



TEAM APPLICATIONS LISBOMUN CONFERENCE 2020

WHO ARE WE?

The LisboMUN is a student-run, non-profit association for young people dedicated to promote MUN culture and the discussion regarding international affairs in Portugal, cooperating with Portuguese universities and associations. LisboMUN's goal and vision is to promote and establish a MUN culture and tradition in Portugal, starting with the academic community in Lisbon.

WHAT IS MODEL UNITED NATIONS (MUN)?

Model United Nations is an educational simulation and academic activity in which students can learn about diplomacy, international relations, and the United Nations. Participants in Model United Nations conferences, known as delegates, are placed in committees and assigned countries to represent. They are presented with their assignments in advance, along with a topic or topics that their committee will discuss. Delegates conduct research before conferences and formulate positions that they will then debate with their fellow delegates in the committee, staying true to the actual position of the member they represent.

WHAT DO WE DO?

In order to achieve its goals, LisboMUN organises several MUN Debates during the academic year in Lisbon, as well as organising the National MUN Conference - a MUN conference for students in Portugal - and the Lisbon International MUN Conference.

LISBOMUN INTERNATIONAL CONFERENCE

This is the Conference we are currently receiving applications for.

- The International MUN Conference which will happen in **March 2020**.
- This will be the second edition of LisboMUN. The first edition, which took place at Faculdade de Direito da Universidade de Lisboa in March 2019 was a huge success with over 200 participants and 60 nationalities, we hope this year to expand our conference by adding an extra day of debate and at least one more committee.

GENERAL REQUIREMENTS

In order to apply candidates should fulfil all of the requirements:

- Aged between 17 - 30 years
- Good Knowledge in English (speaking and writing)
- Good teamwork and soft skills
- Be a member of LisboMUN Association (can be done after applying)
- Preferably live in Lisbon
- Be available to meet on the 11th of June and then weekly starting in September.

If you are a student, that is not a problem! Most of us are students studying for demanding degrees and it is possible to do both! We do take into consideration student's exam seasons! However, please note that being part of the LisboMUN Conference Team means a commitment until after the MUN Conference date.

WHICH POSITIONS ARE OPEN?

- Deputy Secretary-General
- Head of Delegate Applications
- Co-head of Delegate Applications
- Head of Finances
- Head of Logistics
- Co-head of Logistics
- Head of Public Relations

WHO DOES WHAT?

→ Deputy Secretary-General

For this specific position the applicant must currently be a first-year student at university. As Deputy Secretary-General they will help the Secretary General conducting the weekly meetings, working very closely in order to ensure all positions are delivering timely, as well as helping to set deadlines and do any extra work that might be needed when someone asks for help. If all goes well, chances are the Deputy Secretary-General for this conference will be Secretary General for LisboMUN 2021, so only apply if you are willing to commit already.

→ Head of Delegate Applications & Co-head of Delegate Applications

These people are responsible for all delegates applications, that means accepting or denying applications based on the criteria for participating in the Conference, orientating delegates on how to complete payments, attributing committees and countries based on delegate's choices and experience. For applications we use the MyMUN website, which makes the application process easier to control. The Head & Co-head of Delegate applications also works closely with the Head of Chairs when it comes to choosing the topics and countries for each committee.

→ Head of Finances

The Head of Finances will have the task of keeping track of all the expenses and delegate



payments. You will work with the Secretary General in order to set a budget and evaluate whether or not a certain cost is appropriate/ worthy, and with the Head and Co-head of Delegate applications coordinating delegate payments.

→ **Head of Logistics and Co-head of Logistics**

The logistics team is responsible for organizing all logistical aspects of the Conference – organizing the opening and closing ceremony, the coffee breaks, pick-ups from the airport, the printing of badges, placards, etc. Furthermore, the Head and Co-head of Logistics will select a team of university students who will help run the Conference during the weekend, setting up committees and passing notes. These people have to plan and organize the conference, paying close attention to the smallest detail.

→ **Head of Public Relations**

The Head of Public Relations will be in charge of establishing all partnerships and sponsorships for the conference, this includes: the venue of the conference, the venue of the opening ceremony, venue of the gala, the hostel, coffee breaks, goodie bags, etc. Some of these sponsorships have already been established in the previous edition of the conference, a choice would have to be made on whether to keep them or not after analyzing each individual situation. All of this work will be done under close supervision of the Secretary General.

SPECIFIC REQUIREMENTS FOR EACH POSITION

Deputy Secretary-General

- Fluent level of English (written and spoken)
- Previous MUN experience
- Good organizational skills
- Experience with MyMUN Highly appreciated
- Currently be a 1st year student at University

Head and Co-head of Delegate Applications

- Fluent level of English (written and spoken)
- Previous MUN experience
- Good organizational skills
- Experience with MyMUN Highly appreciated
- Good personal contact

Head of Finances

- Fluent level of English (written and spoken)
- Great organizational skills
- Experience with Excel
- Preferably a student of Business/Economics

Head and Co-head of Logistics

- Fluent level of English (written and spoken)
- Great organizational skills
- Experience in organizing events
- Experience in leading small teams

Head of Public Relations



- Fluent level of English (written and spoken)
- Great organizational skills
- Approachable
- Public Speaking Skills
- Experience in Public Relations highly appreciated

INSTRUCTIONS ON HOW TO APPLY

Should you wish to apply, there will be 3 steps:

Step 1: Fill in the Application Form

Firstly, we ask you to fill the following form:

<https://forms.gle/gSHFAfbxSBJWnvJW8>

Step 2: Interview

After receiving all applications, we will contact the applicants to set up an interview in the 2 weeks after your application. It will be a brief interview, which can take place in person or over Skype.

Step 3: Group Meeting

On the 11th of June we will be meeting all as a group for the first time, where we will decide the theme of the conference. This meeting is mandatory.

If you have any questions, you can contact us at international@lisbomun.pt

RELEVANT DATES:

Applications Open – May 5th
Applications Close – May 19th
Mandatory meeting – June 11th
Weekly meetings – starting September 2019
LisboMUN Conference – March 2020