CCBMUN Presidents' Guide

Contents

1. Introduction

In this document you will be able to find detailed information about how you can apply to be a president at CCBMUN, and also the guidelines you must follow in order to successfully fulfil your role if you do get chosen to be one. In this document you will find guidance for all stages of the model, from the application to the closing ceremony and awards. You will also be able to access the criteria the Secretariat uses to grade presidents in the webpage.

If you follow this guide, you will be able to work efficiently and quickly both before and during the model.   Before you proceed with your application, please ensure that you have the appropriate qualifications to be a president, and that you also have the time and commitment to give to the model - it is a lot of hard work, but worth all the effort that you put into it!

We hope this guide helps you a lot and, overall, that you enjoy this CCBMUN experience!

2. Applying to be a president

2.1 Applications

The application form will be sent to each school's faculty advisor, who will share this information with the students interested in applying. The link will also be posted through different social media and will be available on the CCBMUN website. Both presidents must apply together in one application. Individual applications will also be accepted. All further instructions will be written on the application form. If these instructions are not followed, the pair will not be considered for an interview. The application will ask for:

- General information about presidents, including MUN experience
- Three possible committees you would like to chair
- Two possible topics for two of these ,with guiding questions

There are also some special requirements to be a president at CCBMUN:

- You must have participated in at least three models.
- You must have participated in a previous version of CCBMUN in the past two years (CCBMUNXIX or CCBMUNXX).
- If you participated in the previous version of the model as a delegate, you must have scored at least 3.5 in your portfolio.
- If you participated in the previous version of the model as a president, you must have handed in all information complete and on time.
- It is preferable if you have received recognition as a delegate or president.
- It is preferable that you apply to a committee you have already participated in.
- You must have an excellent level of spoken and written English.

If the application is successful you will be invited to interview. A list will be posted on the CCBMUN website and social media pages, and will be sent to all the candidates. The list will also be sent to the corresponding faculty advisors. Interviews will most likely be in March - dates and times will be shared with all the applicants after the inscriptions are closed.

2.2 Interview

For the interview, you must present all the topics you have chosen. You must take no longer than 15 minutes, if not, your presentation will be cut short. If, for any reason, you would like to present a topic different from the one that you originally wrote on the application form, please advise us before the interview date, stating your reasons for changing topic. You can present your topics in any format you want, but the Secretariat recommends a PowerPoint or Google Slides presentation.

During the interview you will be asked questions about the topics. You will also have to answer some parliamentary procedure questions and questions about the United Nations, which are given as a small written test. The four members of the Secretariat team and the Faculty Advisor will be present during the interviews.

Applicants will be graded on: level of spoken and written English; topics chosen for the committees and knowledge of these topics; presentation skills; and knowledge of parliamentary procedure and the United Nations.

These interviews will take place in the Colegio Colombo Británico or online if it is not possible for candidates to get to CCB. You should arrive on time as a sign of commitment to the model; it is highly recommended to arrive 10 minutes prior to your interview. You will be contacted with the date of your interview, and they will also be published online.

2.3 Results of the Interviews

Successful applicants will be personally informed of the committee they have been assigned before the table is published on the website and social media. Faculty Advisors will be sent a copy of the table. Please be aware that, although we try to keep pairs together, you might not be president with the person you originally applied with. In the event that you are not chosen, you will be notified in the same manner. Being rejected does not necessarily mean that you do not have the profile or skills to be a president but that, this time, other candidates were more in line with what the secretariat was looking for. This is why, if you are rejected, we invite you to keep trying in future, and not to give up on your goals.

3. Your Role as a President

If you are chosen as president, it is because the Secretariat feels that you are fully equipped to lead the committee to which you have been assigned successfully. Congratulations! Now that you are a president, you must follow these guidelines, which will help you along the way.

It is important to note that we will be informing you about certain dates and activities during the process. However, to find out all the details about what you need to do in order to write the guide and manage the committee, you *must* consult this document. You should only ask the Secretariat specific queries that have not been covered in this guide.

