



MILSET

Expo-Sciences International (ESI)

STANDARDS

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MILSET EXPO-SCIENCES INTERNATIONAL STANDARDS

1. INTRODUCTION

This document was developed to provide every organisation who will host the MILSET Expo-Sciences International (MILSET ESI), the rules and procedures to be followed for the planning and management of all aspects of the event.

2. OBJECTIVE

The standards ensure the quality of MILSET ESI, and consistency from one event to the other. Respect for the MILSET ESI Standards is essential to maintaining the credibility of the event.

3. DESCRIPTION

3.1 GENERAL

3.1.1 Official name

- MILSET Expo-Sciences International (English)
- MILSET Expo-Sciences Internationale (French)
- MILSET Expo-Ciencias Internacional (Spanish)
- الملتقى العلمي العالمي (Arabic)

3.1.2 Orientation of the event

- MILSET ESI is an international youth science promotion, communication and networking event characterized by interactivity and engagement and a focus on motivation and cooperation. Youth participants attend as ambassadors of their countries' youth science programs.
- The goal of the event is to provide a space where youth from around the world can share their science, technology, engineering, arts and mathematics (STEAM) projects with a multicultural and multidisciplinary audience (including scientific guests, advisors, authorities, general public and youth), develop science communication skills and identify opportunities for collaboration.

3.1.3 Timeline

- MILSET Expo-Sciences International occurs every odd year

3.1.4 Age of youth participants

- Target 13-25
- A special program may be offered for 9-12

3.1.5 Location

- Should be adequate for
 - the number and age of the participants
 - official activities
- MILSET reserves the right to approve the facilities

3.1.6 Dates and duration

- 7-days/6-nights
 - 1 day – Arrival, Registration and Set-up
 - 4 days of exhibition and activities
 - 1 day - Tours
 - 1 day - Departure
- Open to the public for at least 2 days
- Usually held in July or August when most participants are on school vacation. Exceptions may be considered for extreme climates, discounted rates, and venues in the Southern hemisphere, but not far from September.

3.1.7 Official languages

- English as operating language plus language(s) of the host country
- The Host Committee is encouraged to accommodate the 3 other MILSET official languages wherever possible (French, Spanish and Arabic)

3.1.8 Required translation

- Official ceremonies
- Public documents in English and local language(s)
- Participant documents in English and MILSET official language(s) if possible
- Internal working documents in English

3.1.9 Partner and Sponsors

- Visibility
 - Host Organisation sponsor recognition framework must be approved by MILSET
- The Host Organisation should comply with and respect the MILSET Fundraising Policy
- Must be aligned to MILSET vision and mission
- Host Organisation and MILSET should enhance the sponsorships
- Should be open to public institutions and private companies

3.1.10 Agreement

- Should be signed by the Host Organisation and MILSET following approval of the candidature, and should describe:
 - Responsibilities
 - Finance
 - A team including MILSET representatives and Host Organisation

3.1.11 MILSET Responsibilities

- Provide registration system
- Provide website framework and domain (esi20xx.milset.org)
- Provide MILSET ESI social media accounts
- MILSET official activities and meetings
- International promotion
- Oversight of the program and development of activities

3.1.12 Reporting

- Host Organisation must provide after ESI
 - A financial report
 - A general ESI report
- Host Organisation must comply with the signed agreement regarding reporting

3.1.13 Competition

- MILSET ESI is a non-competitive event.

3.1.14 Project Evaluation

- MILSET ESI does not include project evaluation by judges; however, scientific guests (scientists, engineers, teachers and educators) should be invited to engage participants in scientific conversation, provide constructive feedback and motivate participants to refine and extend their projects.
- Activities that enable project feedback from youth participants and visitors are strongly encouraged.

