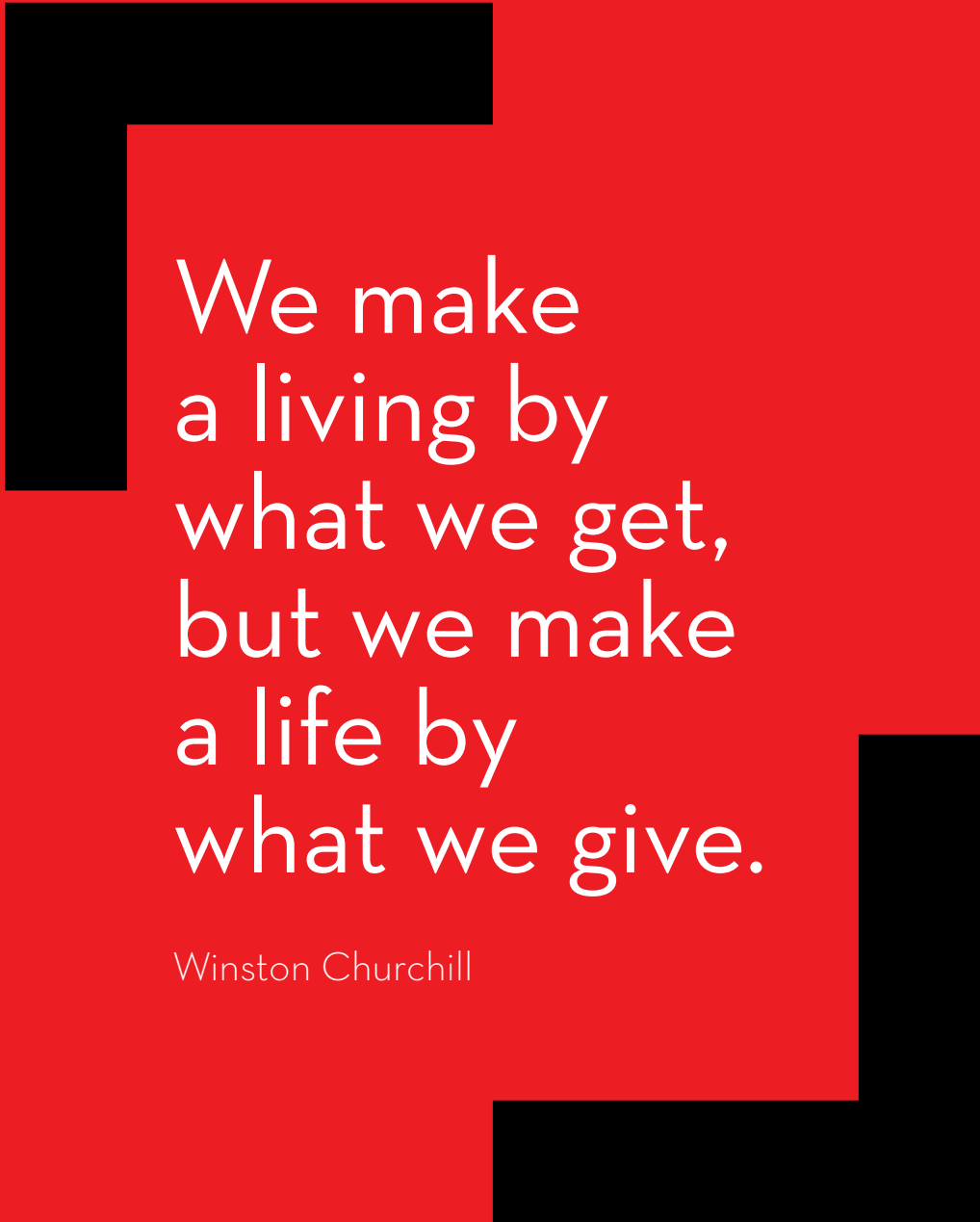


TED^x Athens

x = independently organized TED event

VOLUNTEERS' HANDBOOK

CON
CLUS
IONS



We make
a living by
what we get,
but we make
a life by
what we give.

