

# Call for Volunteers

## 17<sup>th</sup> International Congress of Classical Archaeology

Rome, FAO Building – 22-26 September 2008

The Organising Committee of the 17<sup>th</sup> International Congress of Classical Archaeology is accepting applications for a limited number of hard-working, well-organised, knowledgeable and enthusiastic people who are interested in volunteering to support the Organising Secretariat in the preparation and running of the Congress.

As a volunteer you will have the opportunity to work behind the scenes, as an integral part of one of the largest international congresses on classical archaeology. You will be working within a young, dynamic and exciting environment from which you will learn about the planning and organization of large-scale archaeological/cultural heritage events and to which you will actively contribute, by providing your own working experience, knowledge and enthusiasm. You will have the opportunity to attend sessions and listen to papers delivered by internationally renowned classical archaeologists and historians.

If you are interested in participating as a volunteer, please read and complete the **application form** to assist us in deciding which responsibilities will be meaningful and interesting for you. (Below you will find more information on volunteers' duties, assignments, and special arrangements.)

We are looking for the following volunteers:

### **CONGRESS ORGANISATION VOLUNTEERS (AVAILABILITY PERIOD: APRIL – 28<sup>TH</sup> SEPTEMBER 2008)**

#### **# 1 Webmaster Assistant**

Please send your CV and application form by **15<sup>th</sup> April 2008** to Martina Dalla Riva at the following email address: [aiaccongress2008@gmail.com](mailto:aiaccongress2008@gmail.com)

#### *Duties:*

- Regular update of Congress website (Italian and English pages).
- Creation of new pages, buttons, links etc.
- Liaise with AIAC's Webmaster and the Organising Secretariat.
- General support during Congress days (e.g. front office duties during the Congress).

#### *Requirements:*

- Familiarity (at least 3 months work/training experience) with the following softwares: Dreamweaver, Fireworks (Macromedia), JAVA or php languages.
- Basic knowledge of .html.
- Available to work from April to 28<sup>th</sup> September 2008.

- 16 working hours p/week, of which 8 hours (1 full day or 2 part-time days) to be worked at AIAC, Via degli Astalli, 4 – 00186 Roma.
- Good level of spoken and written English and Italian. Good knowledge of another European language will be an advantage.

### **# 1 Registration & Congress Programme Assistant**

Please send your CV and application form by **30<sup>th</sup> April 2008** to Aimee Forster at the following email address: [registra.aiaccongress2008@gmail.com](mailto:registra.aiaccongress2008@gmail.com)

#### *Duties:*

- Support in the preparation and editing of the Programme and Book of Abstracts.
- Help with Registration day organization (badges preparation, setting up of registration desks etc.).
- Clerical support (answering phone, running errands, drafting letters, replying to emails, front office duties during the Congress, etc.).
- General support during Congress days.

#### *Requirements:*

- Available to work from April to 28<sup>th</sup> September 2008
- Minimum of 20 hours per week, to be worked at AIAC, Via degli Astalli, 4 – 00186 Roma.
- Good organizational and administrative skills.
- Familiarity with Microsoft Office applications (especially Excel and Word).
- Good level of spoken and written English and Italian. Good knowledge of another European language will be an advantage.

### **# 1 Logistics and fundraising Assistant**

Please send your CV and application form by **30<sup>th</sup> April 2008** to Valentina Da Pozzo at the following email address: [logistic.aiaccongress2008@gmail.com](mailto:logistic.aiaccongress2008@gmail.com)

#### *Duties:*

- Clerical support (answering phone, running errands, drafting letters, replying to emails, front office duties during the Congress, etc.).
- Support in the organization of stand allocation (publishers, sponsors, etc.).
- Help with the preparation of documents and letters for sponsors, publishers and institutions.
- Help with Congress publicity (Press, interviews, preparation of short articles, general advertising, etc.).
- General support during Congress days.

#### *Requirements:*

- Available to work from April to 28<sup>th</sup> September 2008.
- Minimum of 20 hours per week, to be worked at AIAC, Via degli Astalli, 4 – 00186 Roma.
- Good organizational and communication skills.
- Previous experience in advertising, public relation an advantage.
- Familiarity with the following programs: AutoCAD, Photoshop, Corel Draw, in addition to Microsoft Office applications (in particular Excel and Word).

- Good level of spoken and written English and Italian. Knowledge of a further European language would be an advantage.

### # 1 Poster Session Assistant

Please send your CV and application form by **30<sup>th</sup> April 2008** to Martina Dalla Riva at the following email address: [poster.aiaccongress2008@gmail.com](mailto:poster.aiaccongress2008@gmail.com)

- Clerical support (answering phone, running errands, drafting letters, replying to emails, front office duties during the Congress, etc.).
- Support in the organization of the Poster Session (liaise with foreign institutes in Rome).
- Help with the preparation of Poster database (data entry, image editing).
- General support during Congress days.

