



International Chamber of Commerce

*The world business organization*

## Internship Event Coordination

### Overview

ICC Events offers the opportunity for a student, who wants to complement his/her studies by a contact with the professional world, to acquire a practical experience in an international organisation. For further information on what we do, please visit our website: [www.iccevents.org](http://www.iccevents.org)

### Events coordination intern

The internship is for a period of 3 or 6 months starting September 2012.

The intern will be under the supervision of one of our team's Project Coordinators.

Tasks entrusted to the intern include:

Tasks entrusted to intern include:

- registration of participants for our international events
- follow up with participants
- logistical preparations for upcoming events
- web editing
- on-site logistics at one of our events

Business/ Events student with good English and French language skills preferred.

### Eligibility conditions

- A memorandum of agreement (*convention de stage*) established or to be established between ICC and his/her university or institute of origin is compulsory (French Act n° 2006-396 of 31 March 2006). An application without a memorandum of agreement (*convention de stage*) will not be considered.

- The intern must have an appropriate insurance valid in France for any damage caused to a third party (third party liability insurance: "*assurance Responsabilité civile*") and a social insurance (illness, work accident...).

- The intern should be fluent in English, with a high level of French.

- The intern should be organized, meticulous and motivated.

- Good computer skills are required.

### Important information

- Nationals from outside the European Union or Iceland, Liechtenstein, Norway, Andorra, Monaco, or Switzerland should get an appropriate visa from the French consulate.
- Internships/*stages* are remunerated according to French law.
- Internship are full-time and can last for a three or six month period. The average working week is 35 hours.
- The purpose of an internship is not to lead to further employment within ICC but, as mentioned, to complement an intern's studies.

We strongly advise you to undertake the application process two or three months in advance in order to start the internship on time.

If you are interested, please send an application letter including your curriculum vitae, to [Ms Pia Bihlmaier](mailto:Ms Pia Bihlmaier) by email: [pbr@iccwbo.org](mailto:pbr@iccwbo.org)

An affiliate of the International Chamber of Commerce

38 Cours Albert 1er, 75008 Paris, France Tel +33 (0)1 49 53 28 69 Fax +33 (0)1 49 53 30 30

E-mail [events@iccwbo.org](mailto:events@iccwbo.org) Website [www.iccevents.org](http://www.iccevents.org)

SAS au capital de 305 562 euros. RCS Paris B 313 975 237. N° de TVA intracommunautaire FR 45 313 975 237