Winston Churchill



WELCOME

Dear Volunteer,

I would like to take a moment to welcome you to the organizing of TEDxAthens 2014, and also thank you for your invaluable contribution!

TEDxAthens is an initiative that from the onset has depended on voluntary work from motivated people and the predisposition of those towards collaboration; your role and contribution, is therefore considered, and is in fact, a vital part of this year's event!

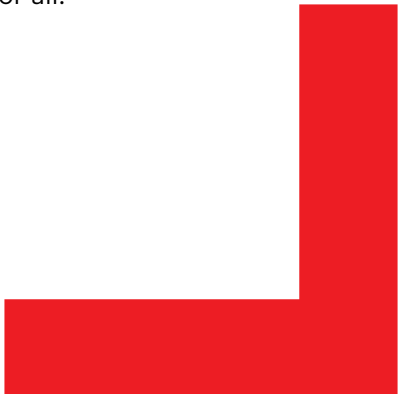
Every year, the days leading up to the event are without a doubt the most demanding, tiring and if I may say, stressful. You will be called to be on your toes while the last varied, small but very important pieces of the puzzle need to be put into place. These are the details we believe make the difference and have never been left up to chance. It is in these final days that your role will be of utmost importance!

Remember that throughout the event you may be the only person an attendee meets from our team! This means that your smile, your willingness to help, your personality, your difference, your temperament, your ethos, carry and represent the values of our team. You can choose now to be part of a beautiful whole!

To a successful event and a rewarding experience for all!

Dimitris Kalavros-Gousiou

Curator & Founder



TED Ideas worth spreading *

* Probably. But you be the judge.

TED is a nonprofit devoted to spreading ideas, usually in the form of short, powerful talks (18 minutes or less). TED began in 1984 as a conference where Technology, Entertainment and Design converged, and today covers almost all topics – from science to business to global issues – in more than 100 languages.

TED is a global community, welcoming people from every discipline and culture who seek a deeper understanding of the world. We believe passionately in the power of ideas to change attitudes, lives and, ultimately, the world.

TEDx Program

TEDx was created in the spirit of TED's mission, "ideas worth spreading." It supports independent organizers who want to create a TED-like event in their own community.

The TEDx Program is designed to help communities, organizations and individuals to spark conversation and connection through local TED-like experiences.

At TEDx events, a screening of TED Talks videos – or a combination of live presenters and TED Talks videos – sparks deep conversation and connections at the local level. TEDx events are planned and coordinated independently, under a free license granted by TED.

All speakers, partners and sponsors provide their services for free.

TEDx Athens

TEDxAthens is a world-class conference about Innovation, Creativity and Ideas based in Athens, Greece. TEDxAthens is one of the first TEDx events worldwide and the first ever TEDx event in Greece - started in May 2009. Its main goal is to develop and leverage the TED experience at a regional level, uniting innovators, thinkers, inspirational speakers, shakers, makers and breakers. TEDxAthens is curated by Dimitris Kalavros-Gousiou and organized **throughout the year** by a team of **50+ volunteers**.

TEDx Athens

x = independently organized TED event

In Numbers

TEDx Athens | 2009

x = independently organized TED event

150 participants
4 speakers
7 team members

TEDx Athens | 2010

x = independently organized TED event

800 participants
17 speakers
2 performances
20 team members
10 volunteers

TEDx Athens | 2011

x = independently organized TED event

1,300 participants
19 speakers
5 performances
40 team members
20 volunteers

TEDx Athens | 2012

x = independently organized TED event

1,500 participants
33 speakers
8 performances
62 team members
80 volunteers

TEDx Athens | 2013

x = independently organized TED event

1,400 participants
34 speakers
10 performances
55 team members
80 volunteers

TED^x Athens 2014
x = independently organized TED event

CON CLUS IONS

What we do today determines what we will become tomorrow. If we want to make a fresh start, we need to take a step back and reconsider what we have achieved so far, re-evaluate our decisions, rethink our mistakes, recall our best and worst moments. All that led to this point has the dynamic to shape the future. Where will your resolutions lead you? And what do they tell about you? This year we draw our conclusions. Join us.

