

## INEE Global Meet-up – Volunteer Instructions

INEE would like to thank you for volunteering to organize your own **INEE Global Meet-up** event. This is a chance for you to meet fellow INEE members and build relationships with other colleagues in your own community.

Here are a few simple instructions to follow in order to get your local INEE Global Meet-up underway.

### Prior to the Meet-up:

- Determine a date and time (to be held during the Meet-up period).
- Find a suitable location and make reservations, as necessary.
- Make sure that you provide the exact location, date and time of the Meet-up to [meetup@ineesite.org](mailto:meetup@ineesite.org) by **20 January** so that this information can be shared with the INEE membership.
- Please inform us right away if you **DO NOT** want your Meet-up event information to be made public on the INEE Listserv.
- Decide whether you want to focus on the suggested thematic area as a basis for your Meet-up. This is not mandatory! If there is a thematic area of greater interest/relevance to your group, feel free to use that theme. Or, again, the Meet-up can be an opportunity to socialize with colleagues.
- Share the invitation for your local Meet-up with fellow INEE members and local colleagues in early September. Ensure that the event is open to all those interested in attending (e.g. whether INEE members or not, and whether or not they received an official invitation). Also share reading materials if your Meet-up will focus on the topic area.



### During the Meet-up:

- Provide name tags, and request that people fill out an attendance sheet, with their name, organization/affiliation, contact details optional.
- Introduce people to one another.
- Facilitate (or assign someone to facilitate) discussion if there is a specific thematic area or work to be moved forward.
- Take photos and facilitate any event logistics.

### Following the Meet-up:

- Provide a short report-back to the INEE Secretariat using the template provided. The report should be sent to [meetup@ineesite.org](mailto:meetup@ineesite.org) by **30 March 2012**.
- Include photos from the Meet-up to be posted on the INEE website.

Remember, take the time to network, make connections, discuss your work in education in emergencies and, most importantly, have some fun!

For more information or question, please write to [meetup@ineesite.org](mailto:meetup@ineesite.org).