



## **LOGISTICS TEAM APPLICATION LISBOMUN CONFERENCE 2019**

### **WHO ARE WE?**

LisboMUN is a student-run, non-profit association for young people dedicated to promote MUN culture and the discussion regarding international affairs in Portugal, cooperating with Portuguese universities and associations. LisboMUN's goal and vision is to promote and establish a MUN culture and tradition in Portugal, starting with the academic community in Lisbon.

### **WHAT WE DO?**

In order to achieve its goals, LisboMUN organises several MUN Debates during the academic year in Lisbon, as well as organising the National MUN Conference - a MUN conference for students in Portugal - and the Lisbon International MUN Conference.

### **LISBOMUN INTERNATIONAL CONFERENCE**

This is the Conference we are currently receiving applications for.

- International MUN Conference which will happen on **March 29<sup>th</sup>, 30<sup>th</sup> and 31<sup>st</sup> of 2019**

### **GENERAL REQUIREMENTS**

In order to apply candidates should fulfil all of the requirements:

- Aged between 17 - 30 years
- Good Knowledge in English (speaking and writing)
- Good teamwork and soft skills
- Be a member of LisboMUN Association (can be done after applying)
- Preferably live in Lisbon/ if not be available to attend the interview and meeting for the Logistics team.



## **DETAILED JOB DESCRIPTION**

### **SPECIFIC REQUIREMENTS**

#### Objective:

As a member of the Logistics team you will be working in shifts throughout the 4 days (28<sup>th</sup>, 29<sup>th</sup>, 30<sup>th</sup> and 31<sup>st</sup>) to help run the conference and socials.

#### Assignments:

##### **28<sup>th</sup> March - Museu da Água**

- Depending on your shift, you might have to help prepare our opening ceremony and registration for a couple of hours in the afternoon/evening.

##### **29<sup>th</sup> March - Museu da Água**

- Prepare Coffee Breaks (food and drinks)
- Help at the Registration Desk
- Help at the Opening Ceremony
- Group leader at the Pub Crawl

##### **30<sup>th</sup> & 31<sup>st</sup> March – Faculdade de Direito Universidade de Lisboa**

- Prepare Coffee Breaks (food and drinks)
- Help setting up Committee Rooms
- Note Passing when the Committee is in Session
- Help out at the Gala with setting up & cleaning up
- Help at the Closing Ceremony

#### Requirements:

- Good English Speaking Skills
- Friendly and open minded
- Organized

#### Advantages:

- You will be gaining experience in organizing large-scale events
- You will be taking part in all social events for free (open bar at the Gala)
- Certificate of participation
- Lunch is included every day except Friday

### **INSTRUCTIONS ON HOW TO APPLY**

Should you wish to apply, there will be 3 steps:

#### **Step 1: Fill in the Google Form**

You can find it here: <https://goo.gl/forms/6y7bxnSWUf1524bO2>



## **Step 2: Interview**

After receiving all application, we will contact the applicants to set up an interview in the 2 weeks after your application. It will be a brief interview, which can take place in person or over Skype.

## **Step 3: Group Meeting**

On a specific date to be set in late February/ early March we will be meeting all as a group to divide shifts and tasks.

*If you have any questions, you can contact us at [international@lisbomun.pt](mailto:international@lisbomun.pt)*

