

General Information

It is the spirit of a learning society that is leading us.

Stemming from that spirit, volunteering for TEDxGeneva is about:

- Rolling up our sleeves to organize a super nice event;
- Making ourselves available for our audience;
- Knowing, respecting and sharing TEDx spirit (we recommend you taking some time to watch TED and TEDx videos to immerse yourself if not done already ☺)
- Showing team spirit and positive attitude – we are here to share a nice experience altogether

TEDxGeneva volunteers play a crucial part in making the event a smooth-running and memorable occasion. As a volunteer, you will need to be available on the key dates - see after.

Key dates

Date	Time	Meeting time	Meeting - theme	Place
04.03.2018	2pm – 5pm	13:30pm	Rehearsals	Carouge (HEG, Aula)
11.03.2018	2pm – 5pm	13:30pm	Rehearsals	Carouge (HEG, Aula)
18.03.2018	2pm – 5pm	13:30pm	Rehearsals	Carouge (HEG, Aula)
22.03.2018	2pm – 5pm	13:30pm	Rehearsals	CICG Centre International de conférences de Genève

In case of any concerns, questions or doubts, in any situation, please contact Caroline (Co-Organiser) or Daniel(responsible for coaches).

Contact information

Thanasis Priftis	TEDxGeneva Co-Organiser	078 933 80 25
Caroline Portal	TEDxGeneva Co-Organiser	076 398 61 91
Daniel Castro	Responsible for coaches	076 329 73 73

Slack

We use Slack to communicate about organization, to raise and answer questions or to share ideas and proposals.
Our team on Slack is **TEDxGenevaTeam** (<https://tedxgenevateam.slack.com/>)

You **must** install Slack on your mobile phone. In case of issues or concerns, please contact Caroline (TEDxGeneva Co-Organiser).

Speaker's coaching volunteers tasks...

Logistic support: presentations review and support (specifically for pictures that must be good quality and free of rights)

Speakers follow-up: coaching, rehearsals (during the official dates, and in some cases outside those dates)

Responsible: Daniel | Planning 04.03, 11.03, 18.03 and 22.03

Some rules...

In order to keep this journey a true pleasure for all of us, we ask you to respect the following very basic rules. Appreciated in advance ☺

Respect your commitments

No need to say that the success of the event relies on each of us respecting our commitments. In case you've committed on anything and realize you won't be able to hold, please inform your team responsible as soon as possible, in order for her / him to have time to organize plan B ☺

Specifically, on the day of the conference...

... we are asking you, and we promise:

- Flexibility (we might have last minute changes, as you can guess[©])
- Some rushing times & some more quiet times
- Diversity in tasks (welcoming, decorating, special requests like getting some drinks for speakers, ...)

And of course, you can attend the conference [when you are not assigned a task][©]

Big thanks from the entire TEDxGeneva Core Team !

Big thanks for your help and your involvement, which make this beautiful endeavour possible!

The TEDxGeneva Core Team and the Ynetnet.org foundation are grateful for your commitment.

