



AI for Animals

2025 Conference

Logistics Team Guide

Please read this guide to get an idea of what the Logistics Team will be doing at the event. Here are the steps to take:

1. Make sure you are available for your shifts on the [Volunteer Schedule](#)
Any changes, please DM Sal on Slack ASAP
2. Refer to the [Volunteer Handbook](#) for general volunteer expectations and details
3. Read this Team Guide. Make sure you know who your team lead is and how to contact them.
 - Check in with Team Lead 10 minutes before your shift
 - Liaise with Team Lead if you need help, aren't sure what to do, have too much down time, etc
 - Taks: print duty, line management, catering shifts, setup, prep and pack up

Leads



Tyler Marino
Team Lead Logistics



Milena Esherick
Team Lead Logistics

Role Description

This team is the **powerhouse of the volunteers**. You're responsible for ensuring the event runs smoothly and fixing problems that arise.

This could encompass a lot of things, so it's difficult to explain clearly. For example, you could start your shift by running to the store to buy some tripod stands (card provided), then helping direct attendees to the lunch hall. You may then need to move some flipcharts to the main stage, before finishing off your shift by printing out some signs.

Sometimes you may feel like there's a hundred things to do and you're rushing around. Other times the event may be going so smoothly that you feel unnecessary! It's common that both happen at some point during the conference as it's difficult to predict when we need lots of volunteers and when we don't need many at all, as problems can arise at any point throughout the conference. If you feel overworked and need a break, or if you feel bored and want to explore the conference, don't hesitate to ask your Team Leads.

The volunteer schedule will be your guide. Read through this carefully so you know what needs to be done at what time and where. **These tasks won't be everything you'll need to do at the conference, but it does give a picture of the big activities.**

Main Activities

Catering, Food and Beverage

It is helpful to have 1–2 Logistics volunteers keep an eye on queues at lunchtime, advise people if there are areas that are less busy to eat, help out people with allergies and notify venue staff if bins need clearing away.

Volunteers will oversee this to ensure the food and beverage stations are stocked and clean. If it's not, the caterers should be alerted quickly

Supporting Content

Room Management volunteers are in charge of setting up rooms ready for content. However, sometimes they may need help carrying flip charts, grabbing extra stationary, or moving around chairs. If they need help, they will ask the Logistics volunteers for a hand.

Set Up & Pack Up

Each day 1–2 Logistics volunteers will need to check the venue before the conference begins and after it ends to make sure the rooms are clean and that they have the appropriate equipment for the content.

Patrolling Roads and Guiding Attendees + Car Park Support

The Clark Kerr Conference Center is a very large venue with multiple entrances. On the first two days, it is convenient to have a couple of volunteers guide attendees towards these entrance, from drop off points and parking lot. Use the floor plan to guide you.

There is a designated ride share drop off point, marked on the floor plan. This is an important place to guide people to and from as they enter and leave the conference.

Logistic Checklist

Venue Map

AI FOR ANIMALS 2025 CONFERENCE VENUE MAP



- Building 1** Main Theater, Food, Rooms A-C
- Building 2** Room D, Garden Patio, Quiet Room
- Southwest Parking Lot** Pay at kiosk

Conference zone outlined in yellow

All outdoor spaces are public

Meeting Points Stairs