3.1.15 Awards and Recognition

- MILSET shall present the following awards to individuals, organisations or delegations:
 - At Gala Dinner
 - » MILSET Award
 - » Derek Gray Medal
 - At the MILSET General Assembly
 - » MILSET Volunteer Award
 - At the Closing Ceremony
 - » Enrique Padilla Award
 - » ESI Cultural Award
 - » ESI Best Delegation Award

3.2 COMMUNICATIONS

3.2.1 Branding

- Host Communications Plan to be approved by MILSET
- Must respect MILSET Branding Policy
- Communication team ensures consistency of branding
 - Visual Identity
 - Mockups / templates
 - Logo – Host Committee may develop a logo, but it must include:
 - » Phrase: ESI (in capital letters followed by the year)
 - » Full name of the event: Expo-Sciences International, city and country

3.2.2 Communications Resources

- Provided by MILSET and managed in collaboration with the Host Committee, including:
 - Website
 - Social Media accounts
 - » Facebook
 - » Twitter
 - » Instagram
 - » Snapchat
 - E-mail service on Office 365 platform
 - The Host committee and MILSET may provide a Mobile app during the event
 - Program evaluation is managed by MILSET, which could include:
 - » Survey of youth participants, supervisors, heads of delegations

3.2.3 Media

- Local and national media shall be managed by Host Committee
- International media shall be managed by MILSET
- Host Organisation and MILSET representatives must both be present at any media events or in any media releases.
- Media releases must be approved by MILSET

3.2.4 Promotional Material

- Designed and produced by Host Committee
- Approved by MILSET prior to distribution:
 - Flyers / Posters
 - Banners
 - Booklet (printed and digital)
 - Promotional Items
 - Participant Guide
 - Identification badges

3.2.5 Promotional Campaign

- Host Committee is responsible for the national promotion
- MILSET is responsible for international promotion

3.3 PROGRAMME

3.3.1 Exhibition

- Maximum 5h/day at projects for youth participants
- Structured and scheduled activities for youth participants
- Networking/inter-project visits for youth participants
- May include interactive exhibits by universities, companies, etc.

3.3.2 Event schedule

- Must be printed on the back of the badges
- May be displayed in locations around the event

3.3.3 Public/School Visits

- Host Committee should organise school visits to the ESI if the event is during the host country's school year
- Host Committee should promote public visiting schedule
- Host Committee should invite scientific guests (scientists, engineers, teachers and educators)

3.3.4 Official Activities

- All scenarios must be approved by MILSET

3.3.4.1 Opening ceremony

- Must include
 - A celebration of the MILSET flag
 - Singing/playing of the MILSET anthem
 - MILSET & Host Organisation messages or speeches
 - 1 hour maximum is recommended
- May include
 - Cutting of ribbon
 - VIP tours through the exhibit hall, other speeches
 - Inspirational speaker/presentation
 - Small band/musical performance
 - Flag ceremony

3.3.4.2 Closing ceremony

- Must include
 - MILSET & Host Organisation messages or speeches
 - MILSET Awards (see section 1.15)
 - Transfer MILSET flag to next host
 - Present medals/certificates to all participants by delegation or country.
 - 2 hours maximum is recommended
- May include
 - Declaration of the YCC statement
 - Inspirational speaker/presentation
 - Small band/musical performance
 - Presentation about next MILSET ESI

3.3.4.3 Gala dinner:

- Must include
 - Invitation only – 1 per delegation, plus MILSET Board of directors, MILSET regional Executive Committees, Host organizers, sponsors, special guests
 - The head table must include Host organizers and MILSET Executive Committee
 - Speeches from Host president and MILSET president
 - MILSET Awards (see section 1.15)
 - Meals should include options for vegetarian, vegan, Halal, gluten-free, allergies, etc.
- May include
 - Opportunity for delegation gifts
 - Entertainment

3.3.5 Cultural and Social activities

3.3.5.1 Icebreaker activities

- May be included

3.3.5.2 Cultural event

- Must include interactive activities (e.g., set up as fair/festival with a booth for each country with posters, candies, handicrafts, activities, games, etc.)

3.3.5.3 Host nation cultural event

- Required and must include performances or activities showcasing the traditions and culture of the Host country

3.3.5.4 Tours

- Must include scientific and/or cultural elements
- May include touristic activities

3.3.5.5 Farewell party

- May be provided by the Host Committee
- May include disco/dance with room nearby with quiet activities for participants not in the disco/dance

3.3.6 Scientific Activities

3.3.6.1 Young Citizens Conferences (YCC)

- Required and should be coordinated by MILSET YCC team with the support of Host Committee
- Run as roundtable discussions with a plenary session to start the activity
- Audience: youth participants
- The topic is established by MILSET at least 2 years in advance
- Certificates to speakers and attendees may be provided

- YCC summary statement should be developed during the activity under the guidance of the MILSET YCC team

3.3.6.2 Leader Congress

- Is required and should be coordinated by MILSET and Host Committee
- National and/or international speakers may be selected by Host Committee and/or MILSET
- Audience: supervisors, heads of delegations, local teachers, youth STEAM program organisers
- A theme, connected to the mission, may be proposed to MILSET by the Host Committee
- Certificates to speakers and attendees may be provided
- May include workshops, master classes, etc.