**THE TEDxAthens
VOLUNTEER PROGRAM
IS YOUR OPPORTUNITY TO
PARTICIPATE IN A WORLD
CLASS CONFERENCE,
WHICH BRINGS PEOPLE
TOGETHER TO SHARE EXPE-
RIENCES, KNOWLEDGE AND
IDEAS WORTH SPREADING.**

Volunteering for TEDxAthens is a great opportunity to enhance your CV, expand your social and business network by connecting with great people, meet international speakers and have fun. You will have the chance to enjoy exclusive training by professionals in the field of event planning and management. Do not miss out on this great opportunity to participate and make the TEDxAthens 2014 Conference part of your own life's history.

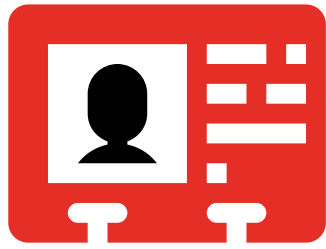
*What will I gain as
a TEDxAthens Volunteer?*

- Certificate of Participation
- Exclusive Training
- Personal Development
- Build self-confidence & motivation
- My own TEDxAthens Volunteer T-shirt and TEDxAthens exclusive Gift Bag
- Expand my network
- Meet great people & speakers
- Make new friends
- Enjoy the food served on the day
- Feel happiness, fulfillment and satisfaction

*What do I need to become
a TEDxAthens Volunteer?*

**To be part of the TEDxAthens Volunteer Team,
you need to:**

- Be at least 18 years of age by November 15th, 2014.
- Make sure you are available for the entire day, on the day of the Conference.
- Make sure you are available not only during each step of the selection process, but also for all training sessions, which will take up at least three days (2 training sessions + 1 preparation day)



A TEDxAthens Volunteer is a person who:

1. MAKES IT HAPPEN

You are committed, proactive and adapt well to different situations.

2. VALUES PEOPLE

You know how to work in a team, get along well with different people, and care about everyone around you.

3. PROMOTES JOY

You inspire people with your positive energy and attitude.



Find out how the selection process works

Find out more about the stages of the volunteer's journey

14
Oct



30
Oct

Registration Process

Keep an eye on your e-mail inbox!
All communication will be over this channel.

24
Oct



30
Oct

Interview Process

Candidates approved begin to receive e-mails inviting them to the training sessions

*** PREPARE YOURSELF: IF YOU ARE SELECTED YOU WILL NEED TO ATTEND A FEW TRAINING AND PREPARATION SESSIONS, REMEMBER TO CAREFULLY CHECK THE DATES AND TIMES REQUIRING YOUR VOLUNTEER SERVICE, BEFORE YOU APPLY.**

1st Training Session

General Training Session & Venue Tour
1st OR 2nd OF NOVEMBER (2-3 hrs)

2nd Training Session

Specific Training Sessions on each task and functional area. During these sessions you will be assigned with a specific role as a TEDxAthens Volunteer.
8th OR 9th OF NOVEMBER (2-3 hrs)

Preparation Day

14th OF NOVEMBER (5-8 hrs)

TEDxAthens

15th OF NOVEMBER 2014

The Day where everything you have been preparing for comes together and becomes a reality. Time to show our guests the real value of a TEDxAthens Volunteer!

FAQ

1. WHAT IS THE TEDXATHENS VOLUNTEER PROGRAM?

The TEDxAthens Volunteer Program is your opportunity to be part of the biggest event in Athens that brings people together to share ideas worth spreading. This is a unique opportunity that will provide not only personal and professional development but also close interactions with people who push boundaries dreaming of a different world, visionary individuals from a variety of fields challenging commonly held preconceptions and pre-established boundaries in their field.

2. WHEN DOES THE VOLUNTEER APPLICATION PROCESS START? 14th of October

3. HOW CAN I APPLY? By completing the Volunteer's Application online form. Visit the Volunteers tab on the official TEDxAthens 2014 website (2014.tedxathens.com) and follow the link for the online form.

