



10-11 NOV. 2023

CALL FOR APPLICATIONS

PARIS PEACE FORUM VOLUNTEER PROGRAM 2023

SIGN UP TO VOLUNTEER AT THE SIXTH EDITION OF THE PARIS PEACE FORUM

The Paris Peace Forum team are currently seeking student volunteers to support the sixth edition of the Paris Peace Forum.

*For the second year in a row, the Forum will take place at the Palais Brongniart in Paris, allowing for volunteer on-site participation on **Friday 10 & Saturday 11 November 2023.***



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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 a world of increasing polarization and competition, it has never been more urgent for the international community to find collaborative solutions to shared challenges. It is in this context that the 6th edition of the Paris Peace Forum will focus on ways of **seeking common ground in a world of rivalry.**

Facilitating dialogue, creating action-oriented coalitions and defining norms or pre-norms is our way to deliver efficient responses to the urgent challenges of our time. By showcasing transnational solutions, projects and initiatives, the Forum will put the spotlight on remarkable stakeholders from all over the world whose actions and commitments are making a difference for our planet.

The Paris Peace Forum will take place **exclusively in person** and will be as multi-actor as ever. Many important actors have already confirmed participation, from heads of state, leaders of international organizations, development banks to foundations and NGOs from around the world, meeting to turn solutions into concrete actions.

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

Introduction to the PPF Volunteer Program 2023

The **PPF Volunteer Program** offers students the opportunity to contribute to an experience with unique high-profile global event first-hand. For the first edition in 2018, 100 students volunteered for the Paris Peace Forum. This number increased in 2022, with over 215 students **playing a key role** in the smooth running and overall success of the event.

We are currently looking for volunteers to support the Paris Peace Forum exclusively on-site under different positions : **General Greeters, Partner Greeters, Project Leader Greeters, Policy Coalition Greeters, Bilateral Greeters, Media Greeters, Note Takers, Delegation Officers, Roundtable Coordinators**



Position available during the 2 days of the Forum:

General Greeters (GG):

General Greeters are pivotal in creating a positive and well-organized atmosphere for the Forum. Their interactions and support directly impact the attendees' experience, ensuring that speakers and guests can fully engage with the event's content. GG's responsibilities will be following:

- Meet and greet Speakers and Guests (such as Ambassadors, head of NGO's, head of think tanks, etc..) when they enter the premises.
- Provide speakers and guests with any Forum-related information they may need.
- Escort speakers to their designated sessions and panels.
- Facilitate communication by liaising with various stakeholders to contribute significantly to the seamless execution of the Forum.
- Direct guests to the appropriate area where relevant.
- Supporting the operation of the registration desks.

Partner Greeters (PG):

Partner Greeters play an important role in providing tailored support and assistance to partner delegates throughout their participation in the event. PG's responsibilities will encompass the following key areas:

- Welcoming partner delegation members to the venue.
- Escorting partner delegation members in and around the event venue and facilitating the assigned delegation's arrival and departure.
- Provide partner delegations with any Forum-related information they may need.

Project Leader Greeters (PLG):

PLGs will assist the leaders of the [global projects](#) that will be showcased and advanced during the Forum, and that propose innovative solutions related to the Forum's sixth edition on '[Seeking common ground in a world of rivalry](#)'. Project leaders will be based in the Forum's "Space for Solutions" (the space dedicated to showcasing the projects during the Forum), where participants will discuss their projects with one another and decision-makers, liaise with potential funders, and ultimately push their innovative governance solutions further towards successful implementation at scale. Working hand-in-hand with the Paris Peace Forum team, PLGs will help animate the "Space for Solutions" and help to ensure that project leaders get the most from their experience at the Forum. PLG's responsibilities will encompass the following key areas:

- Escort project leaders to their respective booths, sessions & workshops.
- Help Project Leaders with last minute requests.
- Offer support with the equipment in the Space for Solutions.
- Liaise with the GGs/DOs to orient delegations that will be visiting the Space for Solutions.
- Provide project leaders with any assistance they may need.

Policy Coalition Greeters (PCG):

Policy Coalition Greeters will welcome and assist the guests from the [policy programs](#) that are hosted by the Paris Peace Forum's policy department. The Forum co-creates and develops global governance initiatives with the support and involvement of stakeholders in the following fields: global health, climate risks, digital and outer space issues.

Policy Coalition Greeters (PCG):

For the Forum's sixth edition, experts and specialists involved in these initiatives are invited to discuss, debate and advance the policy objectives of their coalitions. The PCG position is a unique opportunity to explore policy initiatives and interact with actors from governments, CSOs and companies. PCGs responsibilities will be following:

- Welcome & registration of the policy participations.
- Informed and guide dedicated policy initiative through the event venue.
- Providing overall assistance to ensure a smooth running of activities.
- Facilitate communication by liaising with various stakeholders to ensure a smooth and running session.

