



REPORT CSW62 Advocacy Template

NGO CSW62 Forum - Planning Committee: March 29, 2018

As part of NGO CSW62 Forum Planning Committee, I served as Co-Chair of the Logistics Committee, which was one of nine planning subcommittees. The purpose of this newly formed subcommittee was to ensure all venues and events run smoothly. In that effort the committee worked in conjunction with volunteers, interns and the NGO CSW office manager to staff each venue and all events that were part of NGO CSW62 Forum (parallel events). The work involved developing an overall schedule and recruiting and training volunteers to staff events held at each facility. The logistics committee was also responsible for arranging for audio/visual materials for all related events. The logistics committee also developed procedures to ensure smooth traffic flow, and address comfort needs like restrooms and food, as well as safety and emergency issues and developed guidelines for distributing or posting non-authorized materials, taking of pictures, recording or any other nonauthorized transmission of an event or its attendees at Consultation Day and other NGO CSW62 Forum events.

In addition to regular bi-weekly (every two weeks) planning committee meetings, as Logistics Co-Chairs, we visited each venue to learn the particular nuances at each location and their capabilities and limitations. Based on the number of NGO CSW62 Forum events, we identified the number of assistance personnel needed at each venue. The Logistics Committee recruited more than 100 volunteers, mostly students from area colleges and universities, to staff venues. We had a large response of approximately 300 applicants to serve as volunteers. A selection process took place followed by confirmation with each volunteer. In addition to volunteers, NGO CSW Interns were added to the staffing schedule along with NGO CSW Executive Committee Members. Training was a mandatory requirement in order to serve as a volunteer. The volunteer training included guest speakers, a slide presentation by the Logistics Co-Chairs, and a training packet for each volunteer. A pizza lunch followed the training presentations and the training program concluded with a walking tour of the venue where each volunteer was assigned.

The work of the Logistics Committee began in September 2017 and concludes with a review of the volunteer attendance and distribution of "certificates of appreciation" awarded to each volunteer that served. Serving as Co-Chair was a committed effort, and, overall, it was quite engaging to work on the Logistics Committee. We learned a great deal in the process as a newly formed planning committee. NGO CSW NY will have a debrief in the coming weeks with all Planning Committee Chairs and recommendations will be made as to suggestions for improvement as well as what worked well.

Submitted by Maryella Hannum
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