3.1 Topics

Once you have been chosen as president, you must discuss with your partner how you want to develop the topics you chose. You must then write 1 or 2 paragraphs (or bullet points) and at least 5 guiding questions about the Simulation Topic, Topic 1 and Topic 2 on the given Google Slides template. Try to select a simulation topic that is more general, rather than basing it on a few countries, as not all delegates attend the simulation. Where possible, we will choose a topic from a previous model for the simulation, so that an old guide can be used and you will only have to write the guide for the topics in the model. There is no simulation for upper school committees. At the first presidents' meeting we will decide which of the 3 topics will be used. Some examples are given below of what your page might look like:

DISEC Topic 1 Context

- Unmanned aerial vehicles (UAVs) are aircraft without human operators on board; they can be controlled autonomously or by a remote pilot.
- UAVs may be employed as military aircraft, guided autonomously by artificial intelligence or by remote control, or by a combination of the two.
- These vehicles can be highly efficient, offering substantially greater range and endurance than equivalent manned systems.
- UAVs can be used militarily for strategic and operational reconnaissance, for battlefield surveillance, and they can also intervene on the battlefield.
- According to the New Lines Institute for Strategy and Policy, drones have rapidly proliferated in recent years, and now more than 95 nations use military drones, up from 60 in 2010.
- The UAV market is dominated by three main exporters, United States, China and Israel.
- There are different treaties that regulate the use of armed drones such as, the Arms Trade Treaty the UN Register of Conventional Arms, the Missile Technology Control Regime and the Wasserman Arrangement.

UNCSW Topic 1 Context

Currently, millions of girls around the globe find out that their dreams and prospects are extremely limited due to the lack of accessibility to, and the quality of education they receive. The problem is especially prominent in countries located in the sub-Saharan region of the African continent. A report from 2014 showed that around 33 million children in sub-Saharan Africa were out of school in 2012. In the report, countries like Nigeria demonstrated that there were around 5.5 million girls who were not receiving any sort of education. Overall in the region, 56% of the children out of school were girls.

According to UNESCO, between 2001 and 2008, there has been significant progress narrowing down the gender gap in primary school enrollment. However, the gap remained for the seven years following primary school. These issues are connected to the cultural attitudes and the prevalent poverty of the region.

One of the most noticeable obstacles for girls is forced early marriage, which means they have to take care of offspring, whilst still being children themselves. Other factors may include the high cost of education, the lack of transportation to institutions, the lack of health and safety guidelines inside institutions, child prostitution and early pregnancies. Another important factor to take into account is gender roles, since families with lower resources usually decide that they should spend their monetary resources on male education, so that they grow to financially support their families, whilst the woman should stay at home helping with the chores and learning exclusively how to care for their families.

UNCSW Topic 1 Guiding Questions

1. Does your country supply free education to all children?
2. Does your country support gender equality and parity?
3. Is the culture of your country supportive of the conservative gender roles in a family? How does this affect girls' education?
4. Does your country have the resources to finance education campaigns and institutions for girls? What percentage of girls have the opportunity to study in primary/secondary school?
5. Does your country have policies regarding educational rights?
6. What are the challenges that your country faces in providing quality education for girls, if any?
7. How could your country help/invest in education for the sub-Saharan region?

It is important that you fill in this presentation with an excellent level of English, and that it is written in your own words. This presentation will be sent to faculty advisors from other schools

You must also send in:

- a brief introduction to your committee, if it is not already on the website
- the following personal information for the website: full name, age, school, grade, photograph (this will be done at CCB for CCB students and should be sent in by students from other schools)

3.2 Presidents' Meetings

Both presidents should attend each meeting; however, if it is not possible for any reason, you *must* inform the Secretary-General beforehand and your teacher should inform the Faculty Advisor. *It is worth noting that full participation in all meetings will be part of the evaluation for Best Chair.*

There will be one presidents' meeting at CCB before the model to share topics. The purpose of the meeting is to discuss the topics you would like to include in your committee to ensure that they have not been done too many times in other models, and to ensure that your topics are clear. You will present the information on the shared Google Slides presentation, and you should arrive at the meeting having already looked at the topics being suggested in other committees. You should be able to explain how your chosen topics will create debate.