Bilateral Greeters (BG):

The Bilateral Greeters will play a pivotal role in ensuring the success and effectiveness of bilateral interactions during the event. The BGs responsibilities will be following:

- Meet and greet the official delegations at the bilateral area.
- Facilitate communication by liaising with the Protocol and partner's Volunteers.
- Ensure a smooth and running bilateral meetings.



Media Greeters (MG):

Media Greeters play a crucial role in facilitating a seamless and warm welcome for the attending media representatives and journalists throughout the duration of the forum. MGs duties will encompass the following responsibilities:

- Meet and greet the Media representative and the journalists when they enter the premises.
- Provide them with any Forum-related information they may need.

Note-takers (NT):

Note-Takers will get exclusive access to the Forum's panel discussions and debates, where innovative governance solutions will be put forward and discussed by States, development agencies, NGOs, private companies and international organizations, among other various international governance actors. The note-taking position is a great opportunity for students to participate at the Forum and to learn first-hand from global changemakers! During the sessions, there will be 3 different note taking responsibilities available:

- **General Note Takers:** Volunteers will be asked to write a verbatim report and an executive summary (150-200 words) in English of the session taking place. Once the session is over, volunteers will have to edit his/her/their notes and summarize the session according to the template instructions and send the finalized version to students@parispeaceforum. **The summarize notes will be expected to be send one week after the Forum.**

Note-takers (NT):

- **Partner Note Takers:** Volunteers will have to take verbatim notes in English of all assigned sessions. Once the session is over, volunteers will have to edit his/her/their notes and summarize the session according to the template instructions and send the finalized version to students@parispeaceforum. **The summary notes are expected to be sent no later than three days after the forum.**
- **Quote Takers:** Volunteers will be asked to record the ‘best quotes’ of the session taking place that will be used in PPF’s social media posts and overall communications. Volunteers are given the responsibility to choose the quotes that they deem interesting and captivating.

Volunteers will be asked in the application if they have a preference between the 3 roles and may apply to more than 1 role if desired.

Delegation Officers (DO):

Delegation Officers will play a vital role in assisting the Protocol department of the PPF over the course of the 2-day Forum. DO’s responsibilities will encompass the following key areas:

- Assist the official delegations (Heads of State, government officials and international organizations) at the Forum, on Friday 10 November and/or Saturday 11 November.
- Facilitate communication by liaising with different stakeholders especially the Protocol department of the PPF to effectively address and fulfill the needs of the official delegations.
- Provide officials delegations with any Forum-related information they may need.
- Escort official delegations to their designated sessions and panels

Roundtable Coordinators (RC):

The Roundtable coordinators will be positioned at one of the roundtable rooms in which discussions and debates take place. Invited speakers and other participants will be present to participate in the sessions taking place. The RCs responsibilities will be following:

- Support on the logistical aspects such as the 'listings' and name tags for each session.
- Participate in the process between roundtables.
- Place the speakers around the table.
- Interacting with speakers, answering questions and resolving issues on the day.
- Facilitate communication by liaising with various stakeholders to contribute significantly to the seamless execution of the roundtable.

You will be asked to state your preference (1-3) 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.

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.

All volunteers must be present at the event venue **both days for either a morning or afternoon shift**. Volunteers will be asked to choose their availability and priority will be given to those available to work one shift on both days.

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

- First-hand experience in the running of a unique and international event, in addition to exclusive access during the two days
- 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 students interested in acquiring hands-on experience in a major international event. To participate, **you must be currently enrolled in a program** (including dual degree program and exchange program), 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 **over 400 applications from 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:

1. Availability

- **Training session:** A training session will be scheduled, and the specific date will be conveyed through email. Please note that attendance is mandatory for all selected volunteers.
- **On-site visit:** An on-site visit at the Palais Brongniart is scheduled for 09 November. Attendance is mandatory for all selected volunteers.
- **Event:** Applicants must be available for **at least 2 half days** between the 10 and 11 November, however priority will be given to those that are available for the entire duration of the event (the 10 and 11 November)

2. Spoken languages

The official languages of the event are English and French.

In order to operate effectively in this environment, volunteers should have an advanced level of English and an intermediate level of French.

Proficiency in other languages will be highly appreciated.

3. Motivation

We will give priority to students who are highly motivated and able to show their enthusiasm on their application.

4. 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.



Conditions

Please note that these are **unpaid volunteer positions**.

Volunteers are responsible for their own transport arrangements and accommodation. The dress code will be formal (more information will be shared during the training session).

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.





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Application Process

If you wish to apply to the PPF Volunteer Program, please fill out the following [online application form](#) and submit it **no later than Friday 29 September, 18:00 (Paris time)**.

The results of the selection process will be announced to all applicants on **Friday 13 October**. Role assignments will also be communicated on this day. A waiting list will also be drawn up using applications which were not initially selected but may be contacted later on.

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.

JOIN THE PPF VOLUNTEER PROGRAM
BY FILLING OU THIS [FORM](#) !

Contact Information

If you have any questions, please contact the Volunteer Program Manager at the following email address: students@parispeaceforum.org

Please indicate “Paris Peace Forum 2023 – [topic you wish to discuss]” on the e-mail subject line.