

Rotaract Global Model United Nations

General Introduction and Guidelines



Aim of the Document

This document represents a guide for the future organizers of RGMUN and it is maintained and updated by the RGMUN Executive Committee. Its purpose is to provide best practices and know-how to future organizers with the aim to ease and streamline the organization of future editions. The guiding principles contain herein must be respected by all future RGMUN organizers.

Should you have any questions please contact us on international@RGMUN.org

The editions so far:

2013 – Baia Mare, Romania (1st Edition)

2014 – London, United Kingdom

2015 – Belgrade, Serbia

2016 – UNHQ, New York, USA (Special Edition)

2016 – Sofia, Bulgaria

2017 – Beirut, Lebanon

2018 – New Delhi, India

2018 – UNHQ, New York, USA (Special Edition)

2019 – Istanbul, Turkey

2019 – Pokhara, Nepal

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1 Short Introduction to Rotaract Global MUN (RGMUN)

RGMUN is an annual International Model United Nations Conference dedicated to youth from all over the world and is organized by a Rotaract Club (or a consortium of Rotaract clubs with a nominated leading club).

Model United Nations, often also referred to as MUN, is a simulation of the United Nations systems. In this simulation, Rotaractors and other young people from all around the world take on the roles of foreign diplomats and debate current and emerging issues, ranging from a military crisis, gender equality to climate change.

By discussing these issues from the point of view of a foreign country representative a participant will be able to strengthen their personality and skillsets. It is a unique opportunity for participants to improve their understanding of the United Nations and its role in global affairs. By doing so, they will further develop their public speaking, lobbying and negotiation skills. This practical experience gives a good understanding of the way decisions are made in the international political arena and how to build consensus.

The aim of the conference is to establish a framework that enables young people to meet and discuss the current topics on the international agenda with the final goal of sending a youth message to the UN and other international organizations.

This is achieved through the RGMUN Youth Report (a post-conference report) about the topics discussed during the conference which will be forwarded to the UN and other international organizations. It is written and edited by both the Secretariat and Hosting Club teams, with the guidance of the RGMUN Executive Committee. The report is handed over to the UN at the annual Rotary – UN Day.

The conference also offers some great social benefits to all involved. Participants will have the opportunity to get to know young people from different cultural, economic and academic backgrounds. It is the combination of these factors that makes RGMUN an excellent opportunity for participants to engage in an experience that will build lasting friendships, some for a lifetime.

Each year the conference takes place in a different country and is organized by a different Rotaract Club. The editions so far were held in the following cities:

2 Conference Structure

The Conference consists of the academic conference and the supporting programme, which is often referred to as “socials”. Both described below.

2.1 Academic Conference

At the core of RGMUN is the academic conference, which should be between 3 days and 5 days with formal sessions, divided by lunch and coffee breaks. Formal sessions may be replaced with a professional workshop/training conducted by an expert with knowledge on the subjects discussed at the conference (peace & conflict / mediation / public speaking / among others).

The purpose of the Academic Conference is to have concrete discussions on the issues addressed with the aim of passing a resolution on the same. Resolutions represent the intellectual output of the participants and will represent a basis for the Youth Report sent to the UN after each conference.

2.1.1 Conference Structure

- a. Number of participants: There should be at least 100 participants at every RGMUN conference;
- b. Number of simulated committees: The number of committees will be dependent on the number of participants. Some UN Committees are larger than others, therefore, it is advised to select committees and topics based on the conference theme and size.
- c. Each committee consists of 2 Chairs moderating the debate, who are part of the Secretariat Team
- d. Upon completion of the last formal daily sessions, the Secretariat team will hold a short review session to discuss the day events/debates and organizational aspects. The Project Manager should be in attendance.
- e. The Secretariat Team should arrive *at least* 1 or 2 days prior to the conference to meet and finalise all logistical plans.

2.1.2 Typical Schedule

1) Day 1

- a. Opening Ceremony: The Academic Conference is opened with an opening ceremony. The last speech at the conference is typically given by the Secretary General, who officially opens the conference.
- b. Welcome Dinner: The opening ceremony is followed by a formal dinner which is mandatory. This may be counted as a social event. It is recommended to also organize a reception after the ceremony near or at the venue, so participants can meet and socialise with the guests / speakers.

