

CCBMUN Presidents' Guide

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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 be a successful president at CCBMUN if you are chosen. You will find dates for meetings as well as requirements you must reach while you are writing your guide. You will also be able to access the criteria the Secretariat will be using to grade you and your partner as a Chair in the following link:

https://docs.google.com/forms/d/e/1FAIpQLSepLdOHiWDAC9geuw8RmSqDfoMDPVeyR_aYQ2zFsXjSDgaSrA/viewform

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!

*Date on this document must be changed every year.

Applying to be a president

Applications

The application will be sent to each school's faculty advisor who will be responsible for sharing 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. This information will be published by the **middle of January**.

Both presidents must apply together in one application. Individual applications will not be accepted. The format is due by **February**. All further instructions will be written on the application form. If these instructions are not followed, the pair will not be able to pass to the interview stage. The application will ask for:

- General information about presidents including MUN experience
- Three possible commissions you would like to chair
- **Two possible topics for two of these commissions**

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

- Each applicant must have participated in at least 3 models
- Each applicant must have participated in the previous CCBMUN
- Applicants' level of English must be extremely good
- *Please note that we do not allow two rookie presidents to run a commission together

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 be in February - dates and times will be sent later.

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 to 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 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. People present during the interview will be: Secretary General, Academic Coordinator, Faculty Advisor and Under-Secretary General.

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

These interviews will take place in the Colegio Colombo Británico in **February**. Please arrive on time so that we can keep to the schedule.

Results of the Interviews

The results will be announced in **February**. This information will be posted on the Model's Facebook page and website, and each successful applicant will be personally informed of the commission they have been assigned before the table is published. 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.

Your Role as a President

If you are chosen as president, it is because the Secretariat feels that you are fully equipped to successfully lead the commission you have been assigned. 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 in the Whatsapp group, but to find out all the details about what you need to do you *must* consult this document.

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 page maximum in Arial 12 about each of the 3 topics (general information about the topic and how you expect the commission to develop). Try to make the Simulation topic more general, rather than basing it on a few countries as not all delegates attend the Simulation. This does not apply to some specialised commissions.

This must be sent in by **April**

To mun@ccbcali.edu.co

And

secretariat@ccbcali.edu.co

You must also send in:

- a brief introduction to your commission; it should be a short paragraph which will be published on the website.
- the following personal information for the website: full name, age, school, grade, hobbies and interests, what you enjoy most about participating in Model UNs.

Presidents' Meeting

There will be one presidents' meeting, which will include both teachers and presidents. The purpose of the meeting is to discuss the topics you would like to include in your commission. You will have to make a presentation which contains the following:

- What your topics will be.
- A brief explanation of what the topic is about.
- The debate the topic will create.
- The main participating countries in the debate.
- If you consider it necessary, you might want to explain what a resolution might be.

You will *only have 15 minutes* for your presentation and discussion of the topics. Please do not read information from your presentation to the audience as this wastes time; write

the main ideas in bullet points and explain what is necessary for the audience to understand your topic. This meeting will take place in **March**

During the Model, you will also have a presidents' meeting on the *first day of the Model from 4:30pm to 6pm*. Here, you will be given feedback about your guide and your management of the commission. *Please make sure that you can find your own way home that day as your teachers may not be able to wait for you.*

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. *Please note that full participation in all meetings will be part of the evaluation for Best Chair.*

Countries

After your topics have been approved by the Secretariat, you will have to send in a list of countries. Depending on the level of your commission, you will have to send a certain number of countries:

- Middle School: 40 countries
- Upper School: 20 to 32 depending on the commission
- Mixed School: 40 countries

All your countries must be divided into **4** different groups. Group number 1 will be the countries which are the *most important* for all the topics while group number 4 will be the countries which are the *least important* for all the topics. In Group 1, countries that are essential for a particular topic should be written in **bold**. 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 commission. This is to avoid complications for delegates, teachers and Secretariat in the organisation of the Model. 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.

This must be sent in by **May**.

Emails

You will be given a commission email which will be in this format:

fsc@ccbcali.edu.co

It will have the shortened version or the main letters of your commission's name. The password of your email will be given to you personally.

If you have 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 very important that you are always checking this email. The Secretariat will be sending information to this email and you will also be receiving email from delegates and sometimes from teachers; you must answer these queries as soon as possible.

