

THE SEVENTH ASIA PACIFIC URBAN FORUM (APUF 7)

<https://www.apuf7.org/>



Penang shall be hosting the Seventh Asia Pacific Urban Forum from the 12th to 17th October 2019 at the Setia SPICE Convention Centre.

CALLING FOR VOLUNTEERS

BECOME AN APUF7 VOLUNTEER

The Local Organizing Committee of the Seventh Asia Pacific Urban Forum (APUF7) is calling for volunteers to assist and participate during the forum. Volunteers are welcomed from all ages and groups of communities to be part of this global event.

BE PART OF APUF7!!!

[CLICK HERE TO REGISTER](#)

PLEASE REGISTER BEFORE 31st AUGUST 2019

WHY ?

- A unique opportunity to contribute to the community;
- Meet like-minded people as well as the leading experts on urban;
- Development of personal skills and gain useful job experience;
- Be part of the event and get insider's view;

VOLUNTEERS ROLE

To provide support on the core aspects of the APUF7 program :-

- Registration and accreditation;
- Conference Sessions;
- ICT and facilities management;
- Exhibition area assistance;
- Secretariat services;
- Rapporteurs

For further enquiries kindly contact :-

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co-organizers :

host city :

supported by :



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VOLUNTEER TASK

Registration & Accreditation;

- To assist in the process of registration and accreditation of APUF7 participants
- To understand the process and flow of Accreditation
- To understand the roles and function of different stakeholders involved

Conference Sessions;

- To manage the state of the rooms and halls.
- To manage and oversee the schedule of the rooms at all times.
- To ensure punctuality and good time managements in different areas for the events to run smoothly.
- Oversee all properties and equipment at the room.
- To ensure room is in order and all technical equipment are always ready.
- To usher in participants.
- To take note attendance of participants for each session

ICT & Facilities Management;

- Oversee all equipment at the room.
- To ensure all technical equipment are always ready and in good condition every time before and after each conference session.

Exhibition Area Assistance;

- To know very well on matters with regards to:
 - ⇒ Programme
 - ⇒ Locations, venues and directions
- To assist in way finding and directional for all participants at the event areas and the surrounding.
- To initiate and offer help to participants should they seem lost or in need of directional assistance.
- To provide information to participants regarding WUF9 events and locations.

Secretariat Services;

- To assist APUF7 Secretariat Team for general matters and be on standby for any last minute task.
- To assist APUF7 Secretariat Team in any areas needed.
- To be ready to fill in for any volunteers posts or duties in case of emergency.
- To ensure the general cleanliness of APUF7 event spaces.
- To ensure cleanliness of rooms before the start of next event.
- To manage the Arrival and Departure of our Guest Status participant [airport team]
- To give information to arriving participants on general information (how to get to the city, or their accommodation, etc) [airport team]
- to understand the process of arrival and departure at the airport especially involving guest
- status level HOS/HOG & Minister level [airport team]
- To hold up place cards during the arrival of guests (signage) [airport team]

Rapporteurs;

- To assist in reporting the key takeaways from identified special sessions & assist in content creation for APUF7 social media platforms.