2) Day 2-4/5/6

- a. Academic Conference from 09:00 to 18:00 (may vary, depending on breaks and commuting). This programme is mandatory for participants. Failure of some delegates to show up at sessions means they may be eligible to be expelled from the conference and receive no reimbursements of costs.
- b. Social Programme(s) from 18:00 to 00:00 (may vary to allow changing clothes, commuting hotel-venue, etc.). This programme is optional for participants; however, all dinners or group activities should be attended. There's also the opportunity to have a social cultural night

3) Day 4/5/6

- a. Closing Ceremony is when the awards and diplomas are distributed, and after the closing speech of the Secretary General. The Secretary General declares the conference closed.
- b. Gala Dinner: The closing ceremony is followed by the formal last night's gala dinner which is mandatory. This may be counted as social event. It is recommended to also organize a reception after the ceremony near or at the venue, so participants can meet and socialise with the guests / speakers.

2.2 Supporting Programme

The supporting programme consists of social events, which happen during the conference. Apart from the pre-defined opening and gala dinner (see 2.1), every day during the conference, a social event should be offered. Furthermore, optional trips can be offered to participants as post-conference events.

2.2.1 Social Events

Every day (after 18:00) there should be a social event. Usually they follow themes or feature activities. Some examples of the last years include:

- Global village (everyone brings specialities from their home country)
- Traditional/committee dinner
- Pool party
- Club night

Therefore, the onus is on you to use your imagination and make the best of your assets and locations. The social events should be organized and presented on the website prior to the conference.

2.2.2 Optional Trips

Before and after the conference you may include trips or sightseeing to the surrounding areas. The idea is not only to socialise, but also to explore the host country and area. These trips are optional and may be selected/paid separately when participants submit applications. Offering at least one sight-seeing trip is highly recommend and usually is a big selling point for acquiring international participants.

3 Team

RGMUN is hosted and organized by a Rotaract Club or a group of clubs, coordinated by a leading club. The leading Club is responsible for the good organization, management and continuity of the RGMUN conference in a given year.

The organizational structure can be divided in a project management and an academic section. The project management will be handled by the organizing team, while all content related issues will be dealt with by the secretariat team.

The organizing team is formed from the host club itself. It should be comprised of, but is not limited to the following tasks:

- **Project Manager:** The general supervisor and manager of the conference and has the autonomy to make effective decisions. S/he represents the conference at Rotary/Rotaract meetings, press conferences, among others. The project manager reports directly to the appointed liaison from the Executive team.
- **Logistics:** Head of the logistics team and in charge of logistics and transportation. The logistics team usually features a minimum of 10 persons for every 100 participants. They are responsible for: participant's arrival/departure, visa issues, coffee breaks management, preparing rooms/venues, installing roll-ups/banners, etc.
- **Social:** Responsible for coordinating and executing all social events
- **Accommodation:** Responsible for ensuring that adequate accommodation is secured for all participants, including the Secretariat and local staff where applicable.
- **Food and Beverage:** This person will work alongside the logistics, PM, and social coordinators to ensure that where applicable, food and breaks are efficiently organised, including the gala dinner(s)
- **Public Relations:** Responsible for ensuring that all information promoted and disseminated via print or social media, are accurate, and can in no way compromise the position of neither Rotaract nor Rotary. S/he will be responsible for developing promotional materials for the conference, upon consultation with the PM and SG
- **Finances:** Elaborates and maintains the budget and all financial reporting of the conference. Works with the Project Manager to ensure proper implementation.

The secretariat team manages the Academic Conference. It is comprised of:

- **Secretary General:** Manages the Secretariat Team (Chairs), selects the simulated committees for the conference, manages the application process and interviews for the rest of the Secretariat. S/He must be chosen and appointed by the first week in January and, has final word in all decisions relating to the Secretariat Team.

S/He may replace any Chair at any time during the conference and makes sure that the academic conference is of the highest quality.

- Deputy Secretary General: Responsible for designing the conference materials (conference handbooks / guides, conference bag, map, participation/award diplomas, roll-ups, banners, placards, badge in coordination with the Logistics manager). The DSG acts as the SG in their absence and is also responsible for ensuring that all background guides created by the Chairs does not contain any plagiarism or presents any conflict of interest with any intellectual academic property.
- Chairs: Selects the debate topic(s) for each committee. Writes an academic study guide for the topic(s) in their committee. Moderates the debates in formal sessions, guides participants during the informal sessions and, evaluates participants. They report to the Deputy Secretary General who can escalate situations to the Secretary General where S/he deems necessary. Two (2) chairs are allocated per committee.