Rookie Workshop

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.

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 chair for a specialized commission, you will have your own separate space to teach your delegates what they need to know. Here, you can explain the procedures of your commission and explain 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.

Everything must be in English.

It will take place in **September**.

Guide

You will be sent the format of the guide to your commission 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 commission. 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 document that has been uploaded.
- An excellent level of English is very important.
- Every picture must also be referenced in **APA style**.
- Once you have finished your guide you **must** send it as a **Word document**. You may not send it in any other format. The Secretariat is in charge of converting the document to PDF once it has been checked.
- Lastly and most importantly, **punctuality** is *crucial*. You must send your guide by **July**.

If you cannot send in your guide by this 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.

Remember that part of your grade as chair comes from your guide.

Once your guide has been read, it will be sent to your commission email with some corrections and queries. From the date you receive your guide, you will have 2 weeks to do all the corrections.

Punctuality is *very* important.

Spreadsheet

The spreadsheet is a drive document which will be shared with you through your commission's email. It is *very* important that you have access to this spreadsheet. This spreadsheet is made in Google Docs as there is no efficient format available in Outlook; this means that you must have a gmail to access the spreadsheet. If you have any kind of problem opening the spreadsheet, you must tell the Secretariat as soon as possible.

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.
 - If they were *present*, put the letter **x**
 - if they were *absent*, mark the letter **a**

In this box, *don't* add if the delegate was late in any point of the debate, you may add an extra box to write this information.

- Identification (ID number)

If there is a delegate whose name or school is wrong, please make the change and inform the Secretariat about this. It is very important that you fill this information in.

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. Remember that teachers also have access to this document so any information you enter may be viewed by everyone. You may extend the sheet for your commission 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.

Simulation

The Simulation will take place in the Colegio Colombo Británico in **October**. You must fill in all the information required for the spreadsheet which has already been explained above.

During the Simulation, you will be able to see the level of the delegates who attend. We recommend that at the end of the debate you give every delegate some feedback about their strengths and 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 a chair. It will also help you give better feedback to your delegates.

During this debate, 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.

Portfolios

The spreadsheet has a space to register the portfolios that have been sent in. On the due date for portfolios, you must mark an **x** if the portfolio was sent on time and **o** if it wasn't. 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 by the Secretariat at the request of the delegate's faculty advisor. After the due date, write **l** if the portfolio was sent in late and the date on which it was sent.

The maximum grade for 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 3 criteria for grading portfolios. From all these grades, you must give an overall grade which you will then fill in on the spreadsheet; *this must be done before the start of the Model.*

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 best portfolio, you must send it to the following emails: secretariat@ccbcali.edu.co. and mun@ccbcali.edu.co. It must be approved in order to win.

The due date for portfolios is in **November**.

Model

During the Model it is important to fill in the register each day. The same requirements for the Simulation apply in this part.

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.

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.

If you have problems in your room at the University such as wifi or video beam not working, you must use the telephones that are present on every floor to ask for assistance from the University staff. Do not expect Logistics to do this for you as you will actually take longer to sort out the problem. Once you arrive at your room, locate the help telephone immediately. Please note that there are no extension cables available in the University.

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 commission will have to be assigned another room, so inform Secretariat and Logistics immediately. After 8am 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.

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.

During the closing ceremony, **don't** give a short speech on the topics your commission 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.

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 commission time. There are no computers in classrooms at CCB, there are video beams with AppleTV.

Dates

This is a summary of all the dates you must take into account whilst being a president at CCBMUN.

DATE	ACTIVITY	PLACE
16 th of January	President's application is published	Social medial
3 rd of February	President's application due	
15 th and 14 th of February	President's interviews	Colegio Colombo Británico
17 th of February	President's interview results	
10 th of March	Topics explanations and commission introduction must be sent in	mun@ccbcali.edu.co secretariat@ccbmun.edu.co
15 th of March	President's meeting	Colegio Colombo Británico
31 st of March	List of countries must be sent in	mun@ccbcali.edu.co secretariat@ccbmun.edu.co
	Rookie Workshop	Colegio Colombo Británico
21 st of May	Guide	mun@ccbcali.edu.co secretariat@ccbmun.edu.co
	Simulation	Colegio Colombo Británico
	Portfolios	Your commission email
15 th , 16 th & 17 th of November	Model	Universidad Javeriana