

Vienna, June 5 2024

Call for applications: Support for Conference Management

The Austrian Platform for Research and Technology Policy Evaluation (fteval) is seeking support for the organisation and execution of the "REvaluation'24" conference (<https://www.revaluation2024.eu/>) for a total of **3 working days**.

Background

The fteval platform is committed to transparent and reliable evaluation of measures in research, technology and innovation policy. To this end, we offer various formats for the exchange of ideas and experiences in the national and international expert community, such as the fteval *Journal for Research and Technology Policy Evaluation*, the REvaluation Podcast, a repository, or evaluation standards. Events are also part of our portfolio. The next REvaluation Conference 2024 will take place from 4-6 December 2024 under the motto "Navigating Times of Change". We need support to organise this conference.

We offer

- Insight into the national and European research, technology, and innovation system
- Participation and involvement in an international conference
- Catering included on the conference days

Tasks

- Supervision of the registration/information desk and workshop rooms (mainly technical support)
- Entry checks
- Support with the management of various online platforms, if necessary
- Any support before, during and after the event, e.g. material transport, stewarding etc: Material transport, steward service etc.

Profile

- Reliability, punctuality, service-orientation, polite appearance
- Excellent knowledge of English and good German
- Basic technical knowledge (use of projectors, presentations, video conferencing tools, etc.)
- Interest in research and innovation is an advantage

Assignment period and general conditions

2.5 conference days from December 4-6 with mandatory attendance at the venue, FH Campus Wien, Favoritenstraße 226, an online briefing beforehand, and 2 hours of preparation on Wednesday afternoon, December 3 **or** clean-up at the venue on Friday afternoon, Dec 6. The flat-rate compensation is 432 euros (all-inclusive). Please send your application documents (a short motivation letter and CV) by June 30, 2024, to conference@revaluation2024.eu.

We look forward to your application!