

Basic Considerations

1. Institutional & Legal Governance

- **Data Security and Compliance:** Conferences must establish formal data protection standards and appoint a Data Protection Officer (DPO). This prevents common privacy breaches, such as sharing un-redacted allocation matrices (containing personal emails or dietary needs) or accidentally leaking email addresses via non-BCC group emails.
- **Operational Transparency:** Rules of Procedure, scoring logic, and evaluation rubrics should be published early so delegates are not judged against hidden or arbitrary behavioral standards.
- **Financial Accessibility:** To combat economic gatekeeping, organizers should offer early-bird registration pricing tiers and needs-based scholarship funds to assist low-to-middle-income attendees.
- **Merit-Based Chair Selection:** Standardize public, transparent, and merit-based criteria for appointing chairs to eliminate network-driven bias and ensure academic quality.
- **Fair Country/Committee Allocations:** Standardize prioritization and matching systems based on experience and preferences rather than favoring early payments.

2. Academic & Simulation Design

- **Dynamic Topic Selection:** Avoid recycled or stale agenda topics. Instead, prioritize current, complex global developments to stimulate genuine policy analysis and avoid rehearsed talking points.
- **Meaningful Policy Clashes:** Design committee-country combinations that feature genuine ideological, economic, or political friction rather than setups that easily collapse into unanimous agreement loops.
- **Rigorous Academic Guides:** Standardize study guide templates and subject them to Secretariat review to ensure all chairs provide comprehensive context and useful research materials.
- **Fiscal Realism:** Require outputs (like resolutions) to include realistic budgeting sections and fiscal impact statements rather than proposing unbacked billions in spending.

3. Delegate Experience & Equity

- **Cognitive Management:** Enforce mandatory break windows and cap continuous debate blocks to prevent cognitive exhaustion and reduce emotional friction.
- **Accessibility and Neurodiversity:** Accommodate neurodivergent delegates by implementing accessible, readable fonts (avoiding dense cursive/serif types) and providing dedicated spaces like sensory rooms or fidget tools.
- **Objective Evaluations:** Combat subjective, relationship-based biases in awards by training staff on bias limitation and requiring objective evidence-tally workflows.

- **Logistical Sustainability:** Reduce paper waste and communication delays by transitioning away from traditional notepad-based note-passing to secure digital note-passing workflows.

4. Execution & Simulation Rigor

- **AI and Plagiarism Controls:** Establish strict guidelines regarding the use of AI-generated content to maintain the authenticity of delegate submissions (e.g., position papers and opening statements).
- **Decorum and Conduct:** Enforce a strict Code of Conduct alongside mandatory pre-conference workshops to cultivate professional dialogue and eliminate personal attacks.
- **Anti-Bullying Interventions:** Train chairs on low-profile protocols to manage over-dominant "power delegates" and ensure quieter participants have space to speak.
- **Simulation Realism:** Tie award eligibility to maintaining national policy integrity to stop delegates from abandoning their assigned country's real-world stance just to score popularity points.
- **Controlled Crisis Management:** Cap traditional committees at a single vetted crisis update to avoid overwhelming the floor and fracturing the policy-drafting process.

5. Evaluation & Feedback Loops

- **Traceable Outcomes:** Ensure delegates can trace why results were decided by making comprehensive award rubrics public before the conference begins.
- **Actionable Feedback Collection:** Implement mandatory exit tickets with structured, actionable prompts immediately following the event to capture high-quality improvement data.
- **Adequate Safeguarding and Mentorship:** Maintain a sustainable advisor-to-committee ratio (targeting 1 advisor per 2 committees) to ensure sufficient pedagogical and safeguarding support across rooms.

Steps

1. Executive Team & Governance Structure

Establishing a clear chain of command and explicit division of labor early prevents operational bottlenecks and ensures accountability.

