



BSAS 2026 CONFERENCE ASSISTANT GUIDELINES



Shaping the future of
ANIMAL SCIENCE

CONFERENCE ASSISTANT GUIDELINES

As a conference assistant you play a vital role in the set up and running of the BSAS conference. Throughout the conference you may be asked to assist with a variety of tasks and we ask that all volunteers are flexible and help where needed.

Prior to the conference

You will be asked to attend a short on-line information session to discuss your role and responsibilities and introduce you to the operations team that you will be working alongside.

Prior to the conference opening session, please make yourself familiar with the venue layout and session room allocation. You may be required, in addition to session support, to assist the:

- operations team
- exhibitors and sponsors
- reception and registration team
- delegates

Conference programme

In preparation for the conference, it is advised that you familiarise yourself with the conference programme.

Chair guidelines

We recommend that all conference assistants read the chair guidelines to be familiar with the role of the chair and how your role supports session chairs. The Session Chair guidelines can be download with other support material from the [conference website](#).

What to wear

As you will be representing BSAS throughout the conference, we ask that you wear a BSAS branded t-shirt that will help in identifying you as BSAS conference staff. We suggest smart, comfortable clothes and shoes.

Key contacts

Your main points of contact during the conference will be the operations team to whom you will be introduced prior to the conference.

During the conference

You will be expected onsite by 08:30 each day. Please report to the operations team at the registration desk on arrival.

During the conference, the primary role of conference assistants will be to support chairs and/or deputy chairs who will “host” the session. The session chair or deputy chair will introduce the speakers and run the Q&A session.

Conference assistants will be responsible for delivering the microphone to audience members wishing to ask a question, retrieve it and then make sure this is wiped down prior to the next question.

It will be the responsibility of the chair and the session assistant to manage the timing of the session. We recommend having a separate device handy so that you can easily see the time (for example, a mobile phone or a watch).

All speakers have a time allocation. This will be shown in the conference programme. A key part of your role is to help ensure that speakers and the overall session run to time. This is important as over running can affect the allocated start-time for the next session.

You will have access to cards to help with timing and informing the speaker and chair when time is running out. Yellow cards are used to indicate that the speaker has two minutes of allotted time left and red to inform the speaker they are out of time.

Speaker presentations will be pre-loaded to the conference laptops. Assistants are asked to check that all presentations are loaded and follow the programme order.

We recommend running through the pre-loaded slides with speakers directly before the session starts.

Session assistants are asked to take pictures of/at the Conference. Please share your highlights via BSAS social media. A full briefing will be provided at the pre-conference briefing

You are responsible for taking a head count for each session allocated to you. This information assists with planning sessions at the next conference,

Following the conference

On the last day, you will be required to help with closing down the conference, by assisting the operations team, sponsors and exhibitors to breakdown stands and display systems.