You will *only have **10 minutes*** for your presentation and discussion of the topics. Please do not read information from your presentation to the audience, as this wastes everyone's time; you just need to explain what is necessary for the audience to understand your topic and to explain how the topics will allow for debate.

There will be different meetings with presidents before the model depending on their needs, for example, rookie presidents will need more meetings to go over procedures. These meetings will be arranged on campus or online, whatever is most convenient for the majority of the students.

During the model, you will also have a presidents' meeting on the *first day of the model from 4:30 pm to 5:30 pm*. Here, you will be provided feedback about your guide and your management of the committee. ***Please make sure that you can find your own way home that day, as your teachers may not be able to wait for you***.

3.3 Countries

After your topics have been approved by the Secretariat, you will have to send in a list of countries. Each committee should have 30 delegations.

All your delegations must be divided into **3** different groups. Group number 1 will be the countries which are the *most important* for all the topics while group number 3 will be the countries which are the *least important* for all the topics. Please write the countries for each group in **alphabetical order** in the given template, which you will find on the Presidents' Resources page of the website. This is so that the teachers can choose an excellent, committed student for the delegation and swap them if the student has to drop out.

If there is a delegate who must change country in different topics, please indicate which countries they will be for each topic. You may give a delegate a *maximum of two different countries* eg. Luxembourg in Simulation and Topic 1, Lichtenstein in Topic 2. You may have a *maximum of 2 delegates* who change countries in your committee. This is to avoid complications for delegates, teachers, and Secretariat in the organisation of the model. We usually do not allow a delegate to have two countries in Middle School committees. Please remember that good delegates can participate actively even when the topic does not directly affect the countries they are representing. If a delegate has 2 countries in the model itself, they only need to present the Nation Guide for one country, although they may do both Nation Guides if they prefer.

3.4 Emails

You will be given a committee email which will be in this format: fsc@ccbcali.edu.co

It will have the shortened version or the main letters of your committee's name. The password of your email will be given to you personally. If you share the password to third parties or share the information in these emails with other people, you will be immediately banned from the model.

If you experience any problem accessing the email, or you forget the password, contact the Secretariat.

You may **not** change the password of the email or anything related to the privacy of the email.

It is critical that you check this email constantly before and during the model. The Secretariat will be sending information to this email, and you will also be receiving emails from delegates and sometimes from teachers; you must answer these queries as soon as possible.

3.5 Rookie Workshop

The Rookie Workshop is done online on two occasions, where delegates from all the participating schools can join. For students of the CCB, sessions will take place on Wednesday afternoons at CCB from 1:40 to 3 pm. During the Rookie Workshop you will have to present the PowerPoint presentations which are already published on the CCBMUN website. You will be assigned to groups by the Secretariat. If there is anything you would like to change/correct about your group's presentation, you must consult the Secretariat about the proposed change

beforehand. You will be asked to stay on a Wednesday afternoon to help CCB students and/or to present a topic in the online Rookie Workshops.

In the online activity, your group will have **15** minutes to present. You must also include an activity which will help delegates practise the abilities you have just taught them. Make sure there is time to answer any questions from delegates.

If you are the chair of a specialised committee, you may need to organise your own separate space to teach your delegates what they need to know. Here, you can explain the procedures of your committee and the topics you are going to discuss. How you do this is entirely up to you and your partner; check whether there is a presentation you can use on the Rookie Workshop page of the website. There should be clear guidelines in the guide, and you may also like to record a video explaining the procedures which can be uploaded to the website.

All presentations must be in English.

3.6 Guide

You will be sent the format of the guide to your committee email, and it will also be published on the CCBMUN website. In the guide, you must include all the relevant information which delegates need to prepare for the committee. The following points must be taken into account whilst you are doing your guide:

- The format which has been sent to you **cannot** be changed or altered at all.
- If you are going to copy and paste something or paraphrase, you must use **APA style.** No other style is valid. If you don't know how to reference in APA style, use the guide that is on the Presidents' Resources page of the website.
- An excellent level of English is very important.
- Every image must also be referenced in **APA style**.
- You must use your committee Google account to write the guide so that it is kept in the committee's Drive. You may not do it in any other format or any other place. The Faculty Advisor is in charge of converting the document to PDF once it has been checked and approved.
- Lastly, and most importantly, **punctuality** is *crucial*. You must send your information and sections of the guide by the specified deadlines.

