



**SOUTHERN AFRICA CONFERENCE ON  
VOLUNTEER ACTION  
for DEVELOPMENT**  
17-19 October 2011 Johannesburg

tel: +27 (0)11 486 0245 fax: +27 (0)11 486 0275  
23 Marico Road Emmarentia  
P O Box 85535 Emmarentia 2029  
email: [conference@vosesa.org.za](mailto:conference@vosesa.org.za)  
website: <http://www.vosesa.org.za/sadcconference>

**17-19  
OCTOBER  
2011**

**Johannesburg, South Africa  
FNB Conference and Learning Centre**

## Some Guidelines for Site Visits:

### Programme background:

Do not assume that anyone in the audience knows about your programme in depth. Thus, you need to be prepared to provide some sort of overview on your programme in terms of its vision/mission, programme design, and challenges/successes/impact. You do not have to start the site visit with this information but you need to share this information with participants at some point throughout the site visit.

### Conference focus:

In providing background information on your programme and talking about its impact please remember to relate back to the conference theme: "Volunteer action for SADC regional development and integration". In particular, you need to make explicit the volunteering/service component(s) of your programme and also to hone in on how this aspect support one or more of the three development areas focus on at the conference: 1.) Fighting HIV/AIDS, 2.) promoting youth social and economic participation, and 3.) facilitating social cohesion and SADC regional integration.

### Audience

The conference organisers will try share the names of the individuals signed up for your site visit and their organisation prior to the site visit. However, inevitably, people will change which site visit they will attend so it is very important that you get to know your audience during the site visit itself. In addition to asking participants which organisations they work for and their country of origin, you could also ask why they chose your site visit and what they hope to learn/discuss. This will help you to further tailor the site visit to the participants while they are onsite and will help to ensure that they come away with a positive perspective of your programme.

### Diversity of voices

Where possible, bring in multiple perspectives. This includes providing staff, volunteers as well as beneficiaries a chance to talk about the programme or engage with participants in some way during the event. In some cases, it might also make sense to give some time for a funder of the programme to say something.

### Networking

Site visits are a chance for people to learn about your programme but also for participants to network with each other. Please make sure there is some informal time for this to happen with participants.

