



Volunteer Agreement

This agreement sets out what we can each reasonably expect from your volunteering role within ELRIG UK Limited. ELRIG UK Limited appreciates you volunteering with us and is committed to providing volunteers with a supportive environment. We hope that you will find your volunteer experience enjoyable and rewarding.

1. Volunteer role

Your role as volunteer is as a Conference Director or Track Chair or Speaker i.e., a Scientific Contributor, at one of our events which will start on the date you that you start to engage with the event and includes attending the event.

We hope that you will usually be able to volunteer with us for at least the entire duration of the event so that we and you can each get the most from the volunteering experience. However, we are flexible about this so please let us know if you would prefer a different arrangement.

As a Scientific Contributor, we expect you to:

- perform your role to the best of your ability and to follow our procedures and standards, including health and safety and equal opportunities;
- speak and contribute to talks in our programmes during the event;
- comply with our Data Protection Policy and any other applicable policy in our Staff Handbook, which will be made available to you upon request;
- comply with our Equality, Diversity and Inclusion Policy when communicating with our delegates/attendees;
- ensure any content you prepare is appropriate i.e. scientific or technology based rather than commercial, tailored to our audience and the theme of the event (see a description of our audience [here](#)) and provide a copy for our review upon request;
- actively engage with delegates/attendees at any event you are a Scientific Contributor at;
- comply with our [Attendee Terms and Conditions](#) at the event you attend;
- make best effort to provide information requested to meet marketing timelines;
- if possible, share the news of your attendance with your networks using marketing assets provided by ELRIG, as well as pre-releasing content that you will present, having photographs taken, recordings made and posting on social media. You do have the option to opt out of these requests if you would like;

You can expect us to deal with you in accordance with our Equal Opportunities Policy, found within ELRIG's Employee Handbook.

2. Support

Your main point of contact during your volunteering with us is ELRIG's Programme Manager. You may have regular meetings with them to agree objectives for your volunteering role and discuss any problems or

questions you may have. Please give them as much notice as possible if you are unable to volunteer when expected.

3. Expenses

We will reimburse, at our discretion, certain out-of-pocket expenses incurred in connection with you volunteering for us. Details of these expenses and how to claim them are set out in our Expenses Policy, which may be found [here](#).

4. Insurance

We will provide adequate insurance cover for you while you are undertaking voluntary work approved and authorised by us.

5. Confidentiality

In the course of providing your volunteering services, you may have access to confidential information relating to ELRIG UK Limited or our delegates. We expect you not to use or disclose this information to any person either during your volunteering experience with us or at any time afterwards.

6. Intellectual Property

We own all intellectual property rights in any materials we provide to you in the course of you volunteering for us. We agree that you own all intellectual property rights in any materials that you produce in the course of volunteering for us and nothing in this agreement constitutes a transfer or assignment of any intellectual property rights between us.

7. Termination

We ask that you give us as much notice as possible if you wish to stop volunteering with us.

This agreement is binding in honour only, it is not intended to be a legally binding contract between us and may be terminated at any time at the discretion of either party. Nothing in this agreement gives rise, or is intended to give rise, to you being our employee, worker, partner, joint venture party or agent either now or at any time in the future.

Please acknowledge that you have read and understand the contents of this agreement by clicking 'Yes' during the registration process.