



PARIS PEACE FORUM
11 – 13 NOVEMBER 2020

PPF - INALCO
VOLUNTEER PROGRAM





SING UP TO VOLUNTEER AT THE THIRD EDITION OF THE PARIS PEACE FORUM

INALCO and the **Paris Peace Forum team** is currently seeking volunteers to **support the third edition of the Paris Peace Forum**, to be organized in an **innovative hybrid format** combining virtual panels & debates with an on-site event at La Grande Halle de La Villette **on 11, 12 & 13 November 2020**.

■ PRESENTATION OF THE PARIS PEACE FORUM

Since 2018, the Paris Peace Forum has been the place where heads of state and international organizations meet civil society and the private sector to construct new forms of collective action. On 11-13 November 2020, the third edition of the Paris Peace Forum will offer a first opportunity to gather the international community and turn the page of the COVID-19 pandemic.

The third edition will be chiefly devoted to the multi-actor response to the Coronavirus, with the conviction that we can overcome the enormous challenges before us and use the crisis as an opportunity to rebuild a more sustainable world.

Considering the uncertain present conditions, the Paris Peace Forum, will take place both in person and online, with the respective share of the physical and virtual components dependent of the health situation. Many important actors have confirmed participation, including heads of state, leaders of international organizations, and CEOs.

For further information, you can visit the Paris Peace Forum [website](#).

■ INTRODUCTION TO THE PPF VOLUNTEER PROGRAM

The **PPF-INALCO Volunteer Program** offers students the opportunity to contribute and to experience first-hand this unique high-profile global event, **playing a key role** in the smooth running and overall success of the event. For the last two years we have received **over 40 applications from INALCO students** to participate as volunteers at the Paris Peace Forum.

As a Volunteer to the Paris Peace Forum you will:

- Get first-hand experience in the preparation and running of a unique and innovative event format, getting access to an exclusive international event

- Get the opportunity to interact closely with world decision-makers, project leaders, official delegations, high-level guests, and other Forum participants
- Attend the Forum's high-profile debates and discussions on global governance and innovative governance solutions
- Get the chance to expand your professional network and to strengthen your CV!

■ ELIGIBILITY

Applications are **open to INALCO students currently enrolled in a Master's degree in International Relations (M1 or M2)** interested in acquiring hands-on experience in a major international event and:

- Be enthusiastic and highly motivated;
- Be fluent in English and to have at least, an intermediate level of French – B2 minimum. Proficiency in other languages is highly appreciate;
- Be punctual, reliable and organized.

Please note that in order to respond to the specific needs of the event regarding roles and missions, the application process may be open to other Master Programs from INALCO later on.

■ SELECTION PROCESS

Volunteers will be selected on the basis of the following criteria

- **Availability:**
 - **Event:** Generally speaking, applicants must be available for **at least 1 full day** between the 11 and 13 November.
 - **General training session:** it is scheduled on Tuesday 3 November (day and time to be confirmed) and will take place on Zoom. Attendance is mandatory for both on-site volunteer and remote volunteer.
 - **On-site briefing session for on-site positions:** it will take place before the launch of the event, on Tuesday 10 November in the afternoon (time to be confirmed). It will take place in-person at La Grande Halle de La Villette.
 - **Technical briefing for remote positions:** time and date will be confirm later on
- **Spoken languages**– The official languages of the event are English and French. In order to operate effectively in a French-speaking environment,

volunteers should have **at least** an intermediate level of French (B2 minimum). Proficiency in other languages will be highly appreciated.

- **Motivation** – We will give priority to students who are highly motivated and able to show their enthusiasm on their application.
- **Prior work/volunteer experience in similar positions** – Any previous experience in a similar position will be taken into account at the moment of selecting the volunteers.

Due to the high-profile nature of the event, all volunteers may be required to go through **a security clearance by the Paris Police Prefecture** (Préfecture de Police de Paris), which will allow them to receive a badge and to access the event venue. Thus, the participation of selected students will be contingent upon successfully obtaining said security clearance.

■ AVAILABLE POSITIONS

For this year's hybrid format, volunteers will support the Paris Peace Forum both **remotely** and **on-site** under seven different positions (*General Greeters, Official Delegation Greeters, Project Leader Greeters, Note-takers, Hybrid Greeters, Digital Note-takers and Suite Digital Greeters*).

