



This is your chance to volunteer for the UN NGO Conference in Bonn!

Dear friends,

This is your chance to volunteer for the biggest international NGO event of the year: **the UN DPI NGO Conference!**

COMMIT! ENCOURAGE! VOLUNTEER!

- ... is the conference tagline. And in this spirit the organizers would like to invite you to **VOLUNTEER** during the Conference which will take place at the **Maritim Hotel in Bonn** from 3-5 September (Saturday – Monday) 2011.
- The Conference is organized by the UN Department of Public Information (DPI) in cooperation with UN Volunteers, the German Federal Government, the German Federal Ministry for Economic Cooperation and Development, the City of Bonn and a group of German NGOs coordinated by IFOAM. [International Federation of Organic Agriculture Movements]
- Under the theme of "**Sustainable Societies – Responsive Citizens,**" the Conference will bring together over 1,500 representatives of NGOs and civil society organizations, grassroots constituencies, UN institutions and governments, as well as representatives of the media, academia, and the private sector.
- The opening ceremony will offer inspiring speeches by charismatic and prominent speakers, such as UNEP Director Achim Steiner and Alternative Nobel Prize Laureate Vandana Shiva. The plenary speakers at the round tables, from diverse backgrounds, will share their wisdom on a broad range of issues around the themes of sustainability and volunteerism.
- Two important events on the margins of the Conference will be the pre-launch of the UNDP Human Development Report and the UNEP Green Economy Report.
- Participants will also have the unique opportunity to shape a meaningful end of conference Declaration, setting the stage for an action plan that will feed directly into the Rio+20 negotiations. The document will also be an input to the two special sessions of the UN General Assembly on the occasion of the 10th anniversary of the International Year of Volunteers. For further information on the Conference, please visit the Conference website: www.undpingoconference.org or go to the NGO website and blog at www.ngo-un-conference-blog.org

Please take the opportunity to **COMMIT! ENCOURAGE! VOLUNTEER!**

You can **volunteer** with us on a number of different activities, such as:

- **Media support** (assisting journalists and media personnel)
- **Photographers** (taking photos of the event as well as of VIP guests)
- **General support** (supporting general tasks as they crop up, looking after a specific conference room including maintaining signage, ensuring that supplies are maintained, general tidying etc.)
- **Note-takers** (taking notes and minutes of opening & closing ceremony, round tables and workshops)
- **Hospitality and Information** (welcoming and directing participants to sessions, providing information on rooms and schedule, etc.)
- **Registration** (helping at the registration desk)

Dates:

Volunteers will be needed from **3-5 September** and ideally, should be available for the entire duration (3 days) of the Conference. Some volunteers will be needed on **2 September** (e.g. for registration and support of pre-conference activities). See dates for orientation and briefing below.

Requirements:

Volunteerism is as diverse as the people who volunteer. However, for this Conference please ensure that you meet the following requirements:

All volunteers must be:

- at least 18 years old
- fluent in English* (and preferably speak other languages as well)

*Please note that volunteers wishing to be note-takers must demonstrate a high proficiency in the English language

What the UN will offer to the volunteers**1. Orientation and Briefing:**

Prior to the Conference, **Thursday 1 September** (tentative date), you will be invited to a volunteer briefing session to provide you with general information on the Conference and to help prepare you for your tasks and responsibilities. Depending on your role, some volunteers will also receive a location briefing (tour through the Maritim Hotel) on **Friday, 2 September**. All selected volunteers must attend the mandatory orientation session.

2. Volunteer T-shirt

To ensure that volunteers are easily identifiable, all volunteers will be offered a conference T-shirt to wear while they are volunteering.

3. Free Lunch

During the Conference days we will also offer you a free lunch.

4. Certificate and Conference De-briefing

After the Conference, we will invite you to the UN in Bonn, to share your experience of the Conference. Since the UN values your commitment, we will express our thanks by offering you a signed Certificate of Appreciation. Should you be unable to attend, your certificate will be sent to you by post.

5. Note-takers will be mentioned in the final conference report

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If you are interested in volunteering for the conference, please go to the following link: <http://www.surveymonkey.com/s/citizensvolunteer> and fill in the **expression of interest form**. Please send your picture to CitizensVolunteer@unvolunteers.org

The deadline for application is 15 August.

Those selected to be volunteers will be contacted shortly.

For any further questions please write to Rosmarie Jah:

CitizensVolunteer@unvolunteers.org