



Sebastian Kolowa
Memorial University
SEKOMU

INVITATION TO BE AN IASE VOLUNTEER

From 14th to 17th July 2019, Sebastian Kolowa Memorial University (SEKOMU) will be hosting the 16th Biennial Conference of the International Association of Special Education (IASE). **We are looking for 15 committed and hard-working students or former students of SEKOMU who will be ready to serve as volunteers during the conference.** Kindly read the description of duties below, fill in the form (see the last page) and submit it to Afizai Vuliva afizavuliva@yahoo.com and Lucy Edington lucy.mwinuka@yahoo.com **not later than 30th April 2019.**

1) Duties related to the conference and its participants:

- a) To receive conference participants when they arrive and escort them to their rooms or direct them on how to get to their hotels.
- b) To meet conference participants with positive attitude and assist them during the conference.
- c) To introduce presenters to participants during the concurrent sessions.
- d) To ensure that the rooms being used for concurrent presentations are always equipped with the necessary furniture and tools, including projectors, small podium, chairs and front table.
- e) To follow up with the caterers and ensure that all meals are ready ONE HOUR before the time they are supposed to be served.
- f) To ensure that all halls and rooms are clean and arranged TWO HOURS before the time they are supposed to be opened.
- g) To report electricity problems to the electrician.
- h) To distribute water to participants during the meetings.
- i) To alert those responsible for food services ahead of time about challenges that may affect the timetable (e.g. delayed meals).
- j) To report with immediate effect to the chairperson of the Security and Immigration Sub-committee whenever they suspect threats.

2) Duties related to non-participants:

- a) To direct and advice non-participants when requested.
- b) To report to the Reception desk if there is any problem related to non-participants.

3) Services provided to volunteers:

The IASE volunteer who serves at the 16th Biennial Conference to be held at SEKOMU, Magamba, from 14th to 17th July 2019 will receive the following services:

- a) Meals:**
 - a) Breakfast from 14th to 18th July 2019.
 - b) 10-O'clock and 4-O'clock tea from 14th to 17th July 2019.
 - c) Dinner from 13th to 17th July 2019
- b) Accommodation:** Maria Vogel hostel (Campus B) will be reserved for volunteers.
- c) Certificate:** At the end of the conference a volunteer will be awarded the IASE CERTIFICATE OF VOLUNTERING.

If you are interested to serve as IASE volunteer in the coming conference, kindly fill in the form below and submit it online to the email addresses shown above:



Sebastian Kolowa
Memorial University
SEKOMU

**16TH BIENNIAL IASE CONFERENCE
SEKOMU, MAGAMBA, 14TH TO 17TH JULY 2019
APPLICATION FORM FOR VOLUNTEERS**

- 1) Date of application :
- 2) First name:
- 3) Middle name:
- 4) Last name:
- 5) Email address:
- 6) Current address:
- 7) Mobile phone/WhatsApp number:
- 8) Where are you currently living and working?.....
- 9) Are you ready to carry out the tasks outlined in the service description?
- 10) Are you going to stay at the campus?..... If not, indicate where you expect to stay.....
- 11) How do you describe your ability to communicate in English? Tick where appropriate.
Fluent
Intelligible
Struggling
- 12) Do you commit yourself to serve from 13TH to 17th July, 2019 (5 days)?
- 13) Being an IASE volunteer means no remuneration will be paid for the service you do. Are you willing to serve the 16th Biennial IASE Conference without being paid?
- 14) Being an IASE volunteer means no remuneration will be paid for the service you do. Are you willing to serve the 16th Biennial IASE Conference without being paid?.....

Signature

Place and Date