4. WHAT DO I NEED TO BECOME A TEDXATHENS VOLUNTEER? You must be at least 18 years of age by November 15th 2014 and be available to offer your service during the entire day of the Conference. You also need to be able to participate at all training and preparation sessions prior to the day of the Conference.

5. IS THERE A DIFFERENCE BETWEEN ROLES OF VOLUNTEERS? There are vacancies for all profiles and skills. However some functional areas have specific requirements and therefore need specific skills and knowledge/abilities.

6. DO I NEED TO SPEAK ENGLISH TO PARTICIPATE IN THE PROGRAM? Fluency in other languages is not a prerequisite but will be considered.

7. AS A VOLUNTEER, WILL I HAVE THE OPPORTUNITY TO WATCH ANY TEDXATHENS TALKS?

Your responsibilities as a TEDxAthens Volunteer aim towards the best possible outcome of this year's Conference, in terms of the quality of all services offered to our Guests. Being a Volunteer, you are part of the greater TEDxAthens team and your role is as important as everyone else's. Your focus should always be on the task to be done. However, your Volunteer Coordinators will make their best effort, if possible at all, to find the time for you to watch 2 talks during the day.

8. CAN I CHOOSE THE AREA OF MY PREFERENCE?

When you fill in the application form you will be asked to specify your skills and qualities. Your Volunteer Coordinators will allocate you according to your personal best.

9. CAN I SUGGEST FRIENDS BECOMING TEDXATHENS VOLUNTEERS?

Yes, of course.

10. IF I MISS ONE OF THE TRAINING SESSIONS, AM I OUT OF THE TEDXATHENS VOLUNTEER PROGRAM?

To become a TEDxAthens Volunteer you must go through all stages of the selection process and training sessions.

11. WHAT ARE THE BENEFITS OF BEING A TEDXATHENS VOLUNTEER?

Each volunteer will have a unique experience. Besides their own motivation factors, volunteers will have access to professional training sessions and will receive their personal TEDxAthens Volunteer T-shirt, the TEDxAthens exclusive Gift Bag, a Certificate of Participation and all meals on the day of the Conference.

12. WHAT WILL THE ORGANIZING COMMITTEE DO WITH MY PERSONAL INFORMATION?

Your information will be kept completely confidential and will not be shared with third parties.



ONASSIS
CULTURAL
CENTRE
ATHENS

ONASSIS CULTURAL CENTRE

107 Syngrou Avenue
117 45 Athens
tel.: 0030 213 0 178000
e-mail: info@sgt.gr

The OCC is on your left as you travel down Syngrou Avenue towards the sea. It is next to the headquarters of the Ethniki Asfalistiki insurance company, and opposite Panteion University.



ACCESSIBILITY

Wheelchair access is via the ramp on the building's side entrance at the corner of Leontiou and Syngrou. Upper storeys are accessible via the elevator, and there is wheelchair access to all the Centre's auditoria and galleries.

GETTING TO THE OCC:

By bus or trolley-bus:

Take bus or trolley-bus and get off at 'Panteion'.

If you are heading downtown, the bus/trolley stop is just 10 metres from the entrance to the OCC.

If you are coming from the city centre or the Syngrou-Fix Metro station, use the pedestrian underpass in front of Panteion University to cross over to the other side of Syngrou Avenue.

On the Metro:

Take the 'red line' (Line 2: Anthoupoli - Elliniko | red line) and get off at 'Syngrou-Fix'. Follow the signs to "Exit to Syngrou/Drakou" and you will emerge on Syngrou Avenue. From there, you can either take a bus or trolley-bus from the stop in front of the Metro escalators on Syngrou Avenue and get off four stops later at 'Panteion'; if you are not in a hurry, it is a 12-minute walk down Syngrou Avenue to Panteion University, where you can use the pedestrian underpass to cross over to the other side of Syngrou Avenue.

By car:

Parking in the densely populated area around the OCC might be a problem, especially at night or during the weekend. The OCC has underground parking facilities for roughly 200 cars. Every level has designated places for people with mobility problems near the elevators.



THANK YOU!

We are looking forward to welcoming you in the 2014 TEDxAthens Volunteer Journey!



Contact Details:

E-mail: volunteers@tedxathens.com

