

## Host School

### Everything **ON** Conference Day

- Facility
  - Rooms
    - Committees (sizes 15-45)
    - Advisor Room
    - Open/Closing
    - Lunch, Bfast Snacks
    - Secretariat
  - Signs
  - Supplies
  - Eating Space
- Registration
  - Check-in
  - Money Collection (\$20)
  - Supplies
  - All profits to host school
- Supplies
  - Notebooks
  - Placards
  - Credentials
  - Pens/Paper
  - School Maps
  - Gavels?
- Opening/Closing
  - Speakers
  - Entertainment
  - Hosting/Emcee
  - TY's/Gavel Pass
- Food
  - Continental Bfast
  - Lunch
  - Water
- PR for School Team
  - Newspapers
  - Signs
  - Video/TV
  - In-school partners
  - Admin
- Crisis Team
  - Guidelines
  - Roles

## Coordinators / ROMUN

### Everything **PRIOR TO** Conference Day

- Setting Agenda (Leadership Summit)
- Securing Chairs
- Background Papers
- School Registration / Country Assignments
- Special School Arrangements/Travel/ Visits
- Web site

### On Conference Day:

- Chair meeting in morning
  - Advisor meeting in afternoon
    - (Host school selection)
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### Host School supplies to ROMUN:

- Dates that it needs final numbers (usually two weeks prior to conference)
- First choice of chairs/committees to run
- Map/directions/contact information for website
- Any special events or rules relevant to site (special keynote speaker, how a crisis team might work, t-shirt sales, etc.)

### ROMUN Supplies to Host School:

- Updates on registration numbers for food purposes
- Handouts relevant for conference day (background papers, committee country attendance, registered schools and payment balances due)

## Basics

- **Opening and Closing Plenary** – entertainment optional, but logistics of day, etc. necessary
  - Opening introductions of chairs, secretariat, Host school advisor, etc.
  - Closing Thank-Yous, chair recognition, next year host school announced
- **Advisor Meeting** after lunch and after committee sessions begin
  - General conference feedback
  - Other conferences and reviews
  - Selection of host school for next year
- **Chair Meeting** in morning
  - Extra copies of rules, short forms of parli pro, etc.
  - Basics of chairing handouts
  - Support and logistics
  - Special rules for host school
  - Where to go for typing, resources, etc.
  - Time to set up room, get familiar with facility before committee session
- **Awards:** None for delegates. “Paper plate” awards in committee okay.
- **Crisis:**
  - Crisis is designed to enhance and complicate existing debate, not derail or distract from committee work
  - Chairs have final word on what is needed or works best for committee. Chairs might request a crisis to assist debate; chairs may reject a crisis if debate is going well.
  - Bottom line: Student delegates should learn about debating well.
- **Newspapers, Press Conferences, Video Work, etc.:** At discretion of host school