

## Application Requirements for HSR2024 Volunteers

### 1. About HSR

The Global Symposium on Health Systems Research is organized every two years by Health Systems Global to bring together the full range of players involved in health systems and policy research and practice. Beginning with the First Global Symposium in Montreux in 2010, the Symposia have played a crucial, catalytic role in convening a global community dedicated to strengthening health systems and building the field of health systems research. Our Symposia is delivered with [a set of core principles](#) in mind. Find out more about [previous Symposia](#).

The Eighth Global Symposium on Health Systems Research (HSR2024) will take place at the Dejima Messe Nagasaki in Nagasaki, Japan from November 18 - 22, 2024, bringing together approximately 2,000 health systems researchers, policymakers and practitioners from around the world. Read more about the theme of the Symposium – *Building Just and Sustainable Health Systems Centering People and Protecting the Planet*.

HSR2024 will be hosted by Health Systems Global, co-sponsors, supporters and a consortium of Nagasaki University and Japan International Cooperate Agency (JICA). In addition, a number of local organizing committees contribute to the smooth organization and running of the Symposium.

This volunteer opportunity gives students to network with professionals and researchers in health systems and be a part of operation and management of an international conference without participation fee.

### 2. Volunteering period

18 - 22 November, 2024

Please note that there will be a mandatory online training<sup>1</sup> and orientation<sup>2</sup> prior to the conference.

<sup>1</sup>The online training session will be taking places around a month prior to the symposium.

<sup>2</sup>The orientation at the venue will be scheduled around 15:00 for a period of about 3 hours, on 17th November, 2024.

### 3. Eligibility and qualifications

- Postgraduate students at universities in Nagasaki<sup>3</sup> OR a student member of Japan Association for Global Health (JAGH) is eligible to apply
- English skill is required
- Those available for the online training session around October, and orientation at

the venue on 17th November.

<sup>3</sup>Students including JD/DD programs

4. Application form

Please submit the application from the [Google Form](#).

5. Application deadline

7 June, 2024

6. Preference for volunteers

- Postgraduate students with an interest or specialty in global health
- Japanese skill is preferred

7. Benefits

- Free access to sessions outside of your volunteer hours
- Access to the welcome reception on Tuesday 19<sup>th</sup> November 2024
- Free Volunteer Uniform
- Free box lunch for HSR2024 staff
- A symposium certificate confirming hours volunteered
- Opportunities to network with researchers, policy-makers, health system and program managers, and civil society participants from more than 100 countries around the world

8. Roles and duties

Volunteers will be assigned a few roles from the list below. They will be also requested to be flexible with the roles, as they are expected to assist attendees feel welcomed and comfortable, answer general questions, assist the staff by acting the eyes and ears of the Symposium – identifying potential problems before they occur.

- Registration: Distribute name badges, delegate bags and provide information. Also, take care of the participants' belongings at the cloak.
- Meeting rooms: Assist in each session where required such as microphone running/ room count, timekeeper, and switching lights.
- Marketplace and posters: Support poster presenters and booth staff during set up and display as required.
- Welcome reception and social night: Direct or greet guests and assist with logistics. Also, taking the attendance at the registration for the social evening.

- Directional/ special services: Provide directional information and assist attendees with special needs
- Others: other duties required onsite and assigned by the HSR

9. Expenses

- [Registration fee](#) will be waived by full participation of the volunteering week (registration on the official website is NOT necessary)
- Volunteers will be responsible for their own accommodation and any travel expenses
- Volunteer group insurance will be provided for students at universities in Nagasaki
- Students outside of Nagasaki must purchase volunteer insurance at their own expense. The information for a recommended insurance will be provided.

10. Volunteering hours

- All volunteers are required to attend the orientation guidance at [Dejima Messe Nagasaki](#) which will be scheduled around 15:00 for a period of about 3 hours, on 17th November, 2024. Also, the online training session will be taking places around a month prior to the symposium.
- All volunteers are required to participate the assigned time and date of activities from 18th to 22nd November, including the orientation on 17th November and the online training session.

11. Volunteer insurance

All volunteers must have volunteer insurance, which covers injury, to participate any activities including the orientation guidance. The group insurance will be provided for students at Universities in Nagasaki. Students outside of Nagasaki must purchase volunteer insurance at their own expense. The recommended insurance will be informed.

12. Agreement

A written agreement with Professional conference organizer (PCO) is required. The format will be provided to sign when selected as a volunteer.

13. Contact for application

[hsr2024@ml.nagasaki-u.ac.jp](mailto:hsr2024@ml.nagasaki-u.ac.jp)

Nagasaki University School of Tropical Medicine and Global Health

14. Privacy policy

All applicants are subject to the [Nagasaki University privacy policy](#). Personal data/information of applicants shall be collected for this recruitment purpose and for the duration of the Symposium only which shall be shared with [Congrès Inc.](#) which provides a training and manage volunteer operation.