If you cannot send in your guide by the specified date, please ask your faculty advisor to get in contact with the Secretariat to explain the problem; we will try to give you some extra time if there is a genuine reason for the delay.

If you do not give in your guide by the due date, or by the extension date agreed with your faculty advisor, you will not be able to win Best Chair, even if you give an outstanding performance during the model.

Once your guide has been read, it will be sent to your committee email with some corrections and/or queries. From the date you receive your guide, you will have a few weeks to do all the corrections.

Punctuality is *very* important. Remember that part of your grade as chair comes from your guide.

3.7 Spreadsheet

The spreadsheet is a Drive document which will be shared with you through your committee's email. In the spreadsheet, you will find the names and schools of all your delegates. During the Simulation and Model, you must fill in the following information about each delegate:

➢ If they were *present*, put the letter **p**
➢ if they were *absent*, mark the letter **a**

If there is a delegate whose name, school or delegation is different to what is in the spreadsheet, please notify the Secretariat about this straight away, so that we don't have the problem of two students arriving with the same delegation in the model. If any important delegation is missing during the simulation and you need to swap students around, this can only be for the simulation and not for the model. Do not make any changes without informing the Secretariat. If during the simulation, you want to swap two students' delegations permanently for the model (because a student is too inexperienced or timid for the country they have been given, for example) you may only do this with their agreement, and with the authorization of their school faculty advisors and the Secretariat.

There are some pages of the spreadsheet which you will not be able to edit, only look at. Your final grades for delegates will also appear on the spreadsheet. You may extend the sheet for your committee to include grading and comments about your delegates, or use a separate spreadsheet for this process.

Please note that filling in this rubric correctly and on time is part of the evaluation for the prize of Best Chair.

3.8 Support for delegates

As presidents, your major responsibility before and during the model is to support your delegates. You are responsible for leading each of them in the right direction towards the creation of resolutions for your committee. To do this effectively, it is critical, even above all academic aspects, that you treat your delegates in a way that makes them feel welcome at all times; they are all our guests, and those who come from other cities should be given extra attention so that they go home with a good impression of Cali, its people and of CCBMUN.

It is for these reasons that the following measures can be taken to ensure that this objective is met. We recommend that you try to implement as many of these as you can:

- **Virtual meetings before the model.** You must host at least two virtual meetings on different dates. In each meeting, you must present the same content in order to give all delegates the opportunity to participate. In these meetings, you should explain to your delegates the topics, answer any questions and help them with the portfolio documents.

- **Create a communication channel.** It is vital to be able to communicate effectively by a means of quick messaging besides email. This allows delegates to communicate in more immediate ways with you. You may give delegates your email for a Whatsapp group if you are happy to share your phone number, or you could use an app such as Telegram which does not share phone numbers.

- **Share resources that can help them develop as a good delegate.** You must remind delegates that on our model's web page there are numerous useful resources for their preparation before the model.

- **Do icebreaker activities.** You should create an environment of teamwork and friendship with your delegates. At the beginning of the simulation, you should do a short fun activity to get to know each other. At the beginning of the first day of the model, you should spend at least 15 minutes doing a fun activity where everyone can get to know each other, keeping in mind that some students did not have, or did not go to the simulation. Some examples of these activities could be two truths and a lie, asking random questions to each of the delegates, making a questionnaire using a didactic resource like Kahoot, among many others. You can draw inspiration from past models or search the internet for ideas appropriate for your committee. It is customary at CCBMUN to play Secret Friend with all members of the committee, including runners; this is organised on day 2, and gifts are exchanged at the end of the last committee session on day 3.

