

***Volunteers make the difference:
tools and best practices in recruiting, managing and retaining volunteers***

PROGRAM

2 May

Afternoon Session

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| 12:00 – 14:00 | Participants Reception |
| 14:00 – 14:30 | Welcoming Speech by Dr. Wolfgang Bautz, P4Q, and Detlev Gross, Regional Government of Brandenburg |
| 14:30 – 15:00 | Introduction to the working program |
| 15:00 – 18:00 | Get closer to volunteers – participants experiences |

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| 19:30 – 21:30 | Networking dinner at the restaurant |
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3 May

Morning Session:

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| 10:00 - 11:00 | What statistics can tell some results of recent survey about volunteering in Germany |
| 11.15 – 13.00 | Volunteers management models |

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| 13:00 | Lunch |
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Afternoon Session

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| 14:30 – 18:00 | Get new insights – project visit in Berlin |
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4 May

Morning Session:

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| 10:00 – 12:30 | Management and tools |
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| 12.30 | Lunch |
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Afternoon Session

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| 14:00 – 15:30 | Challenging discussion with senior managers from various NGO's |
| 16:00 – 17:30 | Working together a mind map for new European projects on volunteers and civil society |

3 May

Morning Session:

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|---------------|--|
| 10:00 – 11:30 | Working together a mind map for new European projects on volunteers and civil society |
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| 11:30 - 12:30 | Presentation of results and closing |
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Our working place – Haus der Natur Potsdam - is situated in the city center of Potsdam.

Haus der Natur
Lindenstraße 34
14467 Potsdam
Germany

Telefon: +49. 331-20155-0
E-Mail: haus-der-natur@t-online.de

Please notice, this registration don't include accommodation or any hotel reservation. The reservation has to be done by yourself.

Guided by the intention to orientate your choice and to shorten the distance between your accommodation and our working place please follow some recommendations:

Altstadt Hotel

<http://altstadt-hotel-potsdam.de>

Mercure Potsdam

<http://www.mercure-potsdam.com>

Hotel am Großen Waisenhaus

<http://www.hotelwaisenhaus.de>

Hotel Brandenburger Tor

<https://www.hotel-brandenburger-tor.de>

Hotel Am Luisienplatz

<http://www.hotel-luisenplatz.de>

Steigenberger Hotel Sanssouci

<https://www.steigenberger.com/hotels/alle-hotels/deutschland/potsdam/steigenberger-hotel-sanssouci>

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REGISTRATION FORM

(You may also register online at www.p4q.eu)

PERSONAL DETAILS

First name: _____ Family name: _____ Title: _____

Institution: _____

Address: _____

City: _____

Country: _____ Postal code: _____

Email: _____ Phone: _____

Please add your academical and professional background:

Please describe briefly your motivation to attend this workshop:

Any other remarks you might communicate:

1. REGISTRATION DEADLINES

The final deadline for pre-conference registrations is **April 3, 2017**. Any registrations received after this date will not be processed.

To validate your registration the seminar fee **MUST** be received not later than April 3, 2017.

The registration package includes:

- Access to the seminar, tuition and materials
- Welcome drinks reception
- Coffee/tea/refreshment breaks
- Certificate of attendance

2. PAYMENTS AND INVOICES

The **seminar fee is 200,00 €** (incl. VAT). All payments **MUST** be made by international bank transfer received prior to April 3, 2017.

We accept only payment through international bank transfer to following account:

Account holder name:

Gesellschaft für Inklusion und Soziale Arbeit e.V.

IBAN number:

DE6210020500003812402

BIC:

BFSWDE33BER

Name of bank institute:

Bank für Sozialwirtschaft

Please send a copy of the bank transfer via E-mail to the organisers. Once received the **payment** a confirmation notice will be sent.

3. CANCELLATIONS AND AMENDMENTS

Cancellations must be made in writing and received by the Office of P4Q no later than April 25, 2017. Only cancellations received by this date will qualify for a refund minus a handling fee of € 25 per person. No refunds will be given to cancellations received after that date although a substitute delegate may be registered. All refunds will be made within 1 month after the end of the event. Bank charges may be deducted.

Signature _____ Date _____

DATA PROTECTION

The information you provide on this registration form will be only used to contact you for the purposes of your attendance, including inclusion on the attendee list. By submitting this form you agree to your data being used for this purpose.

PLEASE MAIL TO: office@p4q.eu