



United Nations
Student Association
Maastricht



Head Delegate's Guide

EuroMUN 2018: Shaping the
Future from the Heart of Europe

May 10th to 13th, 2018
Maastricht, The Netherlands



EuroMUN.org



European Parliament

EuroMUN 2018 is working under the patronage of the
European Parliament

The United Nations Student Association Maastricht is a registered non-for profit organization.

During office hours: +31 433 88 53 44

Student Services Centre; P.O. 616, 6200 MD, Maastricht

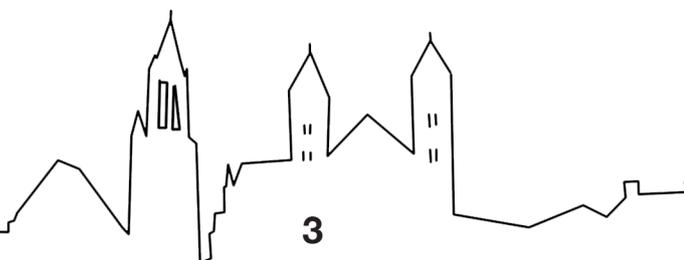
Table of Content

Introduction

Before EuroMUN

During EuroMUN

After EuroMUN



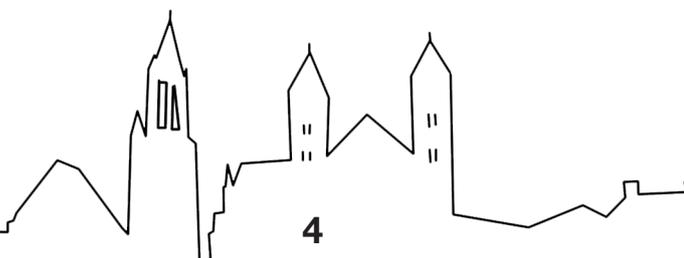
Introduction

As a Head Delegate, you will participate in EuroMUN like a regular delegate, while being in charge of organising the conference attendance of your delegation.

Your role will consist essentially of being the shuttle between the Secretariat and your Delegation:

1. keeping the delegates posted on important facts handed over by the Secretariat
2. making sure that everything is going well for the delegates, trying to solve the problems they may encounter, so the Secretariat won't have to deal with individual problems of 500 people, which would be inefficient

This role requires specific responsibility and organising skills, but it is also very gratifying since it will enable you to connect with the secretariat in a different way. This implies that, as a Head Delegate, you will have certain roles and responsibilities during the various stages of the conference.



Before EuroMUN

Process the delegation application

You will have to apply as a delation and allocate positions among the delegates.

To register your delegation, you will have to register on MyMUN as a Head Delegate or faculty advisor under “Found Delegation”. Indicate your MUN society (select existing or found a new society), your role, and the size of your delegation. Send invitations through MyMUN or send the registration link to all those you wish to invite to your delegation. Note that the minimum size of a delegation is four delegates including yourself.

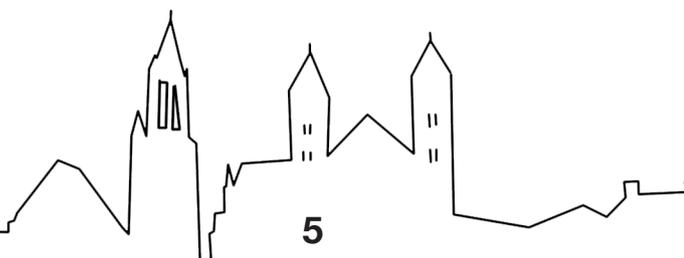
Then, let your delegates know that they need to apply. Delegations will not be accepted as a whole until all individual applications have been submitted.

Please note that applications are open until the 31st of March 2018.

Ensure the overall delegate preparation

The head delegate should be organising various meetings for delegates to research, share information, and work on position papers. It is important that the head delegate, assists new delegates in the process to ensure good preparation and high academic standards.

Head Delegates should also make sure that all members of the delegation have figured out their accommodation and transportation to the conference, received an allocation and study guides.



During EuroMUN

Registrations and workshops

The registrations will take place at the MECC Maastricht on the 10th of May, from 9am. You will have to check in your delegation, then you will receive a few materials that you will have to distribute to the delegates.

A few workshops will also be planned on that day, EuroMUN delegates will have the opportunity to assist a session on the rules of procedures. Your role will be to offer them this activity if they are interested.

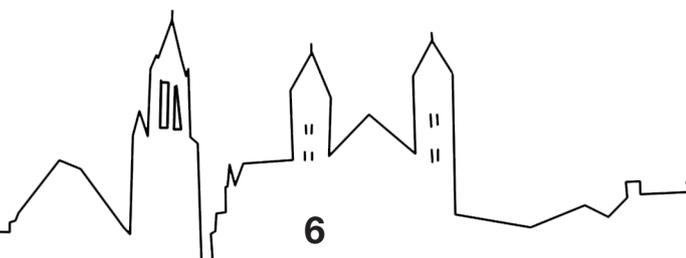
Head delegates' meeting

Head delegates need to meet with their delegates to answer questions, to make sure that all is proceeding smoothly and collect any possible feedback. The secretariat will then organise Head Delegates Feedback Sessions that the head delegates will need to attend, where all the feedback can be reported and tackled. The Head Delegates during the conference are the point of reference of the secretariat to communicate with all the participants. They also need to take care of the logistics of their delegation at the conference: know where their delegates are, communicate to them where things will be, and generally make sure that all is running smoothly.

How to solve the different problems that may arise?

- A small health problem: try to prepare and bring a first-aid kit for simple medicine, in case a delegate does not feel very well and comes to you.
- In case your delegates loose material, for example their badge or their placard, you should come to the Secretariat yourself and bring it to them thereafter.

Always remain reachable for your delegates: if they have a problem they cannot fix by themselves, they should be able to contact you.



After EuroMUN

Once EuroMUN is over, feel free to collect your delegates' feedbacks and send it to the Secretariat at this address: information@euromun.org.

Important Notes

- EuroMUN 2018 will happen during Ascension weekend, when all Maastricht hotels get fully booked with large advance. We strongly encourage you to book your accommodation long in advance. Please let your delegation know of this. We offer all our participants the access to the MECC Hotels Service platform, where you can book your accommodation for the best possible price. Find more info on our website.
- Delegations are eligible for the 'Best Delegation Award' in depending on how many awards they have received, in percentage to the number of delegates in the delegation.
- The conference lasts 4 days, Thursday to Sunday (10th to 13th of May 2018). Your presence in Maastricht on the Wednesday is not required for the purposes of the conference. The participants will be required to be at the conference venue starting from 9am on the Thursday morning, until 6:30 pm on Sunday night.
- Some committees have special Rules of Procedure and are not conducted as regular MUN committees. Among these we have: the Group of 20 (negotiation, consensus building), Mercosur (in Spanish), the Court of Justice of the European Union (moot court) and Crisis. Make sure that, if you have delegates in these committee, they are aware of these deviations from the default Rules.

