

CFMUNESCO 2014 - REMINDER FOR ADVISORS

BEFORE THE CONFERENCE

REGISTRATION

You can either register to the conference on Wednesday 12th afternoon (h.15:00-18:00) or on Thursday morning (h.8:00-10:00). Registration will take place at CFMUNESCO Info Point, which is located in the city center building "Liceo Classico" in Piazza Foro Giulio Cesare (<https://maps.google.it/maps?q=Piazza+Foro+Giulio+Cesare,+Cividale+del+Friuli,+UD&hl=it&ll=46.093158,13.429981&spn=0.001224,0.002339&sll=46.093445,13.428953&sspn=0.001231,0.002339&oq=Piazza+for,+Cividale+del+Friuli,+UD&hnear=Piazza+Foro+Giulio+Cesare,+Cividale+del+Friuli,+Udine,+Friuli-Venezia+Giulia&t=m&z=19>).

Late registrations have to be notified to CFMUNESCO organisation as soon as possible.

PLACARDS & BADGES

During registration, each participant will receive a "Delegate Kit" or "Advisor Kit" containing the Placard of the country represented and a personal CFMUNESCO badge. The badge is necessary to access all CFMUNESCO activities, therefore both delegates and advisors are expected to wear it for the whole three days of conference. Please note that participants without badges will not be accepted to any CFMUNESCO activity (e.g. committees, lunches, evening programme, etc.).

Moreover CFMUNESCO organization has special agreements with several city restaurants and museums: reductions and discounts will be granted only with CFMUNESCO badges.

ALL students with damaged or and missing placards and badges will be obliged to replace them for a small fee (€ 3).

OPENING CEREMONY & AMBASSADOR SPEECHES

CFMUNESCO 2014 will be opened by a formal Ceremony which will be held in Chiesa San Francesco (close to Liceo Classico building) on Thursday 13th, h.10:30-13:00.

During the Opening Ceremony, ONE student from each participating school will have the chance to deliver his/her Ambassador speech on the general views and policies of his/her country.

Opening speeches shall not exceed ONE minute, otherwise the speaker will be interrupted by the Chairs. After the drawing by lot of the first country to speak, the speaking order will follow alphabetically. The designated speaker for each successive country must be in position at the podium as that nation responds to the roll call, otherwise the right to speak will be forfeited.

NOTEPAPER (WRITTEN COMMUNICATION BETWEEN DELEGATES)

During committees debate, all written communication transmitted through the Administrative Staff must be written, on identifiable notepaper, with a distinctive heading. Messages must bear clear FROM and TO designations at the top of the paper. Messages not fulfilling the above mentioned requirements will not be transmitted.

Delegations are expected to provide their own notepaper. As the conference lasts 3 days, your delegates will need a lot!

DRESS CODE & BEHAVIOUR

Delegates are expected to wear Western business attire during all formal sessions. No jeans or sports shoes will be accepted! We also ask that advisors wear Western business attire while observing sessions.

Students must always behave properly during the conference itself and outside (public transportation, streets, places such as shops, cafés etc.). Smoking and drinking alcoholics are strictly forbidden in all the structures destined to CFMUNESCO activities.

THINGS TO BRING TO THE CONFERENCE

Remind your delegates that they have to bring:

- enough copies of their draft resolution/clauses for lobbying (at least 20)
- their resolution/clauses on an USB pen drive
- enough writing paper
- their policy statements
- enough notepaper
- pens, scissors, glue, etc.
- if possible: PC, notebook, tablet etc.

DURING THE CONFERENCE

ATTENDANCE

All delegates are required to attend all committee sessions. Committee staff will take roll by country at the beginning of each session. These roll call sheets will be posted in the Info Point after the start of each session. If you notice that a student was absent, please be sure to remind him/her of the importance of attending all sessions.

PARLIAMENTARY PROCEDURES

THIMUN rules of parliamentary procedure will be used at all times. If you haven't already done so, please download THIMUN documents and share them with your students (<http://www.cfmunesco.it/cfmunesco-2014/schedule/thimun-guidelines-and-rules/>).

In general, the Chairs will know the proper procedure and they will be available to give help and information. Delegates should not be afraid to ask for clarification or explanation by rising to a point of order, a point of information to the Chair or a point of parliamentary enquiry.

