

CALL FOR APPLICATIONS
SIGN UP TO VOLUNTEER AT THE FOURTH EDITION OF THE PARIS PEACE FORUM
PPF-INALCO VOLUNTEER PROGRAM 2021

INALCO and the **Paris Peace Forum team** are currently seeking student volunteers to **support the fourth 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 2021**.

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. In November 2021, the fourth edition will focus on spurring a more solid and inclusive recovery by addressing the various gaps in global governance, offering initiatives to better tend to the global commons, and putting forward new principles of action for the post-Covid world.

The fourth edition will be chiefly devoted to advancing concrete solutions to the enormous challenges posed by the Covid-19 pandemic, and to improve global governance in the post-Covid era. In November 2021, the event will focus on spurring a robust and inclusive recovery by addressing the gaps in global governance, offering initiatives to better tend to the global commons, and putting forward new principles of action for the post-Covid world.

The Paris Peace Forum will take place both in person and online. Many important actors have confirmed participation, including heads of state, leaders of international organizations, and influential CEOs.

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

Introduction to the PPF-INALCO Volunteer Program 2021

The **PPF-INALCO Volunteer Program** offers INALCO students the opportunity to contribute to and experience this unique high-profile global event **playing a key role** in the smooth running and overall success of the event. For the last three years, we have received over 50 applications from INALCO students to participate as volunteers at the Paris Peace Forum.

We are currently looking for volunteers to support the Paris Peace Forum both **remotely** and **on-site** under eleven different positions (*Digital Note-takers (DNT), Digital Greeters (DG), De&A Moderator (QAM), Journalists Greeters in the Press Room (JG), Workshop Facilitators (WF), Topic Discussions Facilitators (TDF), Official Delegation Greeters (ODG), General Greeters (GG), Project Leader Greeters (PLG), Note-takers (NT), Help Desk Support (HD)*).

As an INALCO Volunteer to the Paris Peace Forum you will benefit from:

- First-hand experience in the preparation and running of a unique and innovative event, getting access to the exclusive international event
- The opportunity to interact closely with global decision-makers, project leaders, official delegations, high-level guests, and other Forum participants
- Attending the Forum's high-profile debates and discussions on global governance and innovative governance solutions
- The chance to expand your professional network and to strengthen your CV!

Eligibility

Applications are **open to all 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 have an intermediate level of French. Proficiency in other languages is highly appreciated;
- Be punctual, reliable and organized.

Selection Process

Last year, we received **several impressive applications from INALCO students** to participate as volunteers at the Paris Peace Forum. Because the number of positions available is limited, students will be selected based on the following criteria:

- **Availability** – Note that we will prioritize students who are available for the entire duration of the event (3 full days between the 11 and 13 November), in addition to the training sessions:
 - **Event**: Generally speaking, applicants must be available for **at least 1 full day** between the 11 and 13 November.
 - **General training session**: scheduled on Friday 5 November (at a time to be confirmed) to take place on Zoom. Attendance is mandatory for both on-site and remote volunteers.
 - **On-site briefing session for on-site positions**: to take place before the launch of the event, on Wednesday 10 November in the afternoon (time to be confirmed).
 - **Technical briefing for remote positions**: time and date to be confirmed.
- **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 an intermediate level of French. 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 considered.

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

On-site positions

- **Official Delegation Greeters (ODG)**
- **General Greeters (GG)**
- **Project Leader Greeters (PLG)**
- **Note-takers (NT)**
- **Help Desk Support (HD)**

Remote positions

- **Digital Note-takers**
- **Digital Greeters**
- **D&A Moderator**

- **Journalists Greeters in the Press Room**
- **Workshop Facilitators**
- **Topic Discussions Facilitators**

You will be asked to state your preference for each position on the online application form. You may apply to as many positions as you wish, though you may only be selected for one specific role. In exceptional circumstances, some students will be assigned multiple roles (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 with the event's needs. Additional and/or more specific tasks may be assigned later, in accordance with the students' roles and skills.

Conditions

Please note that these are **unpaid volunteer positions**. INALCO 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 change slightly depending on the number of volunteers and/or the needs of the event.

Application Process

If you wish to apply to the PPF-INALCO Volunteer Program, please fill out the following [online application form](#) and submit it **no later than Thursday 7 October, 23:59 (Paris time)**.

The results of the selection process will be announced to all applicants on **Thursday 14 October**. Role assignments will be communicated **after Wednesday 3 November**. A waiting list will also be drawn up using applications received before the application deadline, which are 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 Program Manager at the following email address: students@parispeaceforum.org.