



FOLTirana 2026 – D109 Annual Conference

Role Title: Technical Manager for District Conference Tirana 2026 (Volunteer)

Reports To: Conference Chair, PQD

Time Commitment: Some hours during preparation phase (January-May 2026), & full presence during Sat-Sun conference days, plus Friday rehearsal (29-31 May 2026)

Role Overview

The Technical Manager for the District Conference (Volunteer) supports the smooth technical execution of the conference by coordinating all audio, video, recording and streaming activities. The role ensures that contests, workshops, and plenary sessions meet required technical and quality standards and that technical issues are resolved quickly during the event.

Key Responsibilities

- Plan for all technical resources and capacity required and support budget preparation and approval.
- Coordinate with the Conference Chair and Venue Manager to align the technical setup with the conference agenda.
- Create and maintain a simple technical agenda matching sessions, contests, and workshops.
- Coordinate and support rehearsals for conference contests with the Contest Chair.
- Brief and coordinate venue and external technical staff for audio and video requirements in all rooms and test the equipment.
- Conduct test recordings and ensure audio and video quality meets international speech contest guidelines (coordinate with Contest Chair).
- Record all individual international speeches with high audio and video quality (one speech per file) and transfer recordings to the PQD of District 109 after the conference.
- Coordinate with the Online Stream or Zoom Manager for online or hybrid conference elements, if applicable.
- Act as the main contact for resolving technical issues in the main conference hall during conference days.
- Coordinate with the Educational Chair to clarify technical expectations and required support for all workshop sessions.
- Organize technical rehearsal sessions for workshop leaders to test their equipment.
- Coordinate with the Volunteer Chair to request additional support staff when needed.
- Be on site 30–60 minutes before the start of each conference day to complete all technical checks.



Required Skills

- Basic to intermediate experience with event audio, video and recording setups.
- Familiarity with microphones, cameras, projectors and presentation systems.
- Comfort with Zoom or similar online meeting and streaming tools.
- Strong organizational and coordination skills.
- Clear communication and a calm approach under pressure.
- Reliability (good time-keeping) and willingness to take ownership during the event.

Ideal Volunteer Profile

- Enjoys technical coordination and live event environments.
- Comfortable working with team leaders, speakers, volunteers and technical staff.
- Detail-oriented and service-minded.
- Able to commit time for preparation, rehearsals and full conference days.