



World Cancer Congress  
Geneva, Switzerland  
18—20 Oct 2022

## JOB DESCRIPTION

### Become a volunteer

UICC is looking to recruit enthusiastic and dynamic volunteers who wish to strengthen their skills in event organisation by joining the team of one of the world's leading health conferences: the [World Cancer Congress](#). The event will take place in Geneva from 18 to 20 October 2022 at the CIGC - The International Conference Centre Geneva.

### A major event in the global cancer control agenda

The World Cancer Congress (WCC) is an award-winning international conference which encourages effective knowledge transfer and best practices exchange amongst global cancer control and public health experts.

Aiming at strengthening the participants' action and impact on national, regional, and international scales, the WCC is built around a multidisciplinary programme that features the latest successful interventions in cancer prevention, diagnosis, treatment, and care.

From an event's organisation perspective, volunteers will experience key roles and responsibilities which highly contribute to the final success of the event, ensuring the highest delegate satisfaction rate possible.

In 2018 in Kuala Lumpur (Malaysia), 95% of the delegates said they would recommend the Congress.

This volunteering opportunity is a truly rewarding and inspiring experience. You will get to be in the heart of the action, helping to run an impressive organisational machinery alongside a team of experts, and at the same time, you will support one of the greatest human fights: cancer control.

### Qualifications

- Able to communicate in English
- Professional, reliable, responsible, polite, punctual and flexible
- Comfortable with meeting people, interacting with them and providing help
- Enthusiastic and team spirit
- Basic IT skills
- Able to interact with given information and convey the information to delegates

## General tasks

Based on everyone's availability, responsibilities include:

- Onsite delegate registration
- General information / Help desk / delegate flow
- Manage the cloakroom
- Ensure sessions run smoothly (inc. stage and speakers are ready, liaison with AV, access control, logistics around simultaneous translations if applicable, badge scanning, catering, schedule, handover microphones during Q&A)
- Ensure that activities in the exhibition pace (in the 3 Theme Pavilions or the spotlight stage) run smoothly including welcoming speakers and ensuring presentations run on schedule
- Welcome participants at different lounges, receptions, and side events (badge access, scanning, etc.)
- Ensure private meeting rooms are running on schedule and ready to use
- Accompany delegates going on institutional tours around Geneva
- Support the press and media team with journalists' requests and accreditation
- Support with the logistics of the Leaders' Reception at the World Health Organisation
- Support with the logistics of the social evening at Théâtre Pitoëff in Plainpalais

## What will be available for volunteers

- A break room where coffee breaks and lunches will be provided. If the volunteer is asked to work in the evening, dinner will also be provided.
- The material needed to perform the required tasks (pen, papers, etc.).
- An opportunity to interact with the events' organisers, all service providers involved in the event and to get a full understanding of the event planning.
- An attendance certificate at the end of the volunteering period.