

Submission Management & Programme Development

Support the call for papers process, from managing submissions and coordinating review and scoring through to creating the conference programme. This role is ideal for someone who enjoys organisation, attention to detail, and helping shape the conference content.

Presenter Liaison

Act as the main point of contact for presenters, from acceptance through to the event and post-conference follow-up. You'll coordinate presenter information, answer queries, and ensure speakers have everything they need for a positive experience.

Technology Support

Support the delivery of the conference's online and in person elements by testing systems, managing content, and troubleshooting technical issues. A great role for someone comfortable with digital platforms who enjoys solving problems.

Registration Support

Manage delegate bookings and communications, helping ensure a smooth experience from registration to attendance. This role suits someone comfortable working with booking systems and participant data.

Delegate Brochure Support

Coordinate and compile information from across the planning team to produce the delegate handbook and conference brochure. This role is ideal for someone with strong editing skills and an eye for detail, accessibility, and presentation.

Sponsorship Support

Work with sponsors throughout the conference lifecycle, from developing sponsorship opportunities and securing support to managing relationships and post-event follow-up. A good fit for someone who enjoys communications, relationship building, and administration.

Marketing Support

Help promote the conference through planned communications, social media, email campaigns, and engagement activities. This role is suited to someone creative and enthusiastic about reaching audiences and raising the profile of the event.

Website Support

Keep conference web pages updated with key information, including the programme, registrations, sponsors, and post-event resources. Ideal for someone comfortable with website content management and coordinating information from multiple teams.

Sponsored Delegate Places Support

Manage the process for funded delegate places, from promoting opportunities and reviewing applications through to collecting post-event outputs. This role combines administration with supporting wider participation and inclusion.

Venue Liaison Support

Coordinate arrangements with the venue, including room layouts, catering, signage, and on-the-day logistics. A practical role for someone who enjoys planning details and helping ensure the event runs smoothly on site.

Post-Event Surveys & Feedback Support

Work with the collection and analysis of feedback from delegates, presenters, and sponsors. This role is ideal for someone interested in evaluation, reporting, and helping improve future conferences.

Board Report Preparation Support

Work with colleagues to create and deliver the post-conference report and presentation for ALN and RLUK Boards. A good opportunity for someone who enjoys summarising outcomes, working with data, and presenting key achievements and lessons learned.