It is at the discretion of the organizing team and secretariat to recruit for the following positions:

- Pager: Assists the Chairs during sessions (passes notes from participants, prints all conference materials for his committee, etc.) and guides participants to their proper rooms/venues etc. They act as a link between the organizing team, chairs and participants. One pager per committee.
- Rapporteur: Observes and writes reports on the formal debates, prepares interviews with delegates/guests/team and then submits the gathered information as internal journalist. May also write about venues/locations/did you know/gossip.
- Official Photographer: Covers all conference events (have a session where you take group photos per committees and with each individual participant, to be published later). Compiles a selection of the best photos from all important moments. You may also include a dedicated person to film the event.

Apart from the above-mentioned organizing and secretariat team, the team will be complimented by a Rotaract Global Adviser (RGA). The RGA is an experienced member of the RGMUN family and will take part in all high-level meetings (non-physical), provide the host team with experiences and information and ensures quality control. The RGA will also visit the host team prior to the conference to visit venues at least once and have face-to-face meetings.

4 Participants

Any young person with the age between 18 and 35 is eligible to participate at the conference. Participants must have a good command of English which is the official language of the Conference. You may accept persons under the age of 18 providing that they will be accompanied by a chaperone.

Once the conference starts, all accepted participants must participate in the scheduled activities, repeated failure to take part in activities can lead to the exclusion from the conference. No reimbursements should be granted in such cases.

4.1 Delegate Application

All applications should be done via the website form and should include a CV and expression of Intent. Don't forget to ask for VISA details, should one require a VISA. On the form, the applicants must select their preferred countries and committees. There should be no guarantee however that the preferences can be met.

An applicant can only be fully registered as participant if the following criteria are met:

- 1) Selection as Team decision taken by: Secretary General, Project Manager, respective committee chairs
- 2) received payment or at least a scanned bank receipt from the participant/verification of your bank
- 3) If applicable, VISA regulations must be met.

Once confirmed, the secretariat will allocate a country and committee to the participant. You should schedule your applications in at least two stages. History has shown, that early bird registration with a reduced fee, can be a good incentive for applicants. Each stage should last about a month, depending on your budget and individual circumstances.

In case you exceed the maximum number of participants, have a backup list ready in case some accepted participants will cancel. The applicants on this list must be notified in advance. If some confirmed participants cancel well in advance you may reimburse them partially but don't forget bank fees.

4.2 Chair Application

Applications for chairs should be conducted before opening delegate application, the process however should be similar to the delegate application. The requirements are, but are limited to:

- 1) Letter of Intent/Motivation or alternatively filled out form on the website
- 2) CV with previous MUN experience
- 3) At least one Skype interview per candidate

Chairs will be selected by the Secretary General and Project Manager. Chairs should have their participation fees covered.

5 Venues

All venues should be in walking distance from each other. If not, then means of transport must be available for the participants. Try to avoid using public transportation, if there is no way around, try avoiding interchanges.

5.1 Academic conference

The committees feature 25-40 participants and every participant should have access to a chair and table in front of him, while being able to make eye contact with every other person in the room. Ideally the room allows arranging tables in a U-shape. The chairs will be located in the front, facing the delegates. Chairs must be able to see every delegate in the room. Usually the conferences take place in universities, conference centres or schools.

5.2 Gala location

The Gala is the most festive part of every conference and should take place in an according setting. Traditional or cultural references to the host country are well perceived amongst the participants. The gala location should feature a central stage or at least a podium to address all attendees. Microphones and projectors are also highly recommended.

Depending on your planning, it is also recommended, that the gala location should feature a dancefloor. Otherwise a nearby location for the party must be organized.

5.3 Social events

Be creative, just be reminded: Rotaractors love to party and not only work hard...

6 Financials

The host team is required to present a budget upfront and report updates frequently to the RGMUN team. The budget should include and project all conference related expenses. Just as a reminder: Expenses should only be as high as expected income. A sensible buffer is expected. See the Budget Template for an example.

6.1 Participation Fee

You may ask for a participation fee from each participant. Should you receive adequate sponsorship well in advance, you may reduce or strip the participation fee. The participation fee should be paid only after a participant is accepted and he received a VISA (if applicable).

It is recommended that fees are split into different categories:

1. Fee for conference and gala dinner(s)
2. Accommodation
3. Social events
4. Pre-/Post-Trips

Furthermore, a full conference package covering conference, social events, and including accommodation and gala dinner(s) should be offered at a discounted rate.

