



CROI
Conference on Retroviruses
and Opportunistic Infections

CROI 2025 Volunteer Opportunity **Moscone Center North** **San Francisco, California, March 8-12, 2025**

Role of Volunteers



At the international Conference on Retroviruses and Opportunistic Infections (<https://www.croiconference.org>), volunteers play an important role in supporting the Conference Secretariat and Scientific Program Committee through a broad range of tasks. They include but are not limited to:

- Assisting with on-site registration
- Assisting in the speaker ready room
- Acting as a room monitor for symposia and themed discussions
- Assisting in the abstract poster room
- Providing administrative support to the Conference Secretariat

Ideal candidates have high ethical standards and present themselves with an appropriate professional image. Conference volunteers must possess the ability to work quickly and efficiently on several projects at once. They are results-oriented, have

strong time-management skills, and work enthusiastically in a constantly changing environment. The position entails considerable interaction with many different teams.

Volunteers are required to attend an orientation and training session on Saturday, March 8, and commit to each of the conference days: Sunday, March 9 through Wednesday, March 12.

Responsibilities

Speaker Ready Room Assistant—Help technical staff ensure that speakers are accounted for, and their presentations are in order.

Symposia, Themed Discussion, and Plenary Meeting Room Monitor—Ensure that moderators and speakers are present before their scheduled presentations and that speaker tables and moderator lecterns are appropriately prepared. Relay any delays or concerns immediately to the Secretariat's office or the appropriate supervisor. Monitor attendance and audience flow and report to the supervisor.

Poster Room Assistant – Guide poster presenters to their assigned locations. Provide directions for attendees looking for poster sessions.

On-site Registration Assistant—Assist conference and temporary staff with processing registration, sorting badges and conference packets, and responding to general attendee questions.

Qualifications

Candidates should have a demonstrated interest in HIV/AIDS research, life sciences, medicine, or public health and may be medical residents, fellows, post graduate or undergraduate students.

- Bachelor's degree or higher
- Demonstrated interest in the fields of HIV or antiretroviral medicine or research



How to Apply

Please note: Accepted volunteers are admitted to the conference only for the hours assigned. Volunteering at CROI should not be viewed as a way to attend or gain access to the conference or in any way circumvent the regular registration process.

E-mail applications and inquiries should be sent to jbatley@iasusa.org with "CROI 2025 Volunteer" in the subject line. Applications must include:

- A short outline expressing your interest in the conference as well as your applicable experience
- Your resume