



Overview

Teams Descriptions

As a volunteer for the EuroPython Conference, what can I contribute to?

We hear this question very often, so if you are considering volunteering with us, but aren't sure where your incredible skills can be useful, fear no more! Just read on...

Overview

At EuroPython, all our work is separated into different groups that handle different areas.

The Board Members deal with *everything*, but more on that later.

If you are looking to chat with someone about the teams and aren't sure who to approach, feel free to ping [Mia Bajić](#) or [Cyril Bitterich](#)

You can also send us an email at volunteers@europepython.eu.

If you'd like to join us, please fill in the form:

<https://forms.gle/yigjUAJ49XReUXkE9>

before Sunday, December 22nd, 2024

Good to know

- We don't require previous volunteering experience. We require willingness to learn. You will be supported throughout your volunteering experience by Board and team members of previous conferences. We are happy to mentor, assist and support your growth. If there is anything you would like to know before or during your volunteering experience, please ask. No question should go unattended. We are here to help.
- Every year, we assemble EuroPython based on the work of previous conferences. We reuse and adapt where it makes sense. The goal is to always improve, while avoiding reinventing the wheel.
- With that in mind, don't hesitate to bring fresh ideas to the table. Just because something has always been done a certain way doesn't mean it can't be improved. If you see an opportunity for change or have an idea you'd like to implement, we'd love to hear it!
- The tasks listed are supposed to be done by the team as a whole, not by one person alone. We are here to work together and help each other. - "Team", as we understand it, is not the german acronym "Toll ein anderer macht's." (Great, someone else is doing it.)

- Life happens and we do understand that! If you pick a task that you cannot finish on time or at all, please tell us sooner rather than later. This helps us to find someone else to step in and ensures things keep moving smoothly. While someone else may need to pick up the extra work, letting us know early makes it much easier for everyone. Don't worry, there will be NO repercussions for you if you have to bow out.
- **The Co-Leads (preferably two) will manage the tasks, deadlines and priorities in each team. They will be your main point of contact between teams. When it comes to decision making and taking on tasks Co-leads and team members are equals. The only difference is that Co-Leads have a few responsibilities already built into their role.**

What happens after I fill out the Volunteer form?

First of all: Thank you for taking the time! We are excited to review your application!

Once we reviewed your application, if everything looks okay, you will get an email from us confirming your spot on the team. In this email you will also find all the details and instructions you will need to get started.

Can you describe what volunteering involves?

Tools

Our main communication platform is our Discord Server. We use Google Suite for emails and documents. There are additional tools we use per team based on the requirements.

Meetings

There are usually regular meetings within the teams. On top we have regular Plaza calls with all the volunteers to share our progress and get a better understanding of needs and successes of the different teams. Plaza calls can also be used as an ama regarding the conference to the board.

But you don't have to wait until the next meeting: We also have informal chats on Discord, which you are always welcome to join; it's more fun when we work together!

Availability

The role of leads and co-leads involves more work, coordination and communication. So it typically requires higher availability compared to regular volunteers.

 Operations Team (a.k.a. Ops)

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The Operations team is responsible for making things work and getting stuff delivered to the conference and on site.. Ops is the glue between the conference and the participants, ensuring everything runs smoothly and everyone has what they need.

Before the conference, this team handles setting up the infrastructure, replying to online inquiries, as well as ordering everything that will be handed out to attendees and volunteers. This includes setting up the API for the website and our Discord server, as well as making sure that everything related to the conference is accessible. They attend the help desk to help our attendees with all the questions and troubles they have, so as many people as possible will be able to come to the conference.

Towards the conference, this team will make sure additional on-site and remote volunteers, t-shirts, badges, lanyards, and all the other little things needed at the Registration desk are available.

At the conference, the team - together with the additional volunteers - will see to it that everything runs smoothly for the attendees and speakers. For example: the venue is set up, people can come in, get their badges, t-shirts, can go to the rooms, have a place to sit and relax, audio and video works, food is available, and all specific needs of attendees are addressed.

After the conference, this team cleans out the venue and gets the verified recordings online.

