



FIA Conference 2025

19 – 21 Feb

International Convention Centre (ICC) Sydney

Welcome to the FIA's Annual Fundraising Conference!

We thank you for volunteering your time and effort to assist us in ensuring the conference runs smoothly and efficiently. We rely on volunteers to make this conference happen, as we are a not-for-profit organisation and your efforts and contributions allow us to host this event year after year. Your hard work will help ensure all participants have a rewarding experience.

So, thank you for joining the team that will help run this unique event.

Founded in 1968 FIA has for over fifty years provided career development opportunities for professional fundraisers and advocated on behalf of the fundraising industry.

Fundraising Institute Australia is an association of professionals, advances philanthropy through encouraging and supporting people and organisations to ethically practice excellence in fundraising. The core activities through which FIA fulfils this mission include professional development, mentoring, credentialing, research and advocacy.

The conference is FIA's signature professional development event. FIA Conference 2025 is held over three days. Wednesday holds small group masterclasses, sector specific discussion forums, the Opening Plenary Session and the Welcome Reception. Conference sessions are held across Thursday and Friday.

The conference attracts upwards of 800 attendees annually, including over 100 speakers and presenters. It hosts the largest exhibition in Australasia for professional fundraising with around 60 stands, and also includes a Gala Awards Dinner for 500 attendees.

More information can be found at www.fiaconference.org.au

Volunteer Roles

- Track/Room Coordinator:
 - Check all name badges upon entry to session
 - Count number of people in each session approx. 10 minutes after session has commenced; record the number on sheets provided.
 - Provide support for track chair and speaker – may include running microphone during question time.

- Assist delegates with downloading the conference app to complete session evaluations.
- Coordinate distribution of speaker gifts
- Close and open doors for late comers
- Exhibition Entrance:
 - Check all name badges upon entry to exhibition
 - Please ensure that the delegates have the correct name badge to attend that specific day of the conference.
 - Answer delegate questions
- Registration Desk:
 - Hand out satchels to registered delegates
 - Provide support for registration desk staff
 - Manage stock of satchels
 - Crowd management and control
 - Assist delegates to queue in the correct lines
 - Answer delegate questions
 - Ensure crowd is orderly to assist with quick and efficient registration
 - Provide venue information for delegates
- Exhibition Assistant:
 - Monitor catering lines to ensure only people who are entitled to collect food do so
 - Direct delegates to shorter lines if applicable
 - Answer delegate & exhibitor questions
- Speaker Runner:
 - Walk speakers to speaker preparation room when they arrive at the conference

What are some of the other things you can expect as a volunteer?

- Most of the time you will be busy, however sometimes you may find that the position you are in is quiet. This is the nature of events. Remember that every position is important.
- There may be situations where you are moved to another location or role. You should be provided with a briefing of your new role. Please follow reasonable instructions given by your supervisor.

What you get as a volunteer?

- Meals are provided (morning tea, lunch & afternoon tea)
- Volunteer T-shirt (1 per Day – Max 2).
- Feeling of contribution and satisfaction.
- A letter of appreciation outlining job roles and participation as a volunteer at the conference.
- Firsthand experience of the operational aspects of being onsite at a conference.

- Mingle and network with staff from a range of charities within Australia and you will have the opportunity to learn about philanthropy.

Meals and breaks

As volunteers you will be provided with morning tea, lunch and afternoon tea on the day(s) of your shift. These are to be taken in the exhibition hall from the buffet stations. If your lunch break is outside of the hours that the buffet is open, you can visit the organisers office for a meal.

Conference Program

Wednesday 19 February 2025	
8:00am	Masterclass registration opens
8:30-2:00pm	Masterclasses
2:00pm	Conference registration opens
2:00pm	Exhibition Hall opens
2:30-3:30pm	Sector Discussion Groups
3:30-4:00pm	Afternoon Tea
4:00-5:30pm	Opening plenary session
5:30-7:00pm	Welcome Reception in Exhibition
7:00-8:00pm	FIA Fellows & CFRE Function
Thursday 20 February 2025	
7:00am	Registration opens
7:30-8:30am	Networking & Breakfast in Exhibition
8:30-10:40am	Sessions
10:40-11:20am	Morning Tea in Exhibition
11:20am-12:50pm	Sessions
12:50-2:00pm	Lunch in Exhibition
2:00-3:00pm	Plenary session
3:00-3:30pm	Afternoon Tea in Exhibition
3:30- 5:30pm	Sessions
7:00- 11:30pm	Fundraisers' Gala Awards Dinner
Friday 21 February 2025	
7:15am	Registration opens
7:30-8:30am	Networking & Breakfast in Exhibition
8:30-9:15am	Plenary session: Myth Smashers
9.25-10.25am	Sessions
10.25–11.00am	Morning tea in exhibition hall
11:00am-1:10pm	Sessions
1:10-2:20pm	Lunch in Exhibition
2:20-3:20pm	Sessions
3:30-4:30pm	Closing Plenary Sessions

4:30-5:30pm	Farewell Drinks
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