**MILSET Expo-Sciences International**

**(ESI)**

**Candidature Application Form**

**2023**

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1.0 INTRODUCTION

This document contains the important elements to include in your Candidature Application Form. It has to be completed and returned within the deadline mentioned in the document called ***Candidature Process***.

**It will also be important to consult the *MILSET ESI Standards*, as your candidature shall respect those Standards.**

**Those documents can me consulted at:** [**http://esi2023.milset.org**](http://esi2023.milset.org)

MILSET ESI usually receives about 1000-1500 participants, including exhibitors, supervisors, head of delegations and special guests.

MILSET welcomes the opportunity to collaborate with you as you prepare your MILSET ESI Candidature Application Form. If you have any questions, concerns, or simply wish to discuss a point, please do not hesitate to contact us. We encourage you to send us draft versions of your application so that we can provide feedback prior to the application’s official submission. If we can help in any other way, just ask.

This document is intended as a working tool to make your task easier by pointing out the various organizational aspects a MILSET Expo-Science International involves and to allow MILSET to make the selection between the candidates. Please use this form and attach additional documents as necessary.

We will take into consideration the fact that, at this time of the preparation of a candidature, it could be possible that your organization will not have all the answers to the questions included in the present document.

Applicant organizations not selected will be informed of the Board of Directors decision and can reapply for a future edition.

**You may contact us at:** **berenice.suarez@milset.org**

2.0 APPLICANT – CONTACT AND GENERAL INFORMATION

|  |  |
| --- | --- |
| Organization(acronym) |  |
| Contact person:(Name and title) |  |
| AddressCityCountryPostal Code |  |
| Telephone |  |
| Fax |  |
| Email |  |
| Website |  |
|  |
| Type of organization |  |
| Year of founding |  |
| Mission |  |
| Principal activities |  |
| Are you a national organization? |  |
| If you are a regional organization, are you a member of a national structure? |  |
| Do you have permanent staff? How many?  |  |
| How many volunteers are actually involved with your organization? |  |
| Are you a MILSET member? Since when? |  |
| Participation at MILSET ESI or Regional Science Fair:When?How many projects, students and adults? |  |
| Are you responsible for the organization of Science Fairs? If yes, number of projects | Regional: Provincial/States: National:  |
| Did you ever organize international events?What kind?When?How many participants? |  |

3.0 DOCUMENTS TO INCLUDE IN THE PROPOSAL

 **Together with this Application Form, the following documents should be provided:**

* An official letter confirming your interest in hosting the ESI
* An official letter from your MILSET Regional Executive Committee supporting your candidature
* NGO Incorporation document or Declaration from national official authorities
* Board of Directors – List
* Main Permanent Staff – List, title or responsibilities, how long with the organisation
* Statements of Financial Position & Financial Report (last year)
* Annual Report of Activities (last year)
* History of the Organisation Financial Support – Government and Sponsors
* Support Letters (government, sponsor, partner, university, etc.)
* Proposed Preliminary Schedule
* Preliminary Budget
* Plan of the Exhibit Hall and meeting rooms

4.0 OBJECTIVES

* What overall objectives do you hope to attain by hosting the MILSET Expo-Sciences International?
* Why should MILSET Expo-Sciences International take place in your community? Will it coincide with a special event of some sort?
* In your opinion, what spin-offs would result from such an event for your organisation? For your country? If such results do occur, how do you plan to follow them up?

5.0 DATES

* In accordance with the MILSET ESI Standards, which dates do you suggest?

6.0 LOCATION

* Description of your city (what makes it special)
* Brief description of airport(s), including capacity and number of international flights
* Distance from airport to the selected hotels (km and time to travel to hotels or main venue)

7.0 COMMUNITY INVOLVEMENT

* Can you rely on community involvement, on a volunteer basis, to ensure that the event will be a success? Please provide a few supporting examples.
* Why do you believe that your community is ready and willing to host and organise a science-related event?
* What shape will this involvement take? Please describe. (Volunteers, Sponsors, Loan of materials, Services, Loan of premises, others)
* How many volunteers do you intend to recruit?

8.0 PROPOSED SITE

* Where do you suggest MILSET ESI be held and why?
* What is the distance to the selected hotels (km and time to travel from/to Exhibit Hall)?
* If it is not at walking distance, will you be using public or private transportation?
* Is there a cafeteria available at the Exhibit Hall? If yes, which meals will be served? What is the seating capacity? If not, what is your plan?
* Do you have meeting facilities next to the Exhibit Hall? Please describe.
* Have you already made some contacts for the renting of the Exhibit Hall?
* If yes, have you signed an agreement in principle?