This full conference packages should not exceed 250€ per delegate but may vary due to different costs of living in the respective host country. It is highly emphasized to attract sponsors to lower participation fees.

6.2 Expenses to keep in mind

The Secretariat Team and the Rotaract Executive Committee should have all conference expenses included, transport expenses are not cover. They **do not** pay a participation fee since they provide a service and are an essential part of the conference structure.

Depending on the budget, if some members of the Secretariat or Committee travel a long distance to reach the conference then they are eligible to receive reimbursement for their plane ticket. Alternatively, you may ask for sponsorship on their behalf.

Also don't forget to add in your budget staff/team expenses such as meals, participation at different events, travel etc.

All expenses should serve the highest interests of the conference and participants.

7 Organisation Process and Timeline

In the following chapter, a short overview of the organizing protocol is given and timeline is presented. Please read them carefully.

7.1 Organisation process

As mentioned in the previous section, the team consists of an organizing part, a secretariat and the Rotaract Global Advisor. All high-level decisions, affecting the success of the conference, must be at least taken by the Project Manager, Secretary General and RGA. The RGA has the mandate to escalate decisions to the Rotaract Global Executive committee, which ultimately will decide.

Furthermore, it is mandatory to invite the RGA to all meetings. If a regular exchange cannot be guaranteed on this basis, a bi-weekly report is required. The RGA will ensure the quality of the conference and report to the Executive Committee.

7.2 Timeline

The host team is traditionally announced at the UN Day. Right after the announcement, the team should start working. The following timeline is listing deadlines for specific events. The word **DEADLINE** is highly emphasized here. A well-structured and timely executed plan is key for a successful edition of RGMUN.

T-8 months prior to the conference

- Finalize your host team selection
- Call for Secretary General applications

T-7 months prior to the conference

- Have a draft website (not public) in the background, optimize it, add/remove sections as needed. Add content. Have email addresses ready (contact, applications, secretariat etc.).
- **LAUNCH THE WEBSITE!**
- Call for Secretariat (Chair) application

T-6 months prior to the conference

- Select your Secretary General (you may invite someone or make selections/interviews for the post). This person is one of the most important persons in the conference. He must have extensive MUN experience and an excellent MUN network to promote the conference. Choose wisely

- The Secretary General will also select the committees that will be simulated. The number of committees should be decided based on how many participants you aim to have (30/committee) and the specific committees are chosen by the Secretary General or together with the Chairs.
- Receive the welcoming message from the Secretary General and upload it on the welcoming page of the website (the website should not be public yet) together with a picture of the Secretary General, see the previous websites for how it should look like.
- The Secretary General may choose his secretariat (approved by the Project Manager) or you can have applications for chairs (2/committee, here the Secretary General and Project Manager decide jointly).
- Chair applications should be short listed and then have Skype interviews with the best candidates. The Application Team will make the selections. Try to have the secretariat team ready by end of February.

T-5 months prior to the conference

- Chairs should be selected by the Secretary General and the Project Manager
- Publish the Secretariat Team and other updates on the website.
- Once you have the Secretariat Team in place, they have to decide on committee topics (2 per committee) and a country matrix.
- The chairs should start working on the academic study guide according to their selected topic (between 3,000 – 6,000 words and must include references). The Secretary General will review the guides before being published on the website.
- When ready, publish the committee topics and country matrix on the website together with any other updates related to the venues, preliminary schedule, new partners etc.
- Approach sponsors and also visit your Rotary / Rotaract / Interact Clubs from your city and tell them about the conference. Seek support if you need it!
- Make sure you have your venues booked. Choose the best ones in your city! Try to ensure you have a nice variety each day with respect to dinner locations and sights.

T-4 months prior to the conference

- Publish your latest updates about the conference before opening applications. This must include information about the participation fee, preliminary schedule, Secretariat Team, topics of debate, country matrix, committees etc.
- Test your application to make sure it works correctly.
- **OPEN APPLICATIONS** for delegates/rapporteurs (*early-bird fee*).

- Create and publish a short travel guide for your conference on the website, including advice on flights, airport and other means of transport. Also don't forget to post on the website details about VISA requirements.
- Visit of the Rotaract Global Advisor

T-3 Months prior to the conference

- Change application to a regular participation fee.
- Continue work on the conference study guides. Try to have some drafts ready for the Secretary General review.
- Start working on the design of items included in the welcome package of each participant (i.e. personalized pen / pin / lanyard / bag / map / notebook / badge / promotion materials, diplomas, handbook, conference personalized map etc.)