This is the biggest and heaviest-workload team in the conference, but also an exciting opportunity for everyone involved to collaborate, learn, and grow. Due to the high variability of the tasks, there will be tasks for a lot of different skill sets and a lot of opportunities to look into new things. 🍀

The Operations team starts working right away with the online services, then switches to tasks more focused on attendees after ticket sales open. The closer it gets to the conference dates, the more active the team becomes.

Last year (2024), the Ops team was divided in several sub-groups:

- Helpdesk Group: Handling of all general helpdesk tickets.
- Discord Bot & Server Group: Setting up the bot and the conference server.
- Registration Desk/ T-Shirts / Badges Group: Ensuring that everything will be set up for the attendees registration.
- A/V Group: Coordinating with the company responsible for the A/V of the conference.
- Call for Volunteers team: Recruited and invited all of the on-site and remote volunteers for EuroPython 2024.
- Volunteer Coordination team: Defined onsite tasks, documented them and created a schedule with all volunteers to ensure that everyone was in their positions during the event.
- Accessibility team: Helped with overall accessibility of the event.

You will fit well here if:

- ☐ You enjoy helping people in the shadows or hands on. We need both!
- ☐ You want to experience being the “glue” between technology and attendees
- ☐ You are comfortable with asking for help on how to solve issues
- ☐ You are good at gettings things done
- ☐ You know how to speak at least one of: customer, network, A/V, or Python



Programme

Programme Team

This is the heart of the conference. This team is responsible for building the schedule. The EuroPython schedule includes two days of workshops and tutorials, three days of talks and two days of Sprints, totaling seven days. This team handles everything except the Sprints.

Some of the tasks this team performs include:

- Running the Call For Proposals (defining tracks, setting up Pretalx (program.europython.eu), answering questions from potential speakers).
- Identifying, reaching out to and coordinating with keynote speakers and Python workgroup leaders for summits.
- Recruiting, onboarding and communicating with reviewers (around 30+ people).
- Hosting community voting to gather feedback about interesting topics from the wider community.
- Read reviewers' feedback for each proposal.
- Using the data from community voting and panel review to determine the final list of accepted talks.
- Identifying, inviting and coordinating specific additional workshops outside the proposal track (e.g. PyLadies, HumbleData, TransCode, etc.)
- Handling communication with speakers (including rejected proposals).
- Creating and maintaining the final schedule, assigning talks to tracks and time slots.
- Coordinating with other teams (mainly Sponsor, Comms and Mentorship)
- Understand the overall strategy and balance the tracks by using information such as categories and talk topics to align with the strategy.

NOTES:

- Program volunteers should be onboarded early to avoid bottlenecks.
- We aim to recruit as many reviewers as possible.

You will fit well here if you:

- ☐ Understand how to balance the tracks using information like the category or talk topic.
- ☐ Communicate your ideas in a good way to settle on difficult decisions when structuring the conference, or solving any problem related to the schedule.
- ☐ Are able to put aside your personal connections in order to be as neutral as possible when selecting the talks.



Sponsors

Sponsors Team

This team handles sponsor acquisition and communication, guides sponsors through signup, manages agreements, and ensures sponsor deadlines are met.

They collaborate with other teams for special requests like sponsored talks or tutorials.

Workload is steady with a fun rush as the conference nears! We'll find sponsors, set deadlines, coordinate their needs, and handle logistics. Plus, we assist sponsors directly at the event.

Team Responsibilities Include:

- Track the sponsor's sign-ups and prepare the agreements.
- Reaching out to potential sponsors.
- Load Balance tasks within the team.
- Answer emails in a timely manner.
- Be transparent and consult with the team in case of doubts.
- Work with the booth builder and create a timeline with sponsor's deadlines.
- Follow up with Sponsors after the conference.

You will fit well here if:

- ☐ You are skilled in communication and negotiation.
- ☐ You can effectively negotiate terms that benefit both the conference and sponsors.
- ☐ You are able to navigate the evolving requirements and situations of different sponsors with ease and professionalism.
- ☐ You have basic knowledge of contracts and agreements.
- ☐ You are able to ensure deadlines are met without putting noticeable pressure on the sponsors.

Communications & Design Team

Communications & Design Team

Handles all visual aids of the conference as well as the communications, which include social media, blog, newsletter posts, mailings, and mailing lists. We have a team of designers that do the “heavy lifting” of visuals for the conference, but this team handles everything else, from stickers and t-shirt designs to banners, badges, and lanyards.

