

APPEL À VOLONTAIRES

Congrès CAP-FIPF in Sydney



02-06 décembre 2010

The local organising committee consists of members from NAFT and FATFA. NAFT is the local association where we hope to recruit most volunteers to assist committees in their responsibilities and to contribute to the smooth running of this International French Congress next year. The 1st CAP-FIPF Congress held in Taiwan in 2006 was a real success and by pooling our energy, enthusiasm and resources together, we should form a solid team to ensure this 2nd Congress is a success. We need **YOU** to help with the following committees and/or responsibilities:

- ✚ **Registration** (registration table, conference bags and realia, answering queries)
- ✚ **Sponsorship** (PR work, promotion, coordinating sponsors' responses and donations)
- ✚ **Accommodation and transport** (for attendees)
- ✚ **Excursions** (for attendees)
- ✚ **Entertainment** (cocktail, official dinner, theatre night, artists, entertainers)
- ✚ **Modérateurs, timekeepers** (+ thanking presenters, giving gifts ...)
- ✚ **Helping IT technicians** (ensure all equipment works smoothly...in all rooms)
- ✚ **Decoration** of reception, auditorium and signs around the Eastern Avenue Complex (banners, posters, direction signs, flowers for official guests/ceremony)
- ✚ **Assisting caterers** for morning and afternoon teas (theme, timing etc.)
- ✚ **Assisting the Secrétariat Général** in admin room (correspondance / queries/ requests from presenters and attendees etc.)

Programme prévisionnel du Congrès :

- ✚ Jeu 02 déc : accueil des congressistes ; possible visite guidée de l'Art Gallery de NSW l'après-midi et cocktail d'ouverture le soir
- ✚ Ven 03 déc : conférences
- ✚ Sam 04 déc : conférences et dîner officiel le soir
- ✚ Dim 05 déc : conférences et cérémonie de clôture l'après-midi
- ✚ Lun 06 déc : excursions pour congressistes (croisière sur le port, pont de Sydney, la Tour Centrepoint, l'Opéra, le zoo de Taronga, Montagnes Bleues ou vignobles de la vallée Hunter)

Hundreds of participants are expected to come from **Australia, the Asia-Pacific Region and the rest of the world** including **France and Europe**. Guests of Honour from France should be attending and it is hoped this Congress will also be sponsored by local authorities and governmental bodies e.g. Department of Education, City of Sydney and private businesses... The FIPF has an international reputation and its Conferences usually attract the support of French governmental agencies. Some work for the organisation the Congress has already started but we now need to move swiftly towards putting into place a concrete and valuable structure for all different aspects of this venture.

L'appel à communication has just been finalised and is being sent around the world. It will appear on the official Congress website hosted by the University of Sydney. We will soon send you the link. A **meeting** of the organising committee and sub-committees will then be convened **at the University of Sydney the 2nd week of December**. *Volunteers will be notified by email.*

○ Please indicate with a tick which areas you want to help with and return the form or state your interest by email to Jacqueline Meunier : jj8650@gmail.com within the next 2 weeks.

I,.....(name).....(email)

from.....(school) would like to help with:

- | | | | |
|--|--|---|---|
| <input type="checkbox"/> registration | <input type="checkbox"/> sponsorship | <input type="checkbox"/> accommodation and transport | |
| <input type="checkbox"/> excursions | <input type="checkbox"/> entertainment | <input type="checkbox"/> timekeeping | <input type="checkbox"/> IT help |
| <input type="checkbox"/> decoration | <input type="checkbox"/> assisting caterers | <input type="checkbox"/> admin assistant (secrétariat général) | |

(please tick boxes) or enter the area here.....

Jacqueline Meunier,

présidente du comité d'organisation du Congrès-CAP FIPF,

University of Sydney, 02- 06 december 2010