9.0 DETAILS OF THE PROPOSAL

## 9.1 FUNDRAISING

The Registrations fees will be set up by MILSET in consultation with the Host Organizer.

* How do you plan to finance this event?
* Can you set a realistic objective at this time?
* What means do you plan to use to obtain funding?
* Have you signed any agreements in principle with companies and governments? If yes, give a list and add copies of the concerned documents.

## 9.2 COMMUNICATIONS

* Please specify the principal orientations of your national, regional and local communication strategy (Media relations, Social Media, External and Internal Promotion).
* How do you plan to publicise the event in your community, region and country to insure the registration of national youth projects?
* How do you plan to publicise the event to the schools to invite them to visit the event?
* How do you plan to publicise the event to invite the general public to visit the event?
* How do you plan to publicise the event to invite the scientific community to visit the event?
* Can you count on professionals in different fields of communications to support you in this undertaking?
* Can you count on professionals to create promotional materials?

## 9.3 TRANSLATION

* Do you have a team of translators and interpreters available? Please provide details.

## 9.4 COORDINATION AND SECRETARIAT

* How do you plan to provide a full-time secretariat, at least one year before ESI?
* Have you reached an agreement regarding the selection of an event coordinator, or do you have on staff a person who could be selected as coordinator?

## 9.5 ACCOMMODATION

* What type of accommodation do you plan to offer young people, supervisors, organisers and guests?
* Will full breakfasts be served in the hotels?
* Have you already made some contacts for the reservation of hotels? If yes, have you signed an agreement in principle?

## 9.6 LOCAL TRANSPORTATION & VISAS

* How will you organise the transportation for arrivals and departures?
* How will you organise local transportation for participants?
* Have you reached agreements with air carriers or airlines network to obtain group rates for international transportation? If not, do you have contacts to do so?
* How will you support participants to obtain entry visas (if applicable)?

##

## 9.7 TECHNICAL SERVICES

 **Exhibit Hall**

* Will you be renting the professional stands or will it be provided by the Exhibit Hall?
* Will you be renting the tables and chairs to put in front of each stand, or will it be provided by the Exhibit Hall? Who will be in charge of the installation (Contracted services, Exhibit Hall Staff, or volunteers)?
* Maintenance: Will the maintenance services be provided by the Exhibit Hall staff or do you have to contract an outside company?
* Security - Can the Exhibit Hall be locked when the ESI is closed to the public?
* Internet Access: Will you have Wifi Access in the Exhibit Hall?
* Electrical facilities: Does the Exhibit Hall have electrical facilities suitable for an exhibition, so that one double electrical outlet is provided per stand?
* Sound system: Please specify the facilities.
* First Aid: What is your plan to provide First Aid services to the participants?

**Host Committee and MILSET Offices**

* What is your plan to organize the two (2) offices spaces?
* Will it be located next to the Exhibit Hall?

**Meeting & Conference Rooms**

* Sizes and number of persons
* Facilities
* Will it be located near the Exhibit Hall?

## 9.8 TOURS

**Scientific, Cultural and Touristic Tours:** Give us an idea of the activities you plan to organize.

**Pre and Post-ESI Tours:** Do you plan to offer such a service? If so, give us an idea of the tours which could be offered.

## 9.9 OFFICIAL CEREMONIES

##

## What is your Preliminary Plan for the following official ceremonies?

**Opening Ceremony:**

**Closing Ceremony:**

**Dinner for Heads of Delegations:**

**Host National Cultural Night:**

**Cultural Night:**

## 9.10 SCIENTIFIC ACTIVITIES

##

**Young Citizens Conference:** Do you have access to scientists who could lead round tables for youth?

**Leaders Congress:** Do you have access to international or national speakers for conferences or round-tables?

**Conferences:** What would be your proposal to invite national and international speakers for conferences to organize for young participants and supervisors?

**Networking Activities for Young Participants:** How do you intend to put in place some networking activities for young participants in the Exhibit Hall?

**Interactive Exhibits:** Do you plan to invite universities, research centres, scientific organizations or companies to run Interactive Exhibits? If so, what would be your preliminary plan?

## 9.11 SOCIAL ACTIVITIES

## Do you plan to organize the following activities? If yes, what is your Preliminary Plan?

**Icebreakers Activities:**

**Farewell event:**