3.3.6.3 Workshops and/or Interactive exhibitions

- May be included in the program
- A theme, connected to the mission, may be proposed to MILSET by the Host Committee

3.3.6.4 STEAM related presentations

- May be included in the program

3.3.7 MILSET Activities

- Managed by MILSET team
- Global Activities
 - Executive Committee meetings
 - Board of Directors meetings
 - General Assembly meetings
- Regional Activities
 - Regional Executive Committee meetings
 - Regional General Assembly meetings
- Others

3.3.8 Post- ESI Tours

- The Host Committee may organise or provide a list of activities and the contact for an agency to make the arrangements
- Participation in post-ESI tours are a national organisation responsibility

3.4 LOGISTICS

3.4.1 Facilities

3.4.1.1 Venues

- It is recommended that the exhibit hall, meeting rooms and lunch area be in the same complex
- Professional stands (minimum 1.5m wide x 2m high) with table, 1 chair per youth participant, and duplex AC for each project
- Information/registration area
- WiFi access in the exhibit hall is strongly recommended
- Stands for MILSET and sponsors (3m x 3m)
- MILSET office in/or near the Exhibit Hall
- Auditorium (General Assembly/Leader Congress) – 150 seats
- Space for workshops, YCC
- Space to seat all participants for ceremonies
- Room for MILSET Board of Directors – 20 seats
- Prayer rooms (male and female)
- 4 Rooms for Region Meetings – from 20-50 seats
- Audio system with access for MILSET announcements
- First aid/medical services
- Secure storage area for valuables
- May include a cafeteria or snack shop
- May include an ESI souvenir store managed by MILSET and Host Committee

3.4.2 Signage

3.4.2.1 Branding

- In Main spaces (Opening and Closing Ceremony, YCC, Leader Congress,)
- Services, such as transportation, hotels and key places in the city may use this branding.

3.4.2.2 Sponsors

- Managed by MILSET and Host Organisation

3.4.2.3 Direction

- To direct participants to various areas of the event (emergency exits, bathrooms, dining room, etc.)

3.4.2.4 Stands

- Must include a printed header, each one including: the number of the stand, country flag, project title, category

3.4.2.5 Reception and registration area

- Map of areas is required
- Map of the Exhibit Hall listing the projects
- May include banners listing the countries

3.4.3 Services

- Host Committee is not required to provide transportation, accommodation, meals or support for early or late arrivals or departures.
- All services must be approved by MILSET

3.4.3.1 Transportation

- Host Committee must define the arrival and departure points (airports, train stations, bus stations, venues, hotels, etc.)
- Shuttles from designated points to accommodations on arrival and departure days are required
- Transport to/from program events, if required
- Transport must be air conditioned if the outdoor temperature is expected to exceed 27°C.
- Participants may be required to walk up to 1 km between the accommodation and exhibit hall
- Participants must arrive and depart from the official points chosen by the Host organisation to receive transportation services.
- The Host Committee may provide guidance from other points (e.g., International airport transit to train station)

3.4.3.2 Accommodation

- 3-star hotel (American/European standard) or equivalent (e.g., university residence)
- Accommodation must include one bed per participant
- Rooms assigned to all participants must be single gender
- Travel from the hotel to exhibit hall must be less than 30 minutes
- Check-in
 - Participants room list is required
 - Delegation leader should provide the room list to the Host organisation for accommodation
 - Volunteers should support check-in process in accommodation
 - Check-in hours must be provided to participants in advance (participant guide, mobile app, email etc.)

3.4.3.3 Catering

- 3 meals per day – buffet preferred with sufficient seating
 - full breakfast - in hotel/residence preferred
 - packed lunches are acceptable for off-site activities
- Nutritious meals suitable for teenage participants are required
- It is required to have labelled options for vegetarian, vegan, Halal, gluten-free, allergies, etc.
- Water is required at all times during the activities
- Host Committee may offer concessions in the exhibit hall (sale of soft drinks, snacks, etc.)