- **Give personalized feedback on the portfolio and delegates' performance at the end of each day.** This is crucial as it makes the delegates feel that they are getting special attention and that you really care about their participation.

- **Assess the level of your delegates and create different resources that can help them during the model.** Delegates often tend to get confused about motions and points. For this reason, we have provided a summary on the Delegates' Resources webpage, we can also print this for presidents who would prefer to give a copy to their delegates. There are numerous other situations that you might have to solve according to the delegates that you have in the committee.

- **Guide your delegates when they are struggling.** There are many reasons why delegates might be struggling in the committee. Below are some examples of things that happen, especially in the Middle School Committees:
  - If a delegate has not contributed, speak to them before *recognising* them to find out how they are feeling or how you can help them; if you simply *recognise* them in a strict way, they may be overcome with panic.
  - If any delegate is misrepresenting their nation's position, one of both presidents should take him out of the committee and give them guidance; this should be done before another delegate points out this error.
  - If any delegate is making many errors in parliamentary procedure, do not allow other delegates to constantly point this out through points of order, simply tell them that points of order will not be allowed, and that the chair will remind delegates about parliamentary language at the end of their intervention. You must make sure that you do this every time the delegate uses the wrong language and you may give warnings to delegates where appropriate. Try not to let this situation persist; it is better to find ways to make the delegates improve their usage of parliamentary procedure and language, even if you have to stop committee work for a short period to practise or explain it.
  - Do not tell them off for anything in an unkind way. There may be circumstances which are beyond the delegate's control. You should first ask the reason he/she has made a certain mistake and then take the appropriate actions according to the situation. Always remind them in a polite and pleasant way about any transgressions, and call a member of the Secretariat if you feel that their behaviour is unacceptable or unmanageable.

- **Be creative!** There are many actions you can take to make your delegates feel welcome. Therefore, we invite you to be creative and to look for other ways to achieve this goal in order to stand out as a good chair.

- **Take your position seriously.** It is important to emphasise the difference between exceptional treatment and undisciplined treatment. Always maintain a balance between seriousness and respect, and friendliness and the connections you will build, or already have with your delegates. This is how you will ensure that, even though you are building

a friendly relationship with them, during committee times, you will maintain respect and organisation throughout the three days. If you are too lax and too flexible, delegates will overstep your authority and ignore your calls to order. (This tends to happen more in Upper School committees). On the other hand, if you are too strict and unfriendly, your delegates will feel uncomfortable and unwelcome, which will directly affect the entire performance of the committee (especially in Middle School committees). It is highly recommended that you do not allow your close friends to join your committee; however, if your friends do join the committee, do not show them any special treatment, either positive or negative, and definitely do not chat with them on social media during committee time.

All these actions will be considered by the Secretariat when evaluating the chairs and deciding on awards. Delegates will be asked to comment to the Secretariat about everything you did as a president, both before and during the model.

3.9 Simulation

The simulation will take place in the Colegio Colombo Británico for Middle and Mixed School committees. You must fill in all the information required for the spreadsheet, which has already been explained above. Presidents for Upper School committees may be asked to stand in for another committee chair on this day.

During the simulation, you will be able to see the level of the delegates who attend. At the end of the day, you should give every delegate some feedback about their strengths and tell them in which aspects they need to improve.

We also recommend that you grade each intervention of your delegates on the main spreadsheet or on your own document. This is good practice for you as a president and for both of you as chair. It will also help you give better feedback to your delegates.

During the simulation, you must not be too harsh on your delegates due to the fact this is also their time to learn, and you do not want to demotivate them before the model. If you need to stop the committee work in order to explain the procedures or the topics again, please feel free to do so, especially in committees with many rookies.

As mentioned above, if there is a delegate whose name, school or delegation is different to what is in the spreadsheet, please notify the Secretariat about this straight away, so that we don't have the problem of two students arriving with the same delegation in the model. If any important delegation is missing during the simulation and you need to swap students around, this can only be for the simulation and not for the model. Do not make any changes without informing the Secretariat. If, during the simulation, you want to swap two students' delegations for the model (because a student is too inexperienced or timid for the country they have been given, for example) you may only do this with their agreement, and with the authorization of their school faculty advisors and the Secretariat.