ON-SITE POSITIONS

- **General Greeters (GG)**

Description : GGs will welcome and assist Paris Peace Forum speakers, guests (including the Forum's partners, high-level guests and other participants) and external participants who will attend the three days of the event. Working hand-in-hand with the Paris Peace Forum team, GGs will ensure that the Forum's speakers, guests and external participants are registered, informed and guided through the event venue and contribute to the overall smooth running of the Forum.

Other responsibilities include: welcoming Forum speakers, guests and participants at the main entrance as well as at the protocol entrance; help with cloakroom; helping and directing participants in and around the event venue, guiding them to the brief hall; providing guests with information regarding the program of the Forum and the layout of the venue; controlling balcony and studios accesses; helping place the audience according to the distance measures; guiding, welcoming and assisting on-site speakers who want to participate in a virtual set; and managing the organization of acoustic pods.

- **Official Delegation Greeters (ODG)**

Description: ODGs will welcome and assist the Official Delegations (including Heads of State, government and international organizations) at the Forum. Among other tasks, they will facilitate the movement of the official delegations during the event; provide them with any Forum-related information they may need; and help them solve any last-minute issue that may come up.

Other responsibilities include: welcoming official delegation members to the venue; escorting official delegation members in and around the event venue; and facilitating the assigned delegation's departure.

- **Project Leader Greeters (PLG)**

Description: PLGs will work hand-in-hand with the Paris Peace Forum team managing the acoustic pods planning; escorting Project Leaders from their respective stands to the acoustic pods and providing them with any Forum-related information they may need.

- **Note-takers (NT)**

Description: Note-takers will attend the Forum's on-site debates/panel discussions and write a verbatim report (in English), as well as an executive summary (which will include the highlights –and the best quotes– of every event).

- **Hybrid Greeters (HG)**

Description: Hybrid Greeters will take part in the hybrid stages which combine both virtual and on-site debates. The overall job for HG will be to ensure the well smooth of the hybrid sessions, welcoming and assisting the remotely connected speakers before and during the sessions.

Being the main point of contact for speakers virtually participating, Hybrid Greeters will contact the speakers prior to the session ensuring they are properly connected to the interface 15 minutes before the beginning of the session. Working in straight contact with a technician, HG will keep inform the Stage Project Chief about any important information concerning the session preparation process. During the session, HG will manage the live chat selecting the questions to be asked for the moderator at the stage.

REMOTE POSITIONS

- **Digital Note Takers (DNT)**

Description: Note-takers will attend the Forum's virtual debates/panel discussions and write a verbatim report (in English), as well as an executive summary (which will include the highlights –and the best quotes– of every event).

- **Suite Digital Greeters (DG)**

Description: Suite Digital Greeters will take part in the virtual side of this year Forum's format. Welcoming participants from all corners of the globe, DG will provide them with the assistance they may need.

Among other tasks, the SDGs will receive the speakers and P2P remotely connected, will ensure all participants are properly logged in to the especially developed platform 15 minutes prior the beginning of their session, assisting the speakers in minor technical connections problems. SDG will also manage the live chat of debates.

On the online application form, you will be asked to state your preference (1-5). You may apply to as many positions as you wish, though you may only be selected for one specific role. Official Delegation Greeters, Note-takers and may be assigned other (additional) tasks (e.g. ODGs may be requested to work a GG or NT shift before/after their ODG shift).

The Paris Peace Forum team reserves the right to assign and re-assign roles and tasks in accordance to the event's needs. Additional and/or more specific tasks may be assigned later on, in accordance with the students' roles and skills.

■ CONDITIONS

Please note that these are **non-paid volunteer positions**. Volunteers are responsible for their own transport arrangements and accommodation. The dress code will be formal.

Volunteers will be preliminarily **distributed in shifts of 5 to 7 hours** each. Shift times may slightly change depending on the number of volunteers and/or the needs of the event.

■ APPLICATION PROCESS

Please fill out the following **online application form** and submit it **no later than Sunday 18 October, 23:59 (Paris time)**.

The results of the selection process will be announced to all applicants by **Friday 23 October 2020**. A waiting list will also be drawn up upon applications received before the application deadline, but not initially selected.

By completing and submitting the online application form, you acknowledge and consent to the processing of your personal data by the Paris Peace Forum team.

■ CONTACT INFORMATION

If you have any questions please contact the Volunteer Project Officer at the following email address: students@parispeaceforum.org.