

GAW Volunteers Handbook

2024



Global Alumni Weekend Volunteer Handbook

Thank you for your interest in being a volunteer for the Global Alumni Weekend (GAW).

What is GAW?

Global Alumni Weekend is IE's biggest Alumni event of the year, with past editions welcoming over 900 Alumni from all around the world back to Madrid and back to IE's campus. GAW is a unique opportunity for our Alumni to network, learn from top professors, meet new people, celebrate 5, 10, 15, 20, 25, 30-year class reunions and, above all, have fun! All IE Alumni are invited to attend workshops, masterclasses and fun activities organized by the Global Alumni Relations (GAR) team. GAW will be held on the Maria de Molina and IE Tower campuses.

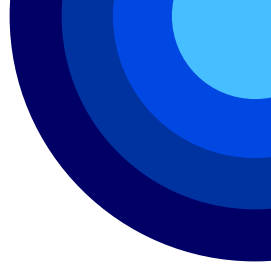
In addition to the Global Alumni Weekend activities, we also hold a formal, black-tie gala that Alumni can attend with their friends and enjoy a banquet dinner, the EPIC Award ceremony, and a night of drinks, dancing and fun.

Volunteers at GAW

An event of this magnitude could not be possible without the help of amazing volunteers like you! That is why we hope to collaborate with 30-50 student volunteers to help us throughout the weekend. Of course, your hard work will be rewarded! Our volunteers get to stick around after they finish their assigned shift (approximately 4 hours) to network with the Alumni and join most of the activities.

Volunteers will be given T-shirts which they are required to wear during their shift and can take home a welcome bag. Event credentials must be worn at all times. It's important that volunteers download the GAW event app and understand how to use it prior to the event to be able to assist guests.

GAW volunteers are responsible and flexible students, who will be happy to quickly adapt to new situations and help the GAR team out with a positive attitude. Communication is key during a large event such as the GAW. A WhatsApp group will be created for this purpose.



Main Volunteer Roles

1. Registration:

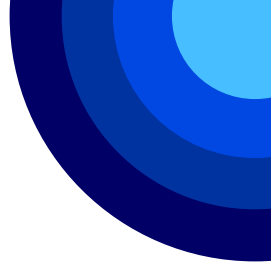
- Assist the attendees at the lobby to direct them to the right registration stand
- Answer general questions about the event, agenda, Wi-Fi, app etc.
- Help with the registration process, including distributing welcome bags
- Direct attendees to the different sessions, rooms, and activities
- Check that every attendee has a credential

2. Tower Tours:

- Each tour group will have 20-25 people, and 2 volunteer tour guides (one leading the group and one at the back of each group making sure no one gets left behind)
- Tours will be given in English and Spanish and will follow a set route that will be provided closer to the event.
- Volunteers should have a good knowledge of the tower, understand what every floor represents, and be able to answer general questions about it. Detailed information about the Tower will be shared prior to the event as well as a mandatory training session.
- There should always be at least 2 volunteers at the starting point to wait for the attendees and collect the groups

3. Masterclasses, fun activities, and other sessions:

- Welcome attendees to the sessions
- Make sure that everything is ready for the session: water bottles for the speakers, IT issues, set up of the rooms, etc.
- Have a general understanding of the session and the exact location of the room
- Track attendance at the session
- After the session, direct alumni to the next event or activity



4. Campus navigation and welcome team:

- Welcome guests upon arrival and accompany them to registration.
- Volunteers will be stationed around campus (Maria de Molina and/or IE Tower) to help answer general questions (where to find the bathroom, water fountains, entrances, exits etc.)
- Knowledge of the agenda and event app is imperative to be able to efficiently guide attendees to the various activities

5. Social Media Volunteers:

- Help the GAR communications team with Instagram posts. Guidelines will be provided.
- This role requires the volunteers to be at the event at all times. However, they will be able to enjoy their free time in between tasks and join the activities.

Important Things to Remember

1. Please, don't forget your T-shirts on the day of your shift and keep your credentials for the whole duration of the GAW! To get the credentials, please bring your ID.
2. You need to be at your assigned location 30 minutes before the start of your shift.
3. Volunteers are welcome to join activities and spend time with the alumni before or after their shift. Please bring a change of clothes!
4. Knowledge of the agenda and event app is imperative. Volunteers must download the app and understand how to use it prior to the event to be able to assist guests.
5. Lunch is provided for volunteers, and they will be able to enjoy their break with the alumni.
6. A room will be provided to keep your bag, clothes, and other personal belongings.

Questions?

Email globalalumniweekend@ie.edu

Interested?

Fill out this [volunteer interest survey](#)