Upper School committees do not have a simulation.

3.10 Portfolios

The spreadsheet has a space to register the portfolios that have been sent in. On the due date for portfolios, you must fill in the cell:

> ➢ **green** if the portfolio was sent on time
> ➢ **red** if it wasn't sent on time
> ➢ If you gave an extension, the letter **E** and the new due date should be written in the box next to the delegate's name. (Please note that extension dates can only be given with the authorisation of the Secretariat, who should have received a request from the delegate´s faculty advisor). You then mark it green if it is given in by this new date.
> ➢ After the due date, write the date on which it was sent in the red box.

The maximum grade for the portfolio is 6.

Late Portfolios

If an extension date was given by the Secretariat, the portfolio will be graded with maximum 5.

If no extension date was given, the portfolio will be graded in the following way:

> ➢ 1 day late maximum grade 3
> ➢ 2-3 days late maximum grade 2
> ➢ 4-7 days late maximum grade 1
> ➢ After 7 days the portfolio won't be taken into account, and the delegate will not be eligible for a prize.

On the due date, allow a **ten-minute margin** after midnight to accept portfolios; these portfolios will incur no penalties.

You will have a rubric with 4 criteria for grading portfolios.   From all these grades, you must give an overall grade which you will then fill in on the spreadsheet; *this should preferably be done before the start of the model but definitely by the beginning of the second day.*

If the portfolio has more than 35% copy-paste, its grade will be 0. You must inform the Secretariat about this.

When you have chosen the best portfolio, you must send it to the following emails by the beginning of the second day of the model: secretariat@ccbcali.edu.co and mun@ccbcali.edu.co It must be approved in order to win a prize.

3.11 Model

During the model it is important to fill in the register each day. The same requirements for the simulation apply in this part. Some schools may arrive late, so the Secretariat will inform you of any changes to the starting time in the morning. *Do not mark delegates late in the register if you were informed that their whole school would be arriving late.*

You should give feedback to your delegates about their portfolios at the end of the first day, and give feedback on performance to each delegate every day.

If you have problems in your room at the school or university, such as wifi or video beam not working, you can notify Logistics so that they can ask for assistance. In the university, there are telephones where you or your runners can ring for assistance, so it is sometimes quicker to do it this way.

You will be graded by your delegates using a rubric that you can find on the website. Teachers, crisis, press and logistics will also have a say about who could possibly win Best Chair.

Room Timetabling Problems

Unfortunately, there are sometimes problems with the timetabling of rooms because some university teachers do not follow the timetable they have been sent for their exam period. If you find that there is a class in the room that you are supposed to be using, please do the following:

Check that you are in the correct room for the day, and when you are sure that this is your assigned room, politely ask the teacher at what time they are due to leave, showing them the timetable that Logistics has put on the door. Some teachers will be leaving at 8 and others might go and look for another room. However, it is most likely that your committee will have to be assigned another room, so inform Secretariat and Logistics immediately. After 8 am any rooms that are empty can be used, at least for the next hour, so you can use those whilst we look for an alternative.

3.12 Prizes

You must write the name and school of the person who is going to win each prize on the spreadsheet by **9 o'clock** on the last day of the model. If possible, add this information beforehand. The Secretariat needs to know this information to organise the prize-giving in the closing ceremony. To win any prize, a delegate must have attended for the full three days.

You must have sent the winning portfolio to the Secretariat by the beginning of the second day of the model along with their average grade for their interventions on the first day. This is very important as we need to make sure that the choice is fair. When choosing this prize, the

delegate must have had an excellent portfolio, but must have a good level of participation which shows that they were using their research.

During the closing ceremony, **don't** give a short speech on the topics your committee discussed, resolutions made and how well it all went; we have no time for this, and no-one is interested by this stage of the model! If you feel you have to say something about this, it must be no longer than two sentences.

