

# **Appeal for Volunteers**

We at the University of Manitoba’s Geopolitical Economic Research Group (GERG) are seeking volunteers for our upcoming international conference on revolutions around the world (<http://geopoliticaleconomy.org/revolutions-conference-2017/>) which will take place in Winnipeg between September 29th to October 1st this year.

We need volunteers before, during and after the conference to help with:

1. **Registration** – to be part of a team at the registration desk which will help delegates register and provide them with information and assistance. The team will also prepare conference packages.
2. **Publicity, Communications and Website** – to help publicise our conference to a wide audience in Winnipeg using our website, targeted mailings, our growing Facebook group and physical posters. To prepare and design materials for this such as posters, flyers, mailshots, and so on.
3. **Catering** – to liaise with hotel and conference caterers, oversee menu selections and ensure prompt delivery.
4. **Facilities Management** – to liaise with panellists to help them present their papers. Includes liaising with audio-visual, dealing with special requirements, and providing quick response in the event of problems. Also provide additional support for participants with disabilities if requested.
5. **Travel** – to arrange for our international speakers to be met at the airport and taken to hotels, help them with transport to conference venues, and where appropriate, get them to their airport to leave.
6. **Culture** – to help us put on short performances at suitable times which showcase what Winnipeg has to offer an international audience.
7. **Videos** – to work with a team to shoot material and capture sound at the conference panels and plenaries, conduct roving interviews, and work afterwards to prepare edited YouTube videos and podcasts

We are looking for volunteers at two levels:

1. Experienced volunteers – those with some experience in the relevant field, who can assist with strategic planning and managing a team
2. Enthusiastic newcomers – people who would like to help under direction

This is an approximate division and teamwork will be the operative word. For the days you volunteer at the conference itself, registration will be waived and you will be entitled to attend any sessions when you are not busy (we will try to rotate duty slots). In addition, a full lunch and two coffee breaks are included.

Volunteers will be recognised on our website and we can provide a certificate to testify to your assistance.

If you are interested in helping, or if you would like more information, please fill the following volunteer registration form and email it along with your questions to  [contact@gergconference.ca](mailto:contact@gergconference.ca).



Please submit this form and any questions to [contact@gergconference.ca](mailto:contact@gergconference.ca) with the subject line ‘Volunteer 2017’

Name:

Email Address:

Phone number:

Are you a University of Manitoba Student? Yes  No

Are you involved with the University of Manitoba Student Volunteer program (UMVP)? Yes  No

How did you find out about the conference?

Which areas most interest you?

Registration and wayfinding

Audio-Visual support

Advertising

Entertainment and hospitality

Transportation

Other (please specify):

Please provide any additional information you think is relevant.