T-2 Months prior to the conference

- 2 months prior to the conference
 - Open the final application wave – if not done earlier
 - Make promotional videos, ask the Secretariat Team to talk about the topics of the conference.
 - Detailed program of all activities should be ready and published
- 1,5 months prior to the conference
 - Publish the conference study guides / conference handbook / rules of procedure on the website. Make sure selected participants do have access to all documents. They should receive the Rules of Procedure and Conference Handbook in printed format with their welcoming package.
 - Request all delegates to write a position paper of at least 1 page per topic.
 - Closing of applications requiring a VISA, remaining ones should be quickly processed.

T-1 month prior to the conference

- Close application
- Start printing all conference materials (conference handbook, rules of procedure, diplomas, placards with countries and name of secretariat/staff, other materials), prepare welcome package (pen / pin / lanyard / bag / map / notebook / badge / promotion materials).
- Talk to all venues and confirm bookings
- Talk to the local / national media and invite them to your conference (opening/closing) and other events.

T-0 Month of the conference

- 2 weeks prior to the conference

- Close and confirm all applications (confirm payment of participation fee and VISA).
- All accepted delegates should send a position paper to their respective chairs.
- Final Information should be sent out to delegates
- Make a separate schedule for the organizing team for each day of the conference with tasks for each team/staff member.
- Have a preliminary list of confirmed participants ready to give to the Secretariat Team and staff. A separate list with arrival dates/hours should be handed to the logistics team.
- 1 week prior to the conference
 - Organize a press conference before the conference.
 - Confirm guest speakers and guests at the Opening/Closing ceremonies (Ambassadors/Rotary etc.).
- A few days before the conference
 - Make final preparations to welcome participants and guests. (Don't forget to wait for arriving participants at bus/train station/airport).

8 Application and selection of the host team

8.1 Application

To be an eligible Rotaract MUN Club candidate to organise the next edition of Rotaract MUN you must send us the following documents:

1) Letter of Intent

- a. The letter must express your Club's interest and commitment to organize the next edition of Rotaract MUN and it must be signed by your Club president;
- b. Please attach additional support letters from your sponsor Rotary Club, RI District or Governor to give more weight to your application;

2) Project proposal

- a. The proposal must give details your Club strengths in organizing such an event and present your team and Project Manager as well as their relevant experience organizing events in the past.
- b. The project manager of the organizing Committee must have attended any MUN-conference and a member of the organizing team must have attended any edition of RGMUN
- c. You can be creative and show why your city and country is the best choice for a future edition of RGMUN and how your local culture and traditions can bring added-value to the conference and its participants.
- d. Your proposal must feature a project timeline and budget estimation and sources of additional income (e.g. sponsoring).

Please send your application with the above documents must be sent to the following email address: international@rotaractmun.org

8.2 Selection process for host team

The applications are ranked according to their quality by the RGMUN Executive Committee. The best candidates are invited for telephone interviews, which will be held either via skype or Zoom. The whole team should be present at those interviews. Taking into consideration both interview and application, the RGMUN Executive Committee

will decide on the next host. Please see the section on our website for more details on the factors involved in the selection as well as the members of the Committee.

Deadline for applications is 4th November 2018. Interviews will commence October 30th 2018. Therefore, we strongly encourage all applicants to submit their applications well before the date to be eligible for the upcoming selection.

After that decision is made by the committee, the host will be announced at the next edition of RGMUN at the following Rotary International UN Day, usually happening during the first 2 weeks of November.

Example Conference Program

Attached you will find an example program from the Rotaract Global Model United Nations edition in Baia Mare, which happened from August 20th – 27th 2013.

