



# Conference 2026 Organising Committee: Information for applicants

Working flexibly as a team, we will deliver all the logistics of the conference, from planning to delivery. Roles will be tailored to accommodate your time commitment and the roles where you have expertise, or where you would like to get some experience.

## Prospective elements might include

- Working with conference speakers and facilitators to scope and organise session logistics.
- Support the fielding and collating of expressions of interest for part of the conference agenda.
- Coordinating discrete aspects of the conference, from organising registration, creative activities or wellbeing spaces, to exhibitors and sponsors' spaces.
- Supporting pre-, in- and post-conference communications, ensuring we maximise the impact and dissemination of information.
- Working as a team to anticipate challenges and troubleshoot issues as they arise.

UPEN are able to cover travel and accommodation for two nights if needed, however, we ask you to identify resource within your institution first. Your place at the conference would be separate to your institutional allocation.

## What is in it for you?

- Opportunity to support a core activity at the heart of UPEN, building your network across the sector, including policy audiences, colleagues within UPEN, and other Members.
- Be a part of a team that delivers a large-scale event, gaining experience in important logistical planning and delivery.
- Potential to develop important skills and capabilities in delivering an academic-policy focused activity and showcase your strengths and expertise for a community-built conference.

## Next steps

If you're interested, please express interest by 10:00 on 15 December. We will aim to get back to you that week. For an informal chat, contact [Jay Amin](#).