



# Expo-Sciences International (ESI) STANDARDS

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# MILSET EXPO-SCIENCES INTERNATIONAL STANDARDS

## 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.

## OBJECTIVES

- 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.

## 1.0 GENERAL

### 1.1 Official name

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

### 1.2 The Orientation of the event

- **MILSET ESI** is an international youth