



# International Association of Facilitators

## North America Conference 2012

May 9<sup>th</sup>–12<sup>th</sup>

Dalhousie University, School of Social Studies  
Halifax NS Canada

**New!**  
Credits for Volunteers  
See page 3 for details

# Volunteer Guide

Help create the premier personal development event for Facilitators in North America

With a fresh approach to the conference planning and structure, the 2012 conference will be unique in both content and style. There are ample valuable—and fun--volunteer opportunities to suit all interests and available time commitments. This short guide is designed for IAF members who are keen to help with the creation and delivery of the IAFNA 2012 Conference.

**Roles set out in this Guide are critical to the success of the conference. Time contributed will be rewarded with reductions on the registration fees. As a result, Volunteers will be asked to sign a Commitment Agreement that sets out the terms on which we work together. More details on page 3 and 7-8.**

**Proposal Review**

Reviewing and shaping  
program  
Proposals

**Sponsorship Outreach**

Helping to identify,  
approach and support  
sponsors

**Program Scheduling**

Scheduling and organiz-  
ing the Conference  
Learning Workshops

**Marketing**

Helping to develop  
marketing materials  
and the website

**Youth Program creation**

Lead outreach and  
development of the  
Youth Program

**Technology, Social Media**

Help to create Computer  
Lab and  
Twitter activities

**TED and Fast Talks**

Lead development of  
the TED and FastTalks  
sessions

**Virtual IAFNA 2012**

Support development  
of the  
Virtual Conference

**Global Outreach**

Connect with other re-  
gions to share learning  
between conferences

**Registration set-up**

Lead the set-up of the  
registration and event  
booking service

# Join us to achieve the mission for IAFNA 2012

The move to an academic setting means we can create a different learning and discovery environment in 2012. After talking to member we have created a set of guiding principles to help create and deliver our next conference. Your support will help us achieve them.



**Together, presenters, attendees and sponsors**, can:

- Encourage **quality networking**, with the use of current and emerging technologies, and **professional development opportunities for everyone**;
- Empower members and contributors to create a conference that **meets their personal learning needs, before, during and after** the event;
- **Grow the profession of Facilitation** and **showcase IAF** as the premier community of facilitative practice through **active collaboration with partners and peers**;
- **Build our capacity**, as an organization, in Halifax, in North America and globally, **through respect for existing knowledge** and by **developing new and innovative bodies of knowledge**;
- **Increase membership diversity**, as well as **IAF relevance** in an increasingly diverse world.

**HAVE FUN!**

## How to become a Volunteer

Opportunities are advertised in the **Jobs List** in the **Volunteer Guide**. The latest edition will be emailed to members when it is published and posted on the IAF web site and the Conference web site once it goes live in September.

1. Please download the **IAFNA Volunteer Application** from the Events tab in the IAF web site ([www.iaf-world.org](http://www.iaf-world.org)) or open the email attachment sent to IAF members.
2. Save your completed Application and Commitment Agreement as [Yourname]VolunteerAgreement.doc or.docx and email it to: [volunteer@iafnacommunity2012.org](mailto:volunteer@iafnacommunity2012.org)
3. We will be in touch right away. Thank you.

## Volunteer Credits

New

Volunteer your time for a role at IAFNA 2012 and receive a discount on your registration fee. Earn 1% reduction for every hour contributed.

20 hours of your time between now and the end of the Conference, would get you a 20% reduction.

*The smaller print:*

*Time spent needs to be recorded.*

*Rebates will be made after the conference.*

*Conference fee varies according to when booked.*

*Pre-Conference Workshops are compensated separately.*

*Discount does not apply to transportation, accommodation, food and entertainment.*