3.13 Challenge to the Competence

When a delegate in your committee is challenged to the competence, you must call the Secretary General before you even allow the challenge. You will have to explain to the Secretary General the reason for the challenge. After this, you will both try and avoid the challenge going ahead. If there is no way of doing so, both delegates will be given the opportunity to defend their point of view with speeches which last two minutes maximum. Along with the Secretary General, you will decide who wins the challenge. Delegates **do not** have a vote regarding the success of the challenge.

Take into account that this challenge will not be looked upon favourably if it happens in your committee. As a chair, you must always make sure that your delegates are representing their country's position appropriately. If a challenge happens, this will reflect your lack of guidance towards delegates during the debate.

3.14 Draft Resolution and Press Releases

You must have read and amended all draft resolutions. You must make sure that during the amendment time, all necessary corrections are done. If resolutions do not have the correct format, they are invalid. Remember that press releases are done when there are fewer than 7 delegations in a bloc, and they are not voted on.

3.15 Electronic Devices

Remember it is essential to bring a portable device, such as a laptop or tablet, to the simulation and model. No president should be using a smartphone to work on during committee time. There are no computers in classrooms at CCB - there are video beams with AppleTV. Don't forget to bring a charger! Presidents can use their phones to comment in the presidents' Whatsapp group, but should not be messaging any of their delegates during committee time, or using their phone for other things.

3.16 Water and Chewing Gum

Please make sure that you bring a water bottle to the model. Under no circumstances should you be chewing gum; it looks very unprofessional and is prohibited on school premises. If you want to freshen your breath, please bring a toothbrush!

3.17 Support for Presidents

If you cannot find what you need in this guide, the Secretariat Team is available to help you with any queries you may have. We will give support to new presidents through rookie president workshops, but any president should feel free to ask for help before and during the model. Do not be afraid to ask; it is better to ask many questions than to manage your committee in the wrong way!

4. Summary of stages in presidents' work

STAGE	ACTIVITY	PLACE
1	**President application is published as a Google Form**	Social media
2	**President interviews**	Colegio Colombo Británico or online
3	**President interview results published**	Personal call to accepted presidents, then list is published online
4	**Topic descriptions with guiding questions must be filled in on Topics presentation.** **Committee introduction must be sent in if it is not already on the website.**	Online - it will be shared with official committee emails secretariat@ccbmun.edu.co
5	**Presidents' meeting to discuss and revise proposed topics. Presidents should arrive having read the topics from the other committees.**	Colegio Colombo Británico
6	**1st part of the Guide which should include:**	Done on a copy of the template that has been shared with official committee emails. Please share the

	- **Letter from the presidents** - **Simulation guide** - **Topic 1 guide**	document with secretariat@ccbcali.edu.co and mun@ccbcali.edu.co
7	**2nd part of the Guide which should include:** - **Topic 2 guide** - **Any final recommendations**	Done on a copy of the template that has been shared with official committee emails. Please share the document with secretariat@ccbcali.edu.co and mun@ccbcali.edu.co
8	**List of countries**	Country list template. Please put in 3 groups, group 1 being the most important. Please put each group in alphabetical order.
9	**Secretariat and Faculty Advisors Meeting**	Online
10	**Rookie Workshop**	Online for other schools. Colegio Colombo Británico for CCB students - Wednesdays 1:40 - 3 pm.
11	**Simulation - Middle and Mixed Schools**	Colegio Colombo Británico
12	**Portfolios**	Will be sent to your committee email before the model starts. Try to grade them on the main spreadsheet before the model starts. All must be graded by the beginning of the second day of the model. Send the winning portfolio to secretariat@ccbcali.edu.co and mun@ccbcali.edu.co
13	**Model Day 1**	University - remember to fill in the spreadsheet for attendance and grading portfolios Send winning portfolio to Secretariat and Faculty Advisor emails by start of Day 2
14	**Model Day 2**	University - fill in attendance spreadsheet Organise Secret Friend
15	**Model Day 3**	University - fill in attendance spreadsheet (all grading should now be filled in for interventions) Fill in prizes by 9 a.m. on the prizes page of the spreadsheet Remember to announce the name of the country, the name of the delegate and the name of the school in the prize-giving ceremony