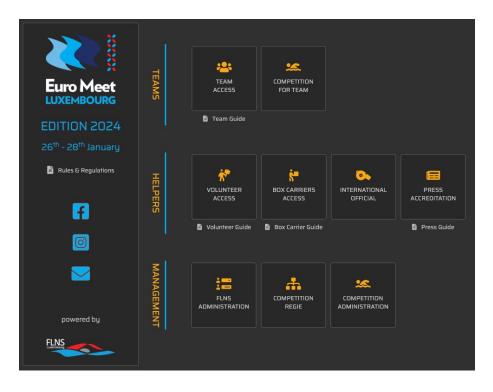


# Volunteers Guide 2024

## INTRODUCTION

This guide describes how to use the Euro Meet Application. The use is mandatory for all candidates to register and communicate complete information.



Once you connect to app.euromeet.lu, you will have access to the Volunteers module in the dedicated space.

# **GENERAL CONSIDERATIONS**

Euro Meet will take place on 26<sup>th</sup> - 28<sup>th</sup> January 2024. The volunteer slots cover a period of 24th - 28th January. We thank you for your engagement with us. In this guide, you shall find all necessary information regarding the volunteer's engagement.



### BADGE

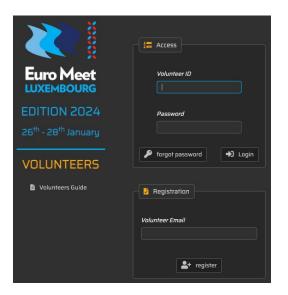
Wearing the badge is mandatory at all times. The access to a specific area is visually marked on the badge. At the entrance to a restricted area, information boards show specimen of the badges which have access to that specific area.

#### DRESSING

You will be given the necessary T-shirt to wear only during your engagement and with your "staff" badge.

#### **SECURITY**

Security is a major aspect at such an event. Euro Meet uses external Security guards beside staff to ensure controls at the strategic positions in the COQUE. Being at a checkpoint only grant access to allowed badges. Please be polite but firm if the person doesn't wear a badge or not the right one.



#### DOCUMENTS

This guide is at your disposal.

#### REGISTRATION

Your journey starts with registering. Please fill out the Email field.

Once your data is complete you may register. Credentials will be sent to the given email address. Different actions are available to you.

#### LOGIN

By logging in you will get to the main screen of the module.

#### FORGOT PASSWORD

If you ever forgot your password, credentials will be resent to you.

#### **COMMON INTERFACE USAGE**

The main toolbar has obvious functions at your disposal: contact us by email and logout.



Each presented domain has to be updated separately using appropriate button. The system shows you when entered information is complete 🔽 🖪



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updated on		14.08.2023 - 00:00:00		
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### **INFORMATIONS**

Your basic information communicated at registration is displayed and cannot not be changed. This information has to be completed as shown. It is very important these inputs are accurate.

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Day	morning		afternoon	
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Friday	07:30-14:00		14:00-19:00	
Saturday	<b>07:30-14:00</b>		<b>14:00-19:00</b>	
Sunday	07:30-14:00		14:00-20:00	n/a
				💼 update

#### **ENGAGEMENT**

Please indicate the slots where you may help. It is expected that your engagement is for the complete slot, we cannot accept partial coverage.

#### **BE AWARE**



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Based upon the coverage achieved the Organizing Committee might decide to withdraw candidatures. We thank you for your understanding.

**O.C. Euro Meet** 

## CONFIRMATION

You may now CONFIRM

Registration CONFIRMED

When all your domains are ready, the system will allow you to "confirm" your registration. Once confirmation is acted, you won't be able to make any further changes. In the event of a needed change, please contact us via Email.

# Enjoy Euro Meet 2024

Your Euro Meet Team

