

## RECRUITMENT ANNOUNCEMENT FOR VOLUNTEERS

### ***Announcement for students concerning the Recruitment of Student Volunteers for assisting in CTBUH 2014***

**Conference Venue: Grand Hyatt, Jin Mao Building**

**Date: 16 – 19 September, 2014**

**Conference Website: [www.ctbuh2014.com](http://www.ctbuh2014.com)**

#### **Candidate requirements (mandatory):**

1. Fluent English speaking, reading and writing
2. Friendly user with Office Package (Word, Excel, Power Point)
3. Positive attitude and energetic person
4. Able to manage more than 1 task (multitasking activities)
5. Full availability for the entire period (from 15 to 19 September) in the volunteer activities.

*Any previous conference activities will be considered as a plus.*

#### **Description of your duties:**

Volunteers are needed for activities such as:

1. Conference bag stuffing
2. Registration booth onsite support
3. Support on conference bag collection
4. Support on conference hospitality desk
5. Directional guidance and name badge checking

# Future Cities 未来城市

Towards Sustainable Vertical Urbanism

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16–19 September

9月16日至19日



CTBUH 2014  
International Conference | 国际会议

6. Support on technical tour gathering and direction
7. Microphone pass around/time remind during the session.

## Volunteer Kit & Benefits:

Volunteers are entitled to receive:

1. 2 staff T-shirts for the entire conference period
2. Daily working allowance: CNY150.00 per day
3. Daily transfer reimbursement according to Fapiao amount, up to CNY50.00 per day
4. Breakfast, lunch and/or dinner (if work overtime and according to your daily working schedule) provided by the meeting organizer
5. Opportunity to have access to the session room (subject to respectively working allotment)
6. Great experience to live in an international environment.

## How to register your Resume:

### **Deadline for submission: 31 July, 2014**

Students who are interested in volunteering to assist with such activities are requested to register their information as outline below.

1. Please send your Resume (max 2 pages) with lifestyle picture to this e-mail: [leta.ye@mci-group.com](mailto:leta.ye@mci-group.com)
2. Subject of your e-mail should be: **Registration for volunteer-CTBUH 2014**
3. A telephone or face to face interview will be arranged in August.

### **Remarks: Your Resume must contain the following information:**

- (1) **Full Name** (in Chinese and English)
- (2) **Date of Birth** and **Gender**
- (3) **School name & school year**
- (4) **E-mail address and Telephone number (mobile)**
- (5) **Home address.**