

2022 AWEMS CONFERENCE CREW APPLICATIONS



Apply to join our Conference Crew! We are looking for passionate, committed healthcare enthusiasts to join us on this great adventure!

Be part of an enthusiastic team looking to increase wilderness and expedition medicine education and opportunities in Australasia.

After the success of our 2021 conference (fully online due to covid), we are excited to finally offer a face-to-face 2022 AWEMS Conference in Hobart, TAS Oct 14-16th. So step on up and help us stoke the fire!

Positions

Report to: Conference Convenor Dr Sophie Ootes

Time period: May 4th-October 31st (conference is in Tasmania 14,15,16 Oct)

Expected time commitment: 5-10 hours/wk, may require more in the weeks leading up to the conference.

This includes regular attendance at Conference Crew meetings. Initially 1/month, but increasing to weekly as the conference draws near. Likely Tuesday evenings via zoom, TBC. Please note that we are a not-for-profit organisation and all roles are voluntary.

Applicants:

- Must be an AWEMS member (you can join up now for \$55).
- All applicants should be reliable and committed for the duration of their role – we will all work together, but be prepared to spearhead your area.
- All applicants should have good communication skills
- Applicants will ideally be able to attend the conference, though this is not a deal breaker if you are otherwise keen to be involved.
- If you are interested in being involved but cannot commit to one of these roles, please get in touch anyway and we will see if there is something along the way that you can sink your teeth into (send in the application, but tell us about your situation)

How to apply:

Application deadline 11:59pm Monday 2nd May. Successful applicants will be notified a few days later.

Email conference@AWEMS.org.au with subject 'Conference Crew' and the following information:

1. Which position are you applying for?
2. Are you a current AWEMS member?
3. Your motivation for applying/relevant experience (max 100 words)
4. Do you expect to be able to attend the conference in-person?
5. Attach your CV – we just want to know about you!

Expedition Leader (Conference Convenor)

Dr Sophie Ootes, 2021 Conference Convenor, leads us for another trek up the mountain!

Navigation (IT Guru)

Responsible for setting up our online platform including ticketing and online lectures/workshops etc, ensuring all aspects run smoothly.

Give the committee well-researched suggestions for which platform software would best suit our needs and budget.

Kit Coordinator (Merchandising)

Organise merchandise orders for event including t-shirts, hoodies, caps, other through AWEMS-approved providers.

Ensure orders are placed in a timely manner and that orders arrive before the conference.

Liaise with our IT coordinator and AWEMS committee to streamline the ordering process.

Satellite Communications (Marketing)

Create posters and attractive marketing content - coordinate circulation on AWEMS social media, emails, website, and in workplaces.

Ensure up to date information is available to potential attendees.

Create lists and contacts at applicable workplaces to facilitate marketing networks.

Translator (Attendee Liason)

Check conference email regularly and pass onto relevant Committee members to action.

Respond to attendee emails where appropriate/once relevant info is given.

Logistics (Sponsorship Coordinators x 2)

Build up our network of potential sponsors, in line with the AWEMS values.

Liaise with potential sponsors through phone calls/emails

Speaker & Workshop Coordinator

Add to our list of potential speakers and workshop providers to ensure we build an exciting and educational program.

Approach shortlisted presenters to fill the conference schedule.

Coordinate details of presentations/necessary equipment, and liaise with presenters

MedRACE Coordinator

Spearhead the organisation of MedRACE (orienteering in groups with medical scenarios) – liaising with relevant parties to coordinate a successful race.

*Note these positions are a guide – we may need to change them or merge them along the way depending on the needs of the group!