3.4.4 Registration

- Must use the online system owned by MILSET that persists from year to year.
- The registration system may include a module for registration fee payment and tracking of fees received
- The registration system is managed by MILSET in collaboration with the Host Committee.
 - MILSET must have full access to the system and database – global admin ID and password (global access must be available to more than one person)
- Deadlines are defined by MILSET in consultation with the Host Committee
- Hosted on a secure (SSL) server to protect youth data during transmission
- Complies with privacy requirements in the host country, MILSET, and other jurisdictions.
- On-site check-in should be done by Host Committee supported by MILSET
- Collection of unpaid fees shall be done by MILSET

3.4.5 Visas

- The Host Organisation will provide a letter of invitation for visa applications
- Compliance with the process and due dates for visa applications is the responsibility of each participating organisation

3.4.6 First Aid

- All participants must have international medical insurance before travelling to the event
- Medical and ambulance service is required at exhibit hall during the event
- Location of the nearest hospital to the exhibit hall and the accommodations must be provided to supervisors and delegation leaders
- Medical services at accommodation are highly recommended
- Host Committee members should be trained for emergency situations

3.4.7 Emergency line

- Host Committee must define the people in charge
- Availability 24/7 including some days before the event
- Visible for participants (mobile app, participant guide, registration stand, etc.)

3.4.8 Participant Kit

- Defined by Host committee and approved by MILSET
- Must include a certificate of participation and a medal. May include a t-shirt or other clothing item, pen, backpack, etc.

3.5 ATTENDEES

3.5.1 MILSET Representatives

- MILSET Board of Directors and Executive Committee
- MILSET Staff

3.5.2 MILSET ESI Executive Committee

- Composed of the Host Organisations and MILSET representatives (up to 3)
- The Chair is nominated by the Host Organisation
- Responsible for ensuring development of the event consistent with MILSET policies and standards

3.5.3 Host Committee

- Composed of the Director of the event and coordinators of the sub-committees
- They are nominated by the Host Organisation
- MILSET Managing Director and Communications Officer are part of the Host Committee

3.5.4 Volunteers

- Expertise in organizing national, regional or international youth science events
- Open call for national and/or international recruitment
- Commitment to participant support
- English-language proficiency required
 - Other languages are helpful for communication with guest delegations

3.5.5 Participants

3.5.5.1 General

- The maximum number of participants (adults and youth, not including volunteers) shall be defined by the Host Organisation in consultation with MILSET
- The maximum number of participants per country shall be set by MILSET in consultation with Host Organisation

3.5.5.2 Youth Participants

- Up to 5 per project

3.5.5.3 Supervisors

- Maximum 1 teacher per project complying with the ratio of 3 youth participants per adult
- In case of special needs youth, Host Committee and MILSET will review the possibility of allowing additional supervisors

3.5.5.4 Delegation Leaders

- Every delegation must appoint 1 adult to be responsible for their delegation and official relations with the Host Committee

3.5.5.5 VIP's

- Host Organisation and MILSET are free to invite representatives as VIPs. However, both organisations should inform each other about the complete list of VIP attendees.
- Expenses related to VIP should be paid by the inviting organisation

3.5.6 Regulation

3.5.6.1 Dress Code

- Host Committee must advise participants of any rules regarding local customs
- Rules should appear in the Participant Guide
- Participants must obey the rules

3.5.6.2 Alcohol and Drugs

- No alcohol or illegal substances are permitted in the exhibit hall or at any official activity including youth participants
- Youth participants must observe the laws of the host country and instructions of supervisors

3.6 FINANCE

3.6.5 Budget

- The Host Organisation should provide a preliminary budget to MILSET
- The Host Organisation should include a 10% contingency fund as part of its budget to cover unanticipated expenses.
- Host Organisation should cover the expenses of the entire event

3.6.6 Fees

- A registration fee will be charged to cover accommodations, 3 meals per day, event activities, local transportation and participant kit (medal, t-shirt, certificate)
- The fee shall include a portion to be paid to MILSET, which will be specified in the Agreement
- Fees are set by MILSET in consultation with the Host Organisation
 - Different fees are charged for member and non-members, youth, adults, and others.
- Optional tours may have a separate fee
- MILSET should collect the registration fees and transfer them to the Host Organisation.
 - MILSET treasurer and MILSET staff can support the collection of fees from special cases on arrival
- It is highly recommended to not charge any fees for the MILSET Executive Committee members and staff.