#### *Requirements:*

- Available to work from April to 28<sup>th</sup> September 2008.
- Minimum of 20 hours per week, to be worked either at the British School at Rome (Via Gramsci 61 - 00197 Roma) or at AIAC, Via degli Astalli, 4 – 00186 Roma.
- Good organizational and communication skills.
- Familiarity with Photoshop, Corel Draw, Access, Filemaker and Microsoft Office package (in particular Power Point, Excel and Word).
- Experience in management of multimedia databases.
- Good level of spoken and written English and Italian. Knowledge of another European language will be an advantage.

### ***Volunteers working at the organization of the Congress: special arrangements***

Volunteers (Congress Organization) will receive:

1. Complimentary registration. During free time when they are not working, volunteers will be able to attend keynote speeches, paper sessions and poster sessions.
2. Lunch/lunch bonuses on the days worked during the Congress and lunch bonuses whilst working at the organization of the Congress.
3. Complimentary Congress bag and its contents.
4. Free entry to all social events.

Volunteers will not receive travel assistance or travel reimbursement to and from the conference site or work place. The Committee is not in a position to provide any accommodation for the volunteering period.

Working hours will be flexible. At the same time, we are asking volunteers to communicate in advance any commitments and periods of absence whenever possible. All volunteers will be required during Registration on the first day of the Congress.

During Congress days, we will try to create a working schedule which will allow volunteers free time to attend sessions they are particularly interested in, or to schedule the volunteer to work at that particular session. In order for this to happen volunteers must review the Congress

Programme as soon as its definitive version becomes available, and communicate their schedule requests to the Organising Secretariat.

**CONGRESS RUNNING VOLUNTEERS  
(AVAILABILITY PERIOD: MON. 15 – SUN 28 SEPTEMBER 2008)**

**# up to 10 Congress Assistants**

Please send your CV and application form by 30th June 2008 to Martina Dalla Riva at the following email address: [aiaccongress2008@gmail.com](mailto:aiaccongress2008@gmail.com)

List of possible Congress Running volunteers' duties:

1. Registration desk.
2. Equipment transportation, set-up and dismantle (on-site).
3. Networking and/or audio-visual assistance.
4. Room monitor, room technician.
5. Clerical office support.
6. Misc. as needed (i.e., answer phones, run errands, pick up supplies, deliver messages, etc.).

Overall, we are asking volunteers to be helpful to the Organising Secretariat and participants, to be capable of team working as well as to work unsupervised, to be enthusiastic and contribute with their own initiative to the organisation and running of the Congress and show a constructive attitude to problem solving.

***Volunteers working at the running of the Congress: special arrangements***

Volunteers (Congress Running) will receive:

1. Complimentary registration. During free time when they are not working, volunteers will be able to attend keynote speeches, paper sessions and poster sessions.
2. Lunch on the days worked.
3. Complimentary Congress bag.

Volunteers will not receive travel assistance or travel reimbursement to and from the Congress venue or work place. The Committee is not in a position to provide any accommodation for the volunteering period.

We will try to create a working schedule which will allow volunteers free time to attend sessions they are particularly interested in, or to schedule the volunteer to work at that particular session. In order for this to happen volunteers must review the Congress Programme as soon as its definitive version becomes available, and send their schedule requests to the Volunteer Coordinator. All volunteers will be required during Registration on the first day of the Congress.

Volunteers will be expected to work six hours minimally between 8:00 a.m. and 6 p.m, but will probably be scheduled for more. Every effort will be made to allow volunteers time to attend a session or two daily.

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## APPLICATION FORM

Please be concise and complete **all** of the following requests for information. Please attach your up-to-date CV with the email addresses of two referees.

### **PERSONAL DETAILS**

Name and SURNAME:

Email address:

Affiliation (university/organization/company):

Phone Number:

### **WORK EXPERIENCE**

Conference organization experience, if any:

Technical background/experience (hardware, software, networking, audio-visual, etc.):

### **OTHER INTERESTS**

Other interests, skills, or resources that would make you a valuable volunteer (example: hobbies, language skills, medical training, educational background, etc.):

Why do you want to participate?

Do you have any physical disabilities that may affect the types of duties you are assigned?

**It is critical that you be able to attend and work all the days that volunteers are needed (in particular September 15<sup>th</sup>-28<sup>th</sup>), If unavailable at any specific time (i.e. personal reasons, have submitted a paper, must attend poster session, etc.) please be certain to communicate it to the Organising Secretariat as soon as possible.**

### **PERSONAL DATA HANDLING**

In accordance with the Italian Law No. 675/96 we (Organisers of the AIAC Congress 2008) hereby declare that any personal information in our possession will be used only for the purposes of the Congress.