**Conference Personnel University Briefing**

55th Asian Development Bank

Annual Meeting 2022

Colombo, Sri Lanka

As at 7th February, 2022

**Asian Development Bank**

The Asian Development Bank (ADB) is committed to achieving a prosperous, inclusive, resilient, and sustainable Asia and the Pacific, while sustaining its efforts to eradicate extreme poverty. It assists its members and partners by providing loans, technical assistance, grants, and equity investments to promote social and economic development.

**ADB Annual Meeting**

The ADB Annual Meeting is a prestigious ministerial summit attended by 67 of their member countries and delegations which include Ministers of Finance, Governors of Central Banks, CEO, major banks and companies, civil society and local and international media representatives. This year's theme is focused on **“Positioning Climate Resilient Green Economy for the Post COVID-19 World”.** The event takes place on the **2nd – 5th of May 2022** at the BMICH, Bauddhaloka Mawatha, Colombo 07.

Hosting this meeting in Colombo provides an opportunity to showcase our culture, products, services, facilities, and capabilities to host a major international event. It will be one of the largest international meetings that Colombo has ever hosted with up to 3500 - 4000 participants.

**About the Delegates of Annual Meeting**

The Annual Meeting of the ADB Board of Governors is an opportunity to provide guidance on ADB administrative, financial, and operational directions. The meetings provide opportunities for member governments to interact with ADB staff, non-government organizations (NGOs), media, and representatives of observer countries, international organizations and the private sector. ADB’s annual meetings have become a premier forum for the discussion of economic and social development issues in Asia and the Pacific.

**DEPLOYMENT OF UNIVERSITY STUDENTS FOR ADB ANNUAL MEETING 2022**

As part of the Annual Meeting requirements, we will require to hire 100 Liaison Officers & 400 Conference Personnel. Specifically, we are looking at engaging with university students as it will be a great opportunity for them to strengthen their skills and competencies as potential future leaders of the country through engaging as conference personnel & LOs in this high level event which is jointly organized by ADB and the Government of Sri Lanka.

**Liaison Officers**

LO’s will accompany VVIP/VIP delegates and facilitate delegates on protocol, meeting and transport arrangements for their time in Sri Lanka.

**Conference Personnel**

CP will be assigned for general ADB AM tasks such as registration desk, information desk establishment in the BMICH, selected hotels and the Airport. They will be required to assist in meeting venue arrangements such as ushering, guiding delegates around the venue and being general support for the delegates attending the ADB AM.

**Skills required to participate as an LO or CP at the ADB AM**

* Excellent interpersonal and communications skills
* Proficiency in English Language
* Computer skills
* Knowledge on the economy, geography and the culture of the country
* Ability to work under pressure
* Well organised and reliable
* Confident and presentable

**Benefits of participating as an LO or CP at the ADB AM**

* International exposure
* Daily allowance - Rs 2500 per day during the conference
* Daily allowance - Rs 1500 per day during training
* Certificate from the Ministry of Finance
* Eligible for Raffle draw with attractive prizes
* Two uniforms for the duration of the event
* Accommodation for the duration of the event
* Meals and transportation to and from the event

**Trainings requirements to becoming an LO or CP for ADB AM**

* Pre-event training on roles & responsibilities, meeting procedures, protocols, customs and immigration procedures
* On-site rehearsal of your specific role and responsibility with your group leader

**Presentation and Appearance**   
The presentation of our Conference Personnel & Liaison Officers is incredibly important as they are essentially the faces of the entire event. The first thing people will see is our lovely LO’s & CP’s. As a result, standards of dress and cleanliness will be enforced. Professional presentation is a skill needed to be learned by all who wish to enter a career, especially one in the tourism/hospitality industry. At training, volunteers will learn what is required of them in this regard and will be able to take these skills forward to future opportunities. This capacity development is an excellent example of the beneficial relationship between employer and employee.

**Employment**To be successful, the students will need to be available on the following days. Shift times will be communicated at a later date however the student is expected to be available anytime throughout these days.

**Details & Key Dates:**

**Conference Dates**: 2nd – 5th May 2022

**Venue**: BMICH, Colombo

**Interview Selection Process:** 11th March 2022 - 21 March 2022

**Training Days:** end of March 2022 & on the 29th April 2022.

**Pre-event working days:** 30th April - 1st May 2022

**Event days:** 2 - 5th May 2022

**Bump out:** 6th & 7th May 2022

**Key Contacts:**

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Professional Conference Organisers (PCO)

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Please note that the students should be available full time for the pre-event, event & bump out dates as listed above. In addition, it will be mandatory for them to attend two training sessions which will be arranged at the end of March 2022 & on the 29th April 2022.