

ICDE Leadership Summit 2024**5-7 June 2024, Geneva****Call for Volunteers
Rapporteurs, Event Assistants and Communications Assistants**

We are pleased to announce the call for motivated and dynamic volunteers to be a part of the success of the **International Council for Distance and Open Education (ICDE) Leadership Summit 2024** taking place in person at the Campus Biotech in Geneva, Switzerland from Wednesday 5 to Friday 7 June 2024 under the theme "Ethical Leadership in the Age of AI: Rethinking Futures of Education".

About the Leadership Summit

The ICDE Leadership Summit 2024, hosted by Globethics, is a leadership focused international conference. Held annually or bi-annually the conference theme anchors a leadership related theme with relevance to open, flexible, distance and digital learning in the wider context of the Sustainable Development Goals (SDGs) and particularly of the SDG 4, to ensure inclusive quality education and promote lifelong learning opportunities for all. The aim of the Summit is to explore contemporary challenges and opportunities facing today's educational leaders and innovators in the globally connected digital era, to be captured in a report comprising key contributions to the summit such as keynote addresses, recommendations and action plans.

The goal of the Summit is to create a dynamic and engaging event that fosters collaboration, networking, and innovation, achieved through high-level keynote speakers with diverse backgrounds who are all experts in their respective fields. With delegates coming from many countries, the Summit organisers and team aim to offer a truly vibrant, inclusive, and welcoming atmosphere.

Your involvement would be either as

- 1) a rapporteur,
- 2) an event assistant (logistics), or
- 3) a communications assistant.

The role of the Rapporteurs

- Experienced in providing clear and concise reports of different kinds of meetings, including plenary sessions, workshops and presentations of academic papers, rapporteurs are expected to bring their agility, accuracy and documentation skills to the sessions that they are asked to cover.
- They are tasked with drawing out the main ideas and conclusions and with highlighting the underlying assumptions and questions that come out during the discussions and working sessions in an efficient and timely way.
- All the outcomes of the plenary sessions, parallel thematic workshops and other Summit engagement sessions are reported on by the rapporteurs and their work will be used by the session moderators and the Summit organisers as the basis for follow up and for the Summit report.
- Excellent verbal and written skills in English are required.

The role of the Event Assistants (logistics)

- Supporting the whole Summit, working together with the whole team to ensure that the event runs smoothly.
- Supporting the event set up, rehearsals and preparation of the welcome desk, badges and certificates.
- Escorting speakers from the airport to the venue and providing help with the hotel check in.
- Welcoming participants and helping with the Summit registrations.
- Accompanying participants and fellow colleagues throughout the Summit by,
 - Guiding participants and delegates to meeting spaces,
 - Supporting session moderators with logistical matters,
 - Liaising between the Summit team, session moderators and the technical support team onsite and ensuring that sessions are conducted in a timely manner and under the best possible conditions, and
 - Being available to respond to queries, for example, offering information on the Summit programme and assisting with the use of the Summit event app.
- Assisting during coffee breaks, meals and the evening reception on 5 June.
- Wrapping up and tidying up.

The role of the Communications Assistants:

- Facilitating effective internal communications.
- Assisting the Communication Manager, Photographer and Podcaster.
- Providing basic technical support in workshop and other sessions (e.g. managing and changing slides).
- Taking photographs/short videos of Summit proceedings with own phone/camera.
- Drafting social media posts reporting on Summit proceedings.

We are looking for Volunteers who are:

- Available during the period 4-7 June.
- Quick thinkers, agile and able to take initiative.
- Fluent in English and French.
- Good in management.
- Confident.
- Flexible, reliable and highly motivated.
- Resident in Geneva or in the surrounding area (neighbouring cantons or France).
- In possession of a laptop (for rapporteurs).
- In possession of a driving license and have the use of a car (optional).

Conditions and certificate:

Successful candidates will be provided with meals during the Summit (lunch and canapé evening reception on Wednesday 5 June and lunch on Thursday 6 June).

All Volunteers will be awarded with a certificate in recognition of their contributions to the Summit.

Summit fee:

None: (entrance to the Summit is free for all the Volunteers)

For more information about the conference please refer to

[ICDE Leadership Summit 2024 - Globethics](#)

Application:

Fill in the form and attach your CV and Cover Letter at
<https://form.jotform.com/241191859280360>

Deadline for applications: 23 May 2024

Selection of candidates: will be finalised by 29 May 2024.

Preparation: the Volunteers that are selected will be invited to come to a briefing and training meeting in on Tuesday 4 June 2024 at Campus Biotech, the Summit venue. More information about the meeting will be sent out by email beforehand.

For any other questions please contact: ICDELS24@globethics.net

About Globethics

[Globethics](#) is an international non-governmental organisation working for ethical leadership through higher education and global public engagement for a just, inclusive and sustainable world.

Registered in Geneva, Switzerland, as an independent, not-for-profit foundation with an international Board, and affiliated centres across the globe, Globethics seeks to embrace diverse cultural, religious, philosophical, and humanist ethical wisdoms, and to be the bridge between the different worldviews on ethical issues.

Globethics aims to equip individuals and institutions for ethical thinking, decision-making and action through higher education and policy engagement from cross-cultural and global perspectives.

To achieve this goal, Globethics:

- Empowers and equips students and professionals through higher education, including executive education programmes in ethics (as an accredited provider of online courses);
- Develops and spreads knowledge about applied ethics through networking, collaborative research, publications and open-access resources via the leading free online library on ethics;
- Supports ethical standard setting and implementation for institutional development; and
- Engages with policymakers on the international, national, regional and local governmental level, and with higher education institutions, in multi-stakeholder academic and policy dialogues on global issues for transformative ethical leadership.