



## CAIE COLOMBIA 2019

### VOLUNTEER PROGRAM

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The CONFERENCE OF THE AMERICAS ON INTERNATIONAL EDUCATION (CAIE) provides practical and meaningful professional development opportunities for volunteers at the conference. The CAIE Conference is an international event that brings together top-level decision makers from universities and other higher-education institutions from every region of the Americas and all over the world to engage in provocative and transformational dialogues while offering a unique space for networking and relationship building.

CAIE is now accepting applications for VOLUNTEERS who wish to assist in a variety of tactical and logistical coordination activities of the many tasks associated with hosting our conference. CAIE is looking to recruit a volunteer staff to work dedicated shifts of 6-7 hours over the course of the conference to take place between October 22 and 25, 2019.

Volunteers will be mainly responsible for ensuring logistical and tactical tasks that will be implemented to assure we provide an attendee experience that is both productive and memorable.

#### SOUGHT PROFILE

The volunteer team will consist of committed, professional and welcoming individuals, capable of communicating in Spanish and English. Knowledge of French and/or Portuguese is welcomed.

The sought profiles are:

**Profile 1:** Welcome and registration officer: General reception, registration, hand out of conference credentials, crowd management and orientation.

**Profile 2:** Room Attendant, Activities and Exhibitors: orientation, room supervision, activity and presentation support, kiosk animation, personalized reception of special guests and special events.

**Profile 3:** Food Service Attendant: Food Service Delivery and Operations with Food Service (limited to snacks, light meals, packaged beverages).

**Profile 4:** Logistics Attendant: support to the organizing committee, on-the-ground logistics and signage.

#### MAIN ACTIVITIES

1. Academic Sessions and Other Activities: ensure that the rooms assigned for all academic sessions or other activities is properly set and ready for presenters and attendees.



- Verify that audiovisual equipment is in place and ready for the session,
- Verify that presenter's panel table has enough seats for the expected number of panelists,
- Place identification placards for all panelists involved,
- Verify that water station is set,
- Verify that the correct signage is placed outside the session room.

2. Special Events: —these include meals and keynote presentations on and off site. Volunteers will be responsible for welcoming the attendees, direct participants to the appropriate rooms and assure a good flow and experience for the participants and those involved.

3. Keynote Sessions:

- Verify that audiovisual equipment is in place and ready for the session
- Verify that speakers' panel has enough seats for the expected panelists
- Place identification placards for the panelists involved
- Verify that water station is set
- Verify that the correct signage is placed outside the session room

4. Exhibition Hall: monitor participants and attendants badges for admission to the Expo Hall. Assist exhibitors to ensure they are ready for the inauguration and conference attendees.

5. Registration Desk: assist registration team in welcoming conference attendants, hand out welcome bags and materials and provide general information to delegates and participants.

## LOCATIONS

Agora Convention Center  
Hilton Hotel Corferias  
Hotel Estelar de la Feria  
Bogotá, Colombia

## TIME COMMITMENTS

Volunteers will have to attend one orientation Webinar which will be held on **Thursday, October 10 at 2:00 p.m.** All attendants will have the opportunity to participate in the first conference task assisting the organizing committee in putting together the conference welcome bags, which will be handed to all participants upon arrival and registration.

All volunteers are expected to sign up for 6 to 7 hour shifts starting on Tuesday October 22, 2019. The conference will conclude at 5:30 p.m. on Friday, October 25, 2019. Volunteers will be expected to assist the organizing committee during the closing ceremony as well as final wrap-up and closing of the convention center.



## **BENEFITS**

Volunteering for CAIE provides students with a unique opportunity to develop skills helpful to succeed in an international and diverse workplace.

Volunteers will benefit from their experience in the following ways:

- Acquire work experience in an international setting,
- Learn about the most important trends in higher education, international collaboration and human development,
- Make new contacts and helpful connections for a career in international collaboration and related fields and
- Become part of a prestigious international community.

Volunteers will also be granted access to conference sessions and events, networking opportunities with leading decision-makers in the field of international education. Access to these activities may be limited and should not interfere with the scheduled work program or assigned activities. Participation in conference activities must be agreed upon by the organizing committee.

Upon successful completion of all assigned duties, volunteers will receive a letter of recommendation from the Conference of the Americas on International Education, Colombia-2019.

Local transport costs will be covered.

## **APPLY NOW!**

Fill out the form [here](#)!

For more information about the volunteer program:

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