Core Executive Leadership (SMT)

- **Secretary-General (SG):** The ultimate executive authority. Oversees external relations, finalizes legal/financial agreements, and acts as the public face of the conference.
- **Deputy Secretary-General (DSG):** The operational engine. Manages internal team deadlines, coordinates across departments, and steps in for the SG when necessary.
- **Parliamentarian(s):** The constitutional anchor. Responsible for drafting or adapting the specific **Rules of Procedure (RoP)**, running pre-conference training workshops, and acting as the final arbiter on procedural disputes during the simulation.

Department Heads & Committees

- **Head of Academics:** Directs the intellectual integrity of the conference. Oversees the vetting of committee topics, manages the chair recruitment/selection process, and edits all study guides.
- **Head of Logistics & Operations:** Controls physical and digital spatial flows. Manages room bookings, catering menus, signages, and digital platform configurations (e.g., automated note-passing or dashboard systems).
- **Head of Finance:** Protects fiscal integrity. Manages the bank account/transfer tracking, drafts the master budget sheet, enforces the reimbursement policy, and oversees scholarship allocations.
- **Head of Media:** Directs the visual brand. Coordinates graphic design assets, schedules promotional video/photo shoots, manages website updates, and oversees the live-media team during the event.
- **Head of Outreach:** Drives delegate acquisition. Manages school delegation relationships, coordinates with Faculty Advisors, and spearheads local sponsorship campaigns.
- **Advisor / Adult Liaison:** The critical safeguarding bridge. Ensures the student committee remains compliant with school policies, child protection laws, and legal liability requirements.

2. Branding, Philosophy & Strategic Theme

Your brand should be cohesive, distinct, and intentionally designed to attract both delegates and corporate partners.

- **Visual Identity:** Design a vector-based logo with a strict color palette (3–4 colors max) to ensure consistent branding across digital platforms, placards, certificates, and ID badges.

- **Naming & Conflict Check:** Search local registry records, social media handles, and domains to ensure the chosen conference name has no existing legal or conceptual clashes.
- **Mission Statement & Theme:** Define a core philanthropic or progressive mission (e.g., non-profit structure donating proceeds to the Thai Red Cross Society). Wrap committee topics around an overarching theme that prioritizes current, highly nuanced global issues over stale, recycled prompts.

3. Operational Mechanics & Fiscal Blueprint

Before a single pitch is made, the operational framework must be mathematically sound.

- **Determining Capacities:** Calculate strict delegate-to-chair ratios and delegate-to-room capacities. Cross-check your total numbers against the host institution's **safeguarding ratio** (e.g., 1 adult advisor per 2 committees, or a 1:15 ratio).
- **Financial Tiering:** Draft a dual-tiered pricing structure (Early Bird vs. Regular). Include a line-item budget allocation specifically earmarked for **needs-based scholarship funds** to combat economic gatekeeping.
- **The Master Budget:** Divide costs into Fixed (website domains, software licenses, merchandise minimums) and Variable (catering per head, individual delegate packs, printed certificates).

4. The Administrative Pitch

Securing formal venue approval requires transforming your ideas into a data-driven business proposal for school leadership.

- **The Pitch Deck Structure:**
 1. *Executive Summary & Mission:* What makes this conference distinct (e.g., tech-forward, philanthropic focus).
 2. *Operational Footprint:* Precise room requirements (General Assembly halls, committee rooms, sensory/quiet breakout rooms).
 3. *Resource Requirements:* Required school staff (facilities, IT support, security) and tech infrastructure.
 4. *Risk Management & Safeguarding:* Clear protocols on data privacy compliance and student safety.
 5. *Financial Viability:* A transparent breakdown showing how ticket sales will offset school operational costs.

5. Digital Infrastructure, Compliance & Outreach

Building a public presence while ensuring absolute legal safety behind the scenes.

- **Multi-Channel Strategy:** Launch a unified digital presence across LinkedIn (for professional/corporate outreach), Instagram/TikTok (for delegate and chair recruitment), and a dedicated web domain.
- **Data Privacy & Compliance:** Ensure all digital intake platforms comply with local data protection laws (e.g., **PDPA**). Appoint a Data Protection Officer (DPO) to audit form settings.
 - *Rule:* Never expose delegate emails or dietary requirements publicly via un-blinded allocation matrices or non-BCC emails.

