

COP+23 International Climate Change

Short Course 2017-18

<http://un.iarc.res.in/program/cop23>

ROLE & RESPONSIBILITIES – CLIMATE AMBASSADOR / COORDINATOR

PLEASE SEE CIRCULAR FOR PROGRAM DETAILS, FEE DETAILS & BENEFITS	
Apply for the Role	Go to IARC Centre for United Nations website and fill in the form. If selected, you will receive a confirmation email and relevant details.
Involve Institute	The Institute Involvement form needs to be signed by the Institute Teacher / Professor. The form will be made available to you.
Promote the Programs	<ol style="list-style-type: none">1. Circulate the e-posters through email, mailing-list and WhatsApp2. Paste posters in common areas like library, canteen and popular hangouts3. Utilize official institute website and social media to spread awareness amongst students4. Talk to Student Council & Institute Newsletter Teams to promote the program
Participant details and Form	Please make a note of Participant Registrations (Name and other details) in the Program Form. Note, it is mandatory to use the excel form to send details (form will be emailed to you).
Acknowledgment & Fee Receipt	You may issue an on-the-spot Acknowledgment of the fee you have collected fee on behalf of Programs. A consolidated receipt will be issued by us to you later.
Rebate Payout	Rebate is paid as honorarium and to cover admin costs depending on number of registrations.
Send the Form and Fee Options	Send Participant Registration Form (excel) to copun.iarc@gmail.com . Complete all relevant details in the form. Fee Payment options are; cheque/ draft / e-transfer
Online Access	Once the form and fee is received; Online Access will be provided within 5 working days.
Exams	Assessment will be through Online / Offline exams. MCQ and Descriptive / Scenario Questions will be asked. There are No Right or Wrong Answers for Descriptive / Scenario Questions. Grades A+, A and B will be awarded.
Certificates	Certificates, Medallions, Awards etc will be sent to you; to be given to the participants.
For any Queries	Write to copun.iarc@gmail.com or call on 08454040464 (Mon-Fri – 10 – 5)