

2023 AWEMS CONFERENCE CREW APPLICATIONS

Exact dates and location of conference TBC (open to suggestions!), but likely October

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



The AWEMS 2023 conference will be our third conference!

2021: Medicine in the Elements (online due to covid)

2022: Stoke the Fire (in-person Hobart & online)

2023: ???

Stoke the Fire ran over 2.5 days with 17 expert presenters (10 lectures, 5 workshops), 2 social events, and an associated full-day workshop. We had over 110 in-person attendees from every state and territory in Australia, and a few from New Zealand. They were from a variety of backgrounds and experience levels including doctors, paramedics, nurses, dentists and army medics – students through to senior practitioners.

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

Positions

Time period: March 27th-October 31st (conference likely to be on a Fri/Sat/Sun in October)

Expected time commitment: 5-10 hours/wk, fluctuating depending on the week!

This includes regular attendance at Conference Crew meetings. Initially 1/month, but increasing to weekly as the conference draws near.

Please note that we are a not-for-profit organisation and all roles are voluntary

- Convenor/s
- Speaker coordinators
- Sponsorship coordinators
- Marketing
- IT guru
- Merchandise
- Attendee Liaison
- Social Events & Catering
- Associated Events & Activities

See role descriptions below. Note these positions are a guide – we may need to change/grow/merge them along the way depending on the needs of the group!

Applicants:

- Must be an AWEMS member (you can join up now!).
- 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 must have excellent communication & team work 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 20th. 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/s are you applying for? Please rank up to 3!
2. Are you a current AWEMS member?
3. Your motivation for applying/relevant experience (~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!

1-2 x Expedition Leaders (Conference Convenor)

You want to lead this expedition!

This role can be undertaken by 1 person, or may be split in 2 as this role has a larger time commitment than others, especially in the weeks leading up to the conference.

Responsible for the overall direction, organisation and success of the conference.

Excellent communication and team work skills are essential to guide and support the other conference crew members, and ensure everything runs smoothly.

Must be reliable, professional, and maintain the best interests of AWEMS at all times.

This role also includes providing a running budget to the AWEMS treasurer/committee.

Former convenor Sophie is happy to provide some mentorship for this position.

2 x Recruitment (Speaker & Workshop Coordinators)

You want to find us a team for the expedition!

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/travel arrangements, and liaise regularly with presenters

2 x Logistics (Sponsorship Coordinators)

You want to find us some support and equipment for the expedition!

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

Liaise with potential sponsors through phone calls/emails

Satellite Communications (Marketing)

You want to encourage others to get involved in the expedition!

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.

Navigation (IT Guru)

You want to use your technical skills and knowledge to keep the expedition running smoothly!

Responsible for setting up our online platform including ticketing and online lectures/workshops/recordings 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)

You want to make sure we look great on our expedition!

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.

Translator (Attendee Liason/Crew Secretary)

You want to make sure the expeditioners communicate between themselves and the outside world!

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

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

Keep minutes for conference crew meetings.

Campfire Captain (Social Events & Catering)

You want to keep us well fed and make sure we all have a campfire to gather around (imaginary or otherwise!)

Responsible for organising catering for all conference events, and organising venues etc for the social events (likely 2).

This role may also involve organising accommodation for the conference crew & presenters, and looking into possible accommodation options for attendees ie. Can we offer a package that includes accommodation?

Associated Event & Activities Coordinator

You want to see if there are any cool additional activities, courses or events we can offer our attendees while they're over for the conference!

Responsible for researching local outdoor activities, and any appropriate course providers that may wish to offer a course leading up to the conference (with AWEMS committee approval).