6. Academic Framework & Quality Control

Preventing "Wikipedia diplomacy" by enforcing rigorous standards early.

- **Strategic Committee Matrix:** Pair countries and topics intentionally to maximize meaningful policy clashes, ensuring committees don't slip into rapid, low-friction consensus loops.
- **Standardized Guide Templates:** Provide chairs with a mandatory background guide template. Guides must feature historical context, critical questions to consider, robust resource links, and a **Fiscal Realism section** requiring delegates to calculate budget lines for their proposed resolutions.
- **Pre-Conference Assessment:** Create unified rubrics and templates for position papers, ensuring grading metrics are transparently distributed well before submission deadlines.

7. Registration & Sign-Up Architectures

Streamlining data intake while protecting privacy and user experience.

- **Form Strategy:** Structure your sign-up platform into distinct phases: *Delegation/School Registration* followed by *Individual Delegate Data Intake*.
- **Critical Fields:** Ensure forms collect essential information while maintaining explicit, opt-in privacy consent workflows:
 - Full Legal Name & Preferred Name
 - School & Experience Level (Number of past conferences)
 - Committee & Country Preference Matrix (Top 3 choices)
 - Critical Medical/Dietary Accommodations
 - Explicit Data Retention and Media Release Consent toggles.

8. Strategic Sponsorship & Corporate Capital

Leveraging your community and mission to secure financial and logistical backing.

- **The Sponsorship Prospectus:** Build a sleek corporate deck defining tiered sponsor levels (e.g., Bronze, Silver, Gold) with clear, trackable ROI deliverables (logo placement on placards, opening ceremony keynote slots, or branded merchandise).

- **Strategic Targeting:** Reach out to local enterprises, healthcare providers, or educational institutions whose CSR (Corporate Social Responsibility) targets align with your philanthropic mission. Utilize alumni networks and institutional connections wisely.

9. Secure Financial Processing

Eliminating accounting friction and processing errors.

- **Integrated Platforms:** Use a secure third-party ticketing portal (e.g., Eventbrite) for seamless digital card processing if local regulations allow.
- **Direct Bank Transfers:** If using direct bank transfers, create an automated or tightly managed submission workflow. Delegates must upload a clear proof-of-transfer receipt to a secure, restricted-access ledger before an allocation is officially unlocked.

10. Procurement & Equipment Logistics

Turning capital into physical and digital assets once funding is secured.

- **Sustainable Sourcing:** Order customizable materials (lanyards, ID badges, placards) in bulk. To minimize environmental and fiscal waste, ditch physical paper notepads for traditional note-passing and deploy a secure digital note-passing system (e.g., an InterMUN or custom digital dashboard model).
- **Accessibility Assets:** Source universal fonts for printed materials to assist dyslexic delegates, and organize dedicated equipment for sensory breakout spaces (fidget tools, noise-canceling headsets).

11. Automated Updates & Participant Comms

Keeping stakeholders informed and lowering operational anxiety through structured communication phases.

- **The Allocation Dispatch:** Send individual, personalized emails containing assigned committees, countries, and direct access links to their specific background guides.
- **The Resource Bundle:** Distribute the complete Delegate Handbook, official Rules of Procedure (RoP), finalized schedule, and a direct portal link for position paper submissions.
- **Pre-Conference Briefing:** Host a mandatory digital briefing or workshop to run through the Code of Conduct and foundational MUN mechanics.

12. Media, Materials & Ceremonial Slide Production

Ensuring the visual components of the live conference match the academic quality.

- **Asset Production:** Print high-visibility, double-sided country placards. Design clean, official, and forgery-resistant certificates of participation/awards, alongside clear ID cards that define conference roles at a glance (Delegate, Chair, Secretariat, Faculty).
- **Ceremonial Production:** Draft high-energy slide decks for the Opening and Closing Ceremonies, embedded with sponsor reels, keynote introduction slides, and dynamic multimedia.
- **Academic Slides:** Standardize a master presentation template for chairs to use across all committee rooms, ensuring unified visual tracking for timers, speaker lists, and procedural rules throughout the weekend.