rooms other than the main lecture hall if these are part of the programme.
6. Some stewards must attend in the main lecture theatre to hand out the roving microphone during discussion/question times. This duty should be shared equally between the stewards.
7. During the tea/coffee/lunch breaks, check at the registration desk to see if VR needs any help and to perform such tasks as required.
8. During the meeting to visit the exhibitors' stands, introduce themselves and liaise with VR about any problems exhibitors may have.
9. At the end of the meeting to meet with VR to ensure all in order, that all monies accounted for and generally assist with helping VR/exhibitors load up their cars and clear the venue.
10. Stewards should liaise between themselves to allocate duties as above and let VR know who is doing what.
11. No matter what, we at BVZS hope that stewards are able to attend the lectures they are interested in and we will try and share duties so that this is possible. Let VR know any preferences and it would be appreciated if stewards could prepare short reports on those lectures they do attend. All in all, stewards should be able to enjoy themselves and attend the lectures alongside their tasks. We expect stewards to be polite, neatly presented, computer literate and helpful.