20th August

Pre-conference Optional Trip around Maramures County / Early arrival

Maramures Optional Pre-Trip schedule:

08:00 – 10:00 Departure from Mara Hotel to Sighetu-Marmatiei, short stop in Desesti

10:00 – 11:00 Elie Wiesel House in Sighet and other city landmarks

11:00 – 13:00 Victims of Communism Memorial in Sighet

13:00 – 15:00 Lunch break at Marmatia Hotel

16:00 – 17:00 Visiting – Merry Cemetery

18:00 – 19:00 Visiting – Barsana Monastery

19:00 – 20:30 Arrival to Mara Hotel

21st August

09:00 – 12:00 Conference Registration at hotel lobby / sightseeing

12:00 – 14:00 Rules of Procedure Workshop (at Mara Hotel)

14:00 – 16:00 Free time

16:00 – 18:00 Official Opening Ceremony

18:00 – 18:30 Cocktail reception

18:30 – 20:00 Free time

20:00 – 00:00 Diplomatic welcome dinner (at Athos Parc)

22nd August

09:00 – 10:45 Formal Session

10:45 – 11:00 Coffee Break

11:00 – 13:00 Peace & conflict workshop

13:00 – 14:00 Free time

14:00 – 15:45 Formal Session

15:45 – 16:00 Coffee Break

16:00 – 17:30 Formal Session

17:30 – 19:00 Free time

19:00 – 00:00 Dinner & Pool Party (at Transylvania Castle)

23rd August

09:00 – 10:45 Formal Session

10:45 – 11:00 Coffee Break

11:00 – 12:30 Formal Session (+ 30' presentation of different global initiatives)

12:30 – 14:00 Free time

14:00 – 16:00 Formal Session

16:00 – 18:00 Free time

18:00 – 00:00 Midsummer Night (at Village Museum)

24th August

09:00 – 10:45 Formal Session

10:45 – 11:00 Coffee Break

11:00 – 12:30 Formal Session (+ 30' presentation of different global initiatives)

12:30 – 14:00 Free time

14:00 – 15:45 Formal Session

15:45 – 16:00 Coffee Break

16:00 – 17:30 Formal Session

17:30 – 19:00 Free time

19:00 – 00:00 Outdoor Dinner & Live Music (at Millennium Terrace)

25th August

09:00 – 10:45 Formal Session

10:45 – 11:00 Coffee Break

11:00 – 12:30 Formal Session (+ 30' presentation of different global initiatives)

12:30 – 14:00 Free time

14:00 – 16:00 Official Closing & Awards Ceremony

16:00 – 16:30 Cocktail reception

16:30 – 18:00 Free time

18:00 – 23:00 Closing Dinner (at La Taticu Guest House)

26-27 August

Post-conference Optional Trip to Dracula's Castle / Departure home

Dracula's Castle Optional Trip schedule:

26 of August

08:00 – 13:00 Departure from Mara Hotel to Sighisoara via Cluj-Napoca

13:00 – 14:00 Short break in Sighisoara

14:00 – 16:00 Trip to Dracula's Castle (Bran Castle)

16:00 – 20:00 Visiting the castle

20:00 – 21:00 Check in at hotel in Brasov

21:00 – 00:00 Night in Brasov

27 of August

08:00 – 12:00 Morning in Brasov / Departure to Bucharest (if appropriate)

12:00 – 20:00 Return via Cluj-Napoca to Baia Mare

Glossary

Rotaract MUN Youth Report – A post-conference report about the topics and the RGMUN conference that will be forwarded to the UN and other international organizations. It is written and edited by the Secretariat Team and Hosting Club with the guidance of the RGMUN Executive Committee.

RGMUN Newspaper – a daily printed newspaper reviewing the previous day, includes articles, interviews, photos and other information relevant to the conference. The Chief Editor, the Rapporteurs and photographers are responsible for its quality.

Delegate – Accepted participant representing a country in one of the committees.

Guest Speakers – Special persons (sponsors, Rotary, ambassadors etc.) invited at the opening/closing ceremonies or at other events during the conference.

Formal session – The formal moderated debates in each committee.

Country Matrix – The simulated countries in any given committee.

Position paper – The position of a country in relation to a specific subject. This must be sent by delegates before the conference to their respective chairs. These position papers will be considered when evaluating the delegates and giving awards.

Study Guide – An academic guide written by each committee chairs for the topics of debate (with references and between 3,000 and 6,000 words) that must be made available to participants prior to the conference. The Secretary General reviews the study guides and gives advice on their content.

Resolution – A document voted by a committee on a subject that is debated in the conference.

Rules of procedure – The formal rules by which debates are guided in the committee. The Secretariat Team may change or amend them before the conference.

Conference Handbook – A participant's guide to the conference, contains the schedule, topics of debate, venues location/map, team presentations etc.

Welcome package – A bag containing all conference materials. You must include a printed version of the Rules of Procedure and Conference Handbook. Don't forget about pens/pins/notebook/map and other promotional materials from sponsors.