

Volunteer for the Asia Leaders Series Annual Meeting 2025

About Us

The Asia Leaders Series is one of Europe's leading initiatives for building a shared understanding between Europe and Asia on economic, political, and social themes. The organisation's purpose is to facilitate the exchange of knowledge and insight between influential leaders in Asia, and their counterparts in Europe and North America and to inspire leaders in both regions to embrace Asia's increasing economic and geo-political clout in the world in a constructive, inclusive, and collaborative manner.

The Asia Leaders Series 2025 Annual Meeting brings together fifty selected leaders from Europe and Asia to discuss pressing issues and strengthen the foundations of a resilient economic relationship between both regions.

Event Volunteer Role Description

Event Date: Sunday, January 19, 2025

Official Event Times: 09:30 AM - 21:30 PM

Time Commitment:

- Attendance at least two volunteer briefing meetings in the weeks leading up to the event.
- During the event, full-day commitment is preferred, but shorter shifts may be considered.

Key Responsibilities:

- **Event Support:** Assist with registration, attendee management, logistics, audio-visual setup, and signage.
- **Attendee Support:** Provide excellent customer service to attendees, answering questions, providing information about the event schedule and speakers, and escorting guests as needed.

Required Skills and Qualifications:

- **Strong Interpersonal and Communication Skills:** Excellent verbal and written communication skills to interact with high level attendees.
- **Fluency in English:** Required for effective communication with attendees and staff.
- **Professional Demeanour:** Ability to maintain a composed and courteous demeanour in a formal setting.
- **Attention to Detail:** Meticulous attention to detail to ensure smooth event operations.
- **Positive and Enthusiastic Attitude:** Willingness to go the extra mile to contribute to the success of the event.
- **Previous Event Experience:** Essential. Experience in managing events, preferably high-level conferences or meetings.
- **Interest in Global Issues:** Preferred. A genuine interest in international relations, geopolitics, and global affairs is a significant plus.

Why Volunteer?

- Contribute to and be part of a prestigious international event
- Gain valuable experience in event planning and management
- Witness high-level discussions on global issues by influential leaders from Europe and Asia

How to Apply:

To apply, please submit your CV and a brief statement outlining your motivation for joining us as a volunteer to office@asiaseries.com by December 15th.

E: office@asiaseries.com
W: www.asiaseries.com