

## SPEAKER AIDES

### Profile

We are looking for candidates with a strong sense of responsibility and organization, to be the personal assistants of each of the Speakers that participate at WOBI events. The desired skills we look for in Aides are:

- Bilingual English level (natives preferred)
- general knowledge background, specially in the field of the assigned speaker
- ability to work under pressure respecting tight deadlines
- good organizational and time management skills
- excellent interpersonal skills
- take initiative in problem solving
- honesty and reliability
- attention to detail
- flexibility and adaptability to juggle a range of different tasks

### General Instructions and description

- YOU ARE THE "GUARDIAN ANGELS" OF SPEAKERS. SUCCESS LARGELY DEPENDS ON YOU SINCE SPEAKERS ARE VERY IMPORTANT TO THE OUTCOME OF THE EVENT
- BE NICE, PROFESSIONAL AND EFFICIENT ; NEVER KEEP THEM WAITING. EVERYTHING MUST HAPPEN AS PLANNED IN ORDER TO AVOID DELAYS AND PROBLEMS
- RESPOND QUICKLY IN ALL SITUATIONS THAT DEMAND ACTION
- MAKE SURE YOU KNOW WHO THE SPEAKERS ARE, WHAT THEY DO, READ THE BIOS AND TOPICS
- **RESPECTING AGENDA SCHEDULE AND TIMING OF ACTIVITIES IS PRIORITY # 1**

The Logistics Coordinator is the person who will help you during the event, if you have any issues or problems pertaining to the speakers CONTACT HER

### Training

All aides will have received their speakers' agenda prior to the event. Please READ IT thoroughly and bring any questions to our pre-event meeting

All aides must attend a pre-event meeting at the event's venue

- we will go through each Speaker's agenda
- we will do an onsite visit so that aides become familiar with the venue and accommodations
- aides will be given

1. Badges for themselves, Speakers & third party
2. Event brochures & other promotional material
3. Contact list: WOBI staff & logistic contacts (hotel concierge / drivers)

## Detailed Tasks

1. Know the speakers' names, the subject of their lectures and whether they have participated in WOBI events in the past. Read as much as you can about them (in our website and magazines, and in the speaker's personal website).

### 2. Itineraries

♣ Make sure you know the right paths and you are familiar with: venue layout, stage & backstage area, distribution of stands, press rooms, speakers' room, restrooms, the registration/information hall, food courts, main auditorium, lunch venues, cocktails dinners, bookstore stand, etc., as well as the hotel your speaker will be staying at.

♣ Be familiar with the best way to get from the hotel to the venue

♣ Make sure you know distances the Speaker might ask

- airport to hotel
- hotel to venue
- venue to lunch / receptions
- venue to airport

### 3. On the day of the lecture

- Make the necessary arrangements with the driver to pick you
- Remind the speaker to take his/her badge, and take your own
- Remember to ask the driver to always keep their cellphone on
- Call Logistics Coordinator to report your arrival at the venue
- If the speaker needs to go between the venue and hotel at other times during the day you must accompany them.
- Always keep your phone on

### 4. When you arrive at the venue:

- **Remember the exact schedule of the speaker, you are responsible for respecting it**
- As soon as you get to the theater, go directly to the speakers' room where he/she can leave
- Leave your stuff at the speakers' room, too, have a cup of coffee and offer Speaker if he wants something special
- If he/she asks you to keep belongings, do it in a safe place and let them know where you are leaving it
- Usually when speakers arrive they want to check their presentation at the stage, this is available during breaks only. If so, accompany him/her to the stage to do the checking. **SPEAKERS HAVE A PRE- ASSIGNED AUDIO/VISUAL CHECK TIME.**
- Make sure that everything is set and ready for the presentation (computer, pendrives, slides, laser pointer, clicker, lapel mic, etc.)
- Do not leave the speaker alone. He/she must know you are there for him/her.
- Make sure that the speaker is in the main conference **ON TIME** and with the necessary material.

- If the speaker needs to go to the airport directly from the venue, make sure you arrange the pick-up with the driver and have the luggage ready in the car.
- The Speakers room is for you to go **ONLY WITH YOUR SPEAKER**. We try to avoid having too many people there at the same time

5. Locations - make sure you know the way to:

- Speakers Entrance and Parking
  - Speakers' room (Green Room)
  - Speakers' restrooms
  - Main conference room
  - Coffee break and lunch areas
  - Press rooms
  - Reception / Lunch / Cocktail rooms
  - Book signing area
- 6. Special Events: Lunch, Dinner, Cocktail, Break-out session, etc.
  - Your speaker must be informed of:
    - Sponsor
    - Location (if outside the venue, find out the address and contact person).
    - Names of company directors and list of attendees
    - Time and format of the session
    - In case the speaker should have material to be distributed keep it at hand
    - Plan the access of the speaker car in case any special information is needed
    - The place where the car must wait
    - Check technical equipment (ask the head technician if everything is OK)