



**ADA 2018 Education Conference:
“ Strategizing Education Development: Reflections and Way Forward”**

CALL FOR VOLUNTEERS

The ADA 2018 Education Conference, “ *Strategizing Education Development: Reflections and Way Forward*” will be held on *June 7-8, 2018* at ADA University. In pursuance of our goals for the smooth and successful running of the conference, the ADA University School of Education is seeking volunteers to assist in the activities related to the organization of the Conference prior and during the days of the event.

Volunteering is a great way to gain in-the-field experience, see first-hand how organizations are run, and meet people in the industry. If you are interested in advancing your career, building your network of professionals, strengthening your leadership skills, this call is a good opportunity for you. We encourage submissions from individuals who are eager to contribute to ADA 2018 Education Conference. Preference will be given to students in related fields and individuals with previous volunteering experience.

Volunteers are expected to support the Conference Team in the following tasks:

- Prepare registration packages (conference folders/bags and participants’ name tags);
- Set up and manage the registration desk. Deliver conference material and other tasks at the entrance desk;
- Provide the logistical support in the development of promo-materials;
- Assist in designing conference website(preferably for SITE students);
- Translate relevant documents;
- Monitor the conference venue and help set up audio-visual equipment;
- Support social events (networking event, coffee breaks);
- Guide conference participants (attendees, presenters and keynote speakers) to the conference/workshops locations and answer questions;
- Direct poster and visual display presenters to their assigned spots and help set-up their displays;
- Other required tasks

Interested candidates are requested to complete and submit the registration form at the following link:

<https://docs.google.com/forms/d/1zoKJQ9pMfsv4Pv1MAiWPB7KPVwWuF3r3WPez6BxzXy8/edit>

Registration will be open until March 15, 2018. Successful candidates will be notified by April 2, 2018.

For further questions about volunteering, please contact Natella Tarverdiyeva at sel@ada.edu.az