## Jobs List for Conference Planning and Marketing Roles

Role (1 person unless shown)	Activities	Estimated Time Commitment	Timeline	Volunteer(s)
Webinar Facilitation	Facilitate the Program Planning webinars	1 hr session plus planning and summary	June	Jo Nelson
Conference Marketing Support	Working with Information Coordinator to create marketing materials and copy	3 hrs/wk = 40 hours	Sep - May	
Web Site Manager	Work with Information Coordinator to maintain and manage the conference web site	3 hrs/wk = 40 hours	Sep - May	
Sponsor recruitment and liaison (2)	Identify, approach and support sponsors using the Sponsorship packages in the Sponsors Guide	2 hr/wk + on-site coordination = 30 hours	Sep-Dec & May	
Registration Lead	Create and control the registration process	2 hrs/wk = 40 hours	Sep - Mar & May	
Program Planning Lead	Coordinate the overall shape and content of the Conference and Pre-Conference Program	3 hr/wk + on-site coordination = 40 hours	Sep - Dec & May	
Proposal Reviewers (5)	Review and evaluate Proposals for Participation	Up to 8 hours per reviewer	Oct	
Youth Program Lead	Development, creation and coordination of a Youth-focused and lead Program stream	2 hr/wk + on-site coordination = 40 hours	Sep - Dec & May	
Virtual Conference Lead	Lead the set-up and management of the Virtual Conference for participants from around the world	2 hr/wk + on-site coordination = 60 hours	Sep - May	Andrew Lafford
Virtual Conference Support	Support set-up and management of the Virtual Conference for participants from around the world	1 hr/wk + on-site coordination = 40 hours	Sep - May	
Social Media Lead	Create and manage the social media content and activities before and during the conference	1 hr/wk + on-site coordination = 40 hours	Sep - May	Andrew Lafford
Graphic Facilitation Coordinator	Planning and coordination of Graphic Facilitation activities	10 - 15 hours incl on-site coordination	Jan - May	
Global Outreach Coordinator	Connect IAFNA 2012 with IAF regions to enable sharing of new practice and knowledge	1 hr/wk + on-site coordination = 40 hours	Oct - May	

## Jobs List for Conference Management &amp; Delivery Roles

Role (1 person unless shown)	Activities	Estimated Time Commitment	Timeline	Volunteer(s)
<b>Information Desk Coordinators (2)</b>	Manage the information given to attendees, speaker and sponsors at the Conference.	1 hr/wk + on-site coordination = 30 hours	Jan - May	
<b>Room Set Up Coordinators (2)</b>	Manage Set-Up team to prepare and return workshop seating for each session	1 hr/wk + on-site coordination = 40 hours	Jan - May	
<b>Social Media Reporters</b>	Create content for sharing with conference followers	1 hr/wk + on-site coordination = 30 hours	Jan - May	
<b>Opening Event Coordinator</b>	Creation and coordination of the Opening Reception at The Cohn	15 - 20 hours incl on-site coordination		Dom Fewer
<b>Speaker Buddy Coordinator (2)</b>	Planning and coordinating speaker and presenter support	1 hr/wk + on-site coordination = 30 hours	Feb - May	
<b>Speaker Buddies (12)</b>	Introduction and support of speakers and presenters	1 hr + 1 hour/session buddied	May	
<b>TED Talks Coordinator</b>	Creation and coordination of the TED Talks on May 9th	1 hr/wk + on-site coordination = 60 hours	Sep - May	
<b>Fast Talks Coordinator</b>	Creation and coordination of the Fast Talks sessions	1 hr/wk + on-site coordination = 55 hours	Oct - May	
<b>Fast Follow Ups Coordinator</b>	Creation and coordination of the post talk review sessions to help attendees compare and share	1 hr/wk + on-site coordination = 55 hours	Oct - May	
<b>Fishbowl Session Coordinator</b>	Creation and coordination of the Fishbowl session	8 - 12 hours incl event facilitation	Jan - May	
<b>Craft Corner Coordinator</b>	Creation and coordination of the Craft Corner	6 - 8 hours incl site coordination	Jan - May	
<b>Speed Networking Coordinator</b>	Creation and coordination of the 2 Speed Networking events	8 - 12 hours incl event facilitation	Jan - May	
<b>Official Photographer</b>	Making photo record of the conference	20 - 30 hours incl on-site photography	Apr - May	
<b>Kitchen Party Coordinator</b>	Creation of the end of conference celebration	10 - 15 hours plus on-site coordination	Jun - May	Dom Fewer


