



## Poster Assistant

**MCI will provide the following to each Poster Assistant;**

- Velcro fastenings for poster hanging
- Scissors
- Delegate programme with list of posters for each day.  
Note: each poster will be displayed for 1 day only so the posters will change each day

**Poster Assistant Duties:**

- Poster Assistant to be onsite as per the schedule received in advance from Volunteer Coordinator
- Poster Assistants to liaise with Volunteer Coordinator and MCI Staffing Manager at the beginning and end of each shift to receive instructions, health and safety information, poster materials, details of break times etc
- Poster Assistant to be aware of exits in the poster area and instruct attendees to evacuate through the nearest exit in the event of an emergency.
- Poster Assistant to be in designated poster area at all times during set up and dismantling periods to direct poster presenters to their correct display board and give them velcro fastenings with which to affix their poster to the board
- Neither the Poster Assistant nor MCI is responsible for printing, hanging, taking down, minding or storing posters, this is the responsibility of the poster owner/presenter.
- Poster Assistant to ensure poster area is tidy and presentable at all times and that posters are presented in a visually appealing manner
- Poster Assistant to be present in designated poster area during refreshment and lunch breaks in order to assist delegates locate posters of interest. Breaks for Poster Assistants will take place outside of main conference break times.
- When Poster Assistant is not in designated poster area, they must be contactable by mobile phone so Volunteer Assistant and MCI can get in touch with them.
- Any posters remaining after the poster removal times will be removed and disposed of by the Poster Assistant. The Poster Assistant and MCI accept no responsibility for removed or disposed posters.
- Poster Assistant to ensure designated area is left tidy for the next day's poster session.

**Final poster schedule and list of daily tasks to be issued closer to the conference date.**