Team responsibilities Include:

- Print (and where suitable also design) social stickers for the attendees, i.e. pronouns, hug/fist bump/stay away, etc. (We do have the templates from previous years available.)
- Design the t-shirts.
- Design banners, booth covers, and other materials with sponsors’ logos and the conference logo.
- Design badges and lanyards according to guidelines.
- Write content about the EuroPython conference, including social media posts and blog articles.
- Review, edit and polish text.
- Responsible for the EuroPython brand strategy, and initiating and coordinating our marketing efforts.
- Keep the website content clear, up-to-date, and aligned with our brand strategy.

You will fit well here if:

- ☐ You like to create content.
- ☐ You are “quite a visual person”.
- ☐ You are a creative soul.
- ☐ You pay close attention to the details, especially when it comes to grammar.

 Financial Aid Team (a.k.a. FinAid)

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The EuroPython Financial Aid Programme provides financial support to help people attend the conference. This team processes the requests for grants, which are open to anyone who needs help. Last year, the main criteria for judging grant applications were: participation in the community, socio-economic factors, and diversity.

Some of the responsibilities include:

- Setting up the programme policies, guidelines, and timelines.
- Coordinating with other teams, such as programme and comms when needed.
- Coordinating the application review process, assuring that the team collectively performs enough reviews.
- Coordinating the processing of applications and reimbursements.
- Helping with answering questions in the Financial Aid help desk queue.
- Participating in the review and application decision process.
- Facilitating discussions to discuss policy, special cases, and other topics that come up.

You will fit well here if:

- ☐ You enjoy helping others.
- ☐ You want to help promote diversity within the EuroPython community.



Speaker's Mentorship

Speaker's Mentorship 🤝

The Speaker's Mentorship program aims to offer help to first-time / inexperienced speakers with their talk submission and support until they delivered their talk.

The current structure of the team working on this programme has 3 types of roles:

1. **Main Organiser (co-lead)**: Person who organises and monitors the programme.
2. **Mentorship Programme Hosts**: People who host all events related to the programme.
3. **Experienced Speakers**: People who contribute during the events by helping mentees and preparing content for the workshops.

Some of the responsibilities of this team include:

- Finding experienced speakers as mentors
- Finding speakers who's like to be mentored
- Matching mentors with mentees.
- Organising events where mentors and mentees can connect, including:
 - Ask Me Anything (AMA) for the CfP session during the first week of the Call for Proposals.
 - Workshop sessions to train the first-time speakers.
- Expand the Speaker Placement Programme to help mentees stay active by connecting them with local communities and encouraging them to apply for speaking opportunities.
- Prepare statistics to share during the closing session of the conference.

You will fit well here if:

- ☐ You are passionate about supporting others in their development.
- ☐ You like to interact with people.
- ☐ You want to change the world, one speaker at a time.



Sprints Team

Sprints Team

This is the newest EuroPython team. The board will provide the sprint location and catering. Using that, this group will be responsible for organising and managing all aspects of the Sprints, from planning to promotion and execution.

NOTE:

- This team is similar to what Operations does during the conference, but limited to the tasks needed to have a successful Sprint Weekend. On top of that this team will be responsible for managing the infrastructure so that sprint owners can advertise their sprints.

You will fit well here if:

- ☐ You want to work on a smaller project.
- ☐ You want to gain experience setting up a full package with multiple workshops running in parallel.
- ☐ You have contacts with open-source maintainers and would enjoy reaching out to them to encourage them to organise a sprint.

 Accessibility Team

Accessibility Team 🧐

This team ensures that EuroPython is welcoming and inclusive for everyone, regardless of their abilities or needs.

Team responsibilities:

- Collaborate with Operations for onsite requirements like quiet rooms, mobility needs, accessible materials (braille or audio) for visually impaired, child care.
- Collaborate Communications teams to make sure signages, media, talks are accessible
- Make sure the website is accessible especially with screen readers
- Keep accessibility map of current venue up-to-date

You will fit well here if:

- ☐ You are skilled in communication to ensure attendees, speakers feel comfortable attending the conference in-person or online