**Presenters and speakers**

<b>Role</b>	<b>Activities</b>	<b>Estimated Time Commitment</b>	<b>Timeline</b>
Conference Speaker	TED, Fast Talks and Conference Session speaker	10 - 20 hours	Sep & Feb- May
Conference Workshop Presenter	Conference Workshop session presenter	10 - 20 hours plus workshop time	Sep & Feb- May
Panel Participant	Discussion panel presenter	6 - 8 hours plus panel time	Sep & Feb- May



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North America Conference 2012  
May 9<sup>th</sup> -12<sup>th</sup> Halifax, NS Canada  
**Volunteer Application**

**Your name:** [Click here to enter text.](#)

 [Click here to enter text.](#) If you Click and cannot enter text, click the blue text box border to the left of the 'C' in Click, then type.

**Your contact email:** [Click here to enter text.](#)

**The easiest phone number to reach you on:** [Click here to enter text.](#)

**Which role fits your skills, experience and interests?**

Which Volunteer role would you like to do?

Which alternative role would you take if this is already allocated? [Click here to enter text.](#)

What interests you about the role or roles: [Click here to enter text.](#)

Please let us know your skills and experience that would help you deliver these roles: [Click here to enter text.](#)

**Prior participation**

Have you undertaken this kind of role before for IAF or any other organization?

- Yes, with IAF       Yes, with another organization       No, but I have the skills and experience needed

Have you attended a previous IAF Conference?

- Yes       No *(New members are very welcome to volunteer)*

**Making IAFNA 2012 the best yet.**

What do you think we can all do to make IAFNA 2012 a truly memorable and valuable Conference? [Click here to enter text.](#)

Thank you for your interest and support.

Please go to the next page and review and complete the Commitment Agreement.



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### Commitment Agreement

The International Association of Facilitators and the Organizing Team of IAFNA 2012 appreciates your support. By volunteering you are helping to create a better conference for members, speakers and sponsors both in Halifax and around the world. By making this commitment there is an implied contract with colleagues depending on you to play your part fully. By 'fully', we are asking you to fulfill the role and to help us achieve the Conference Mission on page 3 of the Volunteer Guide. In recognition the hours spent to complete this role will be rewarded with a 1% reduction per hour on the Conference Registration fee upon receipt of a completed and signed Volunteer Hours Time Sheet.

As a Volunteer you are also a public face of IAF in your role. Please could we ask you to review the Principles and Standards listed below:

#### **Volunteer Conduct**

Volunteers are expected to perform their duties in a professional manner, representing IAF with courtesy and using funds and resources responsibly. IAF accepts the service of volunteers on the understanding that such service is at the mutual discretion of you and IAF. Just as you may terminate your service at any time, so may IAF.

#### **Intellectual Property**

You assign IAF all rights, titles and interest in and to any information or materials created or conceived by you as part of the Volunteer role.

#### **Confidentiality**

You may be given access to confidential information. You agree that you will not disclose information that has been determined as confidential by IAF or the Organizing Team of IAFNA 2012. You will not appropriate it or replicate any confidential information without prior consent in writing.

#### **Conflict of interest**

All volunteers must act in the best interests of IAF and not for personal or third party gain. If you encounter a conflict of interest you will need to disclose that interest in time to withdraw yourself from discussions and actions on the matter

#### **Confirming your availability and acceptance of this Agreement**

Having reviewed the estimated time commitment in the Jobs List in the Volunteer Guide will you and/or your company be able to commit that amount of time to the role for the duration of the assignment? **Yes I can**

I, [Click here to enter text.](#), by entering my name, acknowledge and agree that I will abide by the Principles and Standards in this Agreement. I acknowledge that I will be rewarded for the hours given to this role by a 1% reduction on the Conference Registration fee, the rate depending on when I decide to register for the Conference. That reduction will be my sole consideration. Any pre-approved expenses to complete the role will be separately refunded.

Completed on: [Click here to enter text.](#), 2011 *[Please insert the date you complete this Agreement]*

 **Save this document as [Your Name] Volunteer Agreement and send it to [volunteer@iafnacommunity2012.org](mailto:volunteer@iafnacommunity2012.org)**