LOBBYING

Before the start of the formal conference, delegates informally try to obtain sufficient co-submitters to register their resolution. The number of co-submitters requested in each CFMUNESCO committee will be notified at the beginning of the lobbying process. Delegates may find other delegates with a similar resolution and decide to merge the two, making the resolution stronger and more likely to succeed in debate.

The Chairs will coordinate the work of the delegates to prevent unrealistic or illogical resolutions being produced.

TECHNOLOGY USE

Because of the unfair advantage given to delegates using electronic devices in sessions, CFMUNESCO does not allow the use of laptops, tablets, iPods, smart phones etc. during sessions. However, since computers will be provided during the conference in limited amounts, we suggest delegates to bring their own PC, notebook, tablet etc. which can be used during lobbying time to make changes or to merge resolutions. Wi-Fi will be available throughout the conference.

GENERAL TASKS DURING THE CONFERENCE

Throughout the conference delegates are expected to represent their country policies. Delegates should also be prepared to be called into the Security Council or other Committees if matters are discussed which concern their country.

EVENING SOCIAL PROGRAMME

The CFMUNESCO evening party, which takes place on Friday 14th (h.20:30-23:00), is a great chance for participants to listen to music, to enjoy typical Italian food and to meet their new committee members. The venue is the canteen of the Convitto "Paolo Diacono". The participation

is reserved to CFMUNESCO delegates and advisors: please remind your students that the CFMUNESCO badge is necessary.

Please note that the dress code for the Evening Social Event is casual for all participants. Smoking and drinking alchoolics are strictly forbidden.

ADVISORS' ROLE

RESPONSIBILITY

Advisors are responsible for the safety of all delegates from their delegation and they are required to assist the CFMUNESCO staff in enforcing Security Policies, Dress Code, and the CFMUNESCO rules with regards to their school's delegates. They may not assist the delegates in any form during the conference, including creating resolutions and speeches.

Many Advisors may wish to walk in our beautiful city or visit some of the remarkable historical sites. However, since your students need to be supervised, we kindly ask you to inform us if you leave and to ensure that we have an accurate mobile phone contact for you.

APPROVAL PANEL & ANTI PLAGIARISM BOARD

Advisors, expecially English language teachers, are expected to join the Approval Panel and the Anti Plagiarism Board. The Approval Panel makes sure that the spelling, lay-out and grammar of the resolutions complies with the rules and that the content of the resolution is debatable, while the Anti Plagiarism Board makes sure that delegates did not copy their work from any website.

OBSERVING STUDENTS

Advisors are invited to observe their students' performance during committee session. Please accept the following advice:

Budgeting your time: Allow a minimum of 15 minutes per committee to get a clear idea of how committee work is progressing and to determine the extent of your delegates' participation.

Encouraging CFMUNESCO values: It is critical to stress the students' cooperation with the entire committee in order to achieve an accurate and productive simulation. Redirect delegates' attention away from competition and towards education, cooperation, and compromise.

Noting progress: Since it is difficult to remember what happened in specific committees after an entire day of observing students, we recommend taking notes during each session.

Observing during voting: During voting procedure, no one is permitted to enter or leave the committee room. A note will be put on the door to inform other delegates, advisors, and staff that the committee is in voting procedure, and advisors are kindly asked to be respectful of this rule (except in the case of an emergency).

Providing the staff with feedback: Students' feedback and important observations you make in committee may be helpful for Chairs and members of CFMUNESCO staff. However, please remember to be as courteous as possible in approaching the Chairs during committee session.

If it is necessary for you to reach a delegate, you should wait until the committee takes a break. Calling a delegate out of committee is disruptive to his/her experience, and to the committee as a whole, so this measure should be taken only in an emergency situation.

CONTACTS

Email is preferred, however should you have an emergency while in Italy or at the conference, here you can find a short list of key people's numbers and personal emails:

1. Secretary General – Gabriele Qualla: [+39-346-662-5529](tel:+39-346-662-5529) email gabriele.qualla@libero.it
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3. MUN Director – Monica Adami: [+39-333-685-4977](tel:+39-333-685-4977) email monica.adami@cnpd.it
4. MUN Director – Alberto Zampar: [+39-368-702-9791](tel:+39-368-702-9791) email alberto.zampar@cnpd.it
5. Vice Principal, Convitto Nazionale – Vittorino Michelutti [+39-333-111-5990](tel:+39-333-111-5990) email michelutti@cnpd.it