

Possible placements for volunteers in the summit organization are as follows:

1. on delegate/media hotel information desks
2. on airport information desks
3. as messengers
4. in the media centre: check room, information desk
5. in the invitation section: manning the phone bank, preparing invitations
6. Spousal Programme assistance
7. training of other volunteers

The Guest List and Invitation Section

The Guest List and Invitation section is responsible for the issuance of all invitations to public events during the summit. Its size will depend on the number of public events and the potential number of invited guests. However, organizers should never underestimate the work involved in handling invitations and guest lists. Depending on the event, there could be a last-minute 'rush' for invitations, and the section will have to have a system in place to handle it.

It is vital that the guest lists for any special event surrounding the summit be established at least four weeks prior to the summit. The Security division will almost certainly have to be involved and take security precautions, including a thorough check of the guest list. This all takes time.

A plan for controlling invitation lists, for scripting and editing invitations, for printing and distributing them, and for establishing and manning a phone bank to follow up on RSVPs, must be prepared and instituted at an early date. Those responsible at the political level for decisions on guests and invitations must be identified. Policies and procedures should be agreed upon by all concerned (the Organizing Task Force, those responsible for substantive preparations, and the political level. (ie. Host's or ministerial offices). There should be no deviations, except in extreme circumstances.