

Volunteer Opportunities

TiE Boston is hosting its flagship annual conference, TiECON East on September 13, 2024. This is one of the most attended events within New England centered around fostering innovation and entrepreneurship. We are seeking students and professionals alike for a number of activities leading up to the event as well as the day of.

The conference volunteer is an individual who assists with the planning, preparation, and execution of a conference. As a volunteer, you will be a key member of the conference team and will play an important role in ensuring the success of the event. Given the limited openings, these opportunities are highly selective for self-driven and high achieving interns we are seeking.

What do you need to do?

1. Assisting with registration: This may include setting up registration tables, checking in attendees, and helping to resolve any registration issues that may arise.
2. Assisting with logistics: Document talking points, write ups, as well as tracking of logistical tasks as needed.
3. Providing customer service: You will be responsible for providing excellent service to attendees, which may include answering questions and providing directions.
4. Acting as a liaison between attendees and conference staff: You will be responsible for communicating important information between attendees and conference staff and ensuring that everyone is informed and aware of any changes or updates.
5. Supporting speakers and presenters: You may be asked to assist with speaker support such as helping speakers with providing them with information and resources, and ensuring that they have everything they need to deliver their presentation. Speakers include esteemed industry experts and C-suite from companies, prior speakers were from RobinHood, Dana Farber, Cancer Institute, McKinsey, Mercer, Alexa Amazon, Fed Reserve of Bank Boston etc)
6. Will be required to pitch in 2-5 hours per week and unto 10 hours in the last 2 weeks leading up the event.

To be a successful conference volunteer, you should have excellent communication and organizational skills, as well as the ability to work well in a team. You should also be able to work well under pressure and be able to adapt to changing circumstances. Additionally, it is

essential that you have a positive attitude, be dependable and be flexible and adapt as situations arise.

What do I gain for my time?

In return for your hard work, you will have the opportunity to gain valuable experience in event planning and coordination, as well as the opportunity to network with industry professionals and gain valuable experience working in a fast-paced and dynamic environment. Please note, this will be a voluntary opportunity.

TiECON East 2024 will provide references for your future professional endeavors as applicable.

So what next?

If interested, please reach out to Rowena Mascarenhas (rowena@tieboston.org)