



CALL FOR STUDENT VOLUNTEERS TO ASSIST AT CONFERENCE IN RETURN FOR ONE DAY FREE REGISTRATION

The AOTI Annual Conference will be held at the Galway Bay Hotel on Friday 27 and Saturday 28 March 2015. See www.aoticonference.ie for full details.

Occupational Therapy students are invited to volunteer to work as a steward at the conference in return for one day's free registration, when you can attend your choice of sessions, visit the exhibition and hear the keynote presentations.

As a steward, your main duties will be as follows

- Assisting in the organisation of the conference by helping with the registration of delegates
- Directing delegates to the meeting rooms
- Recording numbers at each session
- Assisting Session Chairperson, ensuring top table water is refreshed, etc.
- Keeping the rooms clean & tidy
- Dealing with questions from delegates

Lunch will be provided on Friday and Saturday. There is plenty of car parking at the Galway Bay Hotel. Please note that unfortunately we cannot assist with accommodation or travel expenses. We will provide you with a branded t-shirt to wear as a uniform.

Before committing to this opportunity, it is important that you ensure you are available to attend the conference on both days.

Hours of work will be as follows:

Friday 27 March 2015 – 08.00am – 6.30 pm

Saturday 28 March 2015 – 08.00 am – 5.00 pm

We will be setting up for the conference on Thursday 26 March, and the Organising Committee would also welcome help from students with the conference preparation from 1.00pm – 4.00pm. If you can do so, please indicate this on the attached form.

If you wish to apply for a free place in return for working at the conference on either Friday or Saturday, please complete and return the attached form to confirm your availability. There are a limited number of places available and places will be allocated on a first-come, first-served basis. The deadline for responses is Friday 13th February 2015.

Charlotte Hegarty
Conference Secretariat

Email: charlotte.hegarty@conferencecollective.ie

Tel 01 554 7826

www.aoticonference.ie



Confirmation to steward at AOTI Annual Conference

Galway Bay Hotel, 27-28 March 2015

PLEASE COMPLETE AND RETURN TO charlotte.hegarty@conferencecollective.co.uk by Friday 13 February 2015

I confirm that I will assist at the AOTI Annual Conference taking place at the Galway Bay Hotel on Friday 27 March and Saturday 28 March 2015 <input type="checkbox"/> <input checked="" type="checkbox"/> please tick to confirm	
I am available to help with conference preparation on Thursday 26 March from 1.00 pm – 4.00 pm	Yes/No
Name in full	
Address	
Phone	
Email	
If you have any special needs for dietary requirements, please give details here:	
If you want to attend the conference dinner at a cost of €35.00, please <input checked="" type="checkbox"/> here <input type="checkbox"/>	
You will need to pay for the dinner in advance. Payment can be made by either cheque or bank transfer.	
Cheque Payments Please make cheques payable to: The AOTI Annual Conference and post to the following address: 17 Upper Pembroke Street, Dublin 2	
Bank Transfers Account Name: AOTI Annual Conference Bank Name: AIB Bank Account Number: 10152070 Sort Code: 93-33-68 IBAN: IE40 AIBK 9333 6810 1520 70 Bank Address: 1 Duke Street, Athy, Co Kildare	

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Conference Secretariat

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