

VOLUNTEER AT THE CIP CONFERENCE AND RECEIVE A PARTIAL REBATE ON YOUR CONFERENCE FEE, READ ON!

CANADIAN INSTITUTE OF PLANNERS

AN INTERNATIONAL CONGRESS
**CLIMATE CHANGE
+ COMMUNITIES:
A CALL TO ACTION**
OCTOBER 2 – 5, 2010. MONTREAL, CANADA



UN CONGRÈS INTERNATIONAL
**CHANGEMENT
CLIMATIQUE +
COLLECTIVITÉS:
UN APPEL À L'ACTION**
2 AU 5 OCTOBRE 2010. MONTRÉAL, CANADA

ALL PLANNING STUDENT MEMBERS ARE INVITED TO PARTICIPATE

WANTED! STUDENT VOLUNTEERS!

Montreal is the site for the 2010 CIP conference, which is expected to attract hundreds of professionals from across the world.

WHAT CAN YOU EXPECT?

You'll find provocative plenaries and challenging workshops at the 2010 conference in keeping with the theme of *Climate Change + Communities: A Call to Action*.

STUDENT VOLUNTEER OPPORTUNITIES

Opportunities exist for 20 to 25 students to participate directly in the on-site management of the conference. We need volunteers to help with various tasks including: audio-visual assistance, workshop coordination and acting as speaker guides, to name only a few.

By volunteering, you automatically qualify for a partial rebate on your conference registration fee.

APPLY NOW!

Preference will be given to student members of CIP and volunteer opportunities will be assigned on a first-come/first-served basis. Complete the application form and send it in as soon as possible.

Become a part of this exciting conference event and connect with student planning colleagues from throughout the world.

Questions & Answers

WHAT CAN I ANTICIPATE?

Volunteer assignments may include registration desk, information desk, session assistants, workshop assistants, tour assistants, guides and more. We may require help with other assignments such as assembling documentation for the conference.

A short orientation will take place before the start of the conference at Le Centre Sheraton Montreal Hotel on Saturday, October 2nd to go over assignments and to get to know one another.

HOW BIG A DEAL IS THIS VOLUNTEERING THING?

We are currently projecting a requirement for around 20 – 25 student volunteers. The final number will depend in part on the scale and scope of the conference activities.

WHAT'S THE FINE PRINT IN ALL THIS?

- Preference will be given to student members of CIP;
- Volunteer opportunities will be assigned on a first-come/first-served basis with regard for interests and abilities;
- Volunteers will not be formally placed until the conference registration and fee payment are complete;
- For all students who volunteer for a minimum of eight hours, CIP will refund half of the registration fee paid.

OKAY! SO YOU LIKE THE DEAL, WHAT'S NEXT?

- **First**, complete and send in the student volunteer application form as soon as possible.
- **Second**, ensure that you **register** for the conference itself! You may do this online on the conference page of: <http://www.planningforclimatechange.ca/> starting in May.



THE CUT-OFF DATE TO VOLUNTEER IS JUNE 30, 2010.



STUDENT VOLUNTEER APPLICATION FORM

CIP and the Conference Committee invite all planning students to help make this conference a success. Students are needed for various duties including information desk, audio-visual set-up, venue management, speaker guides, session monitors and tour/mobile workshop assistants. All student members are invited to apply.

Please note the following: Preference will be given to student members of CIP; volunteer opportunities will be allocated on a first-come/first-served basis; for those students who volunteer for at least eight hours, CIP will refund half of the conference registration fee paid; (refunds will be sent out in November 2010). Students will be required to attend an orientation session on Saturday, October 2nd, 2010

General Information

Name _____

Telephone _____ Fax _____ E-mail _____

University _____ Program _____

Your mailing address _____

City _____ Province _____ Postal code _____

CIP Membership Information

Are you a paid-up, student member of CIP? YES NO

Are you in the process of applying for CIP student membership? YES NO

Your Skills/Interests

Are you familiar enough with Montreal to work at the information desk? YES NO

Are you bilingual (English and French)? YES NO

List any other language proficiencies _____

See over →



Please check all times/dates you expect to be available to volunteer.

Based on your response, volunteer work will be scheduled accordingly.

| | | | |
|-----------------------------|------|------------|------------|
| Saturday, October 2: | a.m. | p.m. | evening |
| Sunday, October 3: | a.m. | p.m. | n/a |
| Monday, October 4: | a.m. | p.m. | evening |
| Tuesday, October 5: | a.m. | n/a | n/a |

Please tell us about any other interests or preferences you might have that could be helpful in your volunteer work at the conference.

**FORWARD YOUR COMPLETED STUDENT VOLUNTEER APPLICATION FORM
BY MAIL, FAX or E-MAIL TO:**

Canadian Institute of Planners
141 Laurier Avenue West, Suite 1112
Ottawa, ON K1P 5G3
Telephone: (800) 207-2138 or (613) 237-7526
Fax: (613) 237-7045
cleduc@cip-icu.ca

Don't delay!

Visit the CIP conference section of the website to register online for the conference, starting in May, and send in this form to secure your volunteer opportunity and be part of making this conference a success!

All volunteer applications must be received no later than June 30th, 2010 and spaces are limited.

FORM PROCESSING RECORD – PLEASE DO NOT WRITE HERE

Date received: _____ Student member status: _____

Placement(s): _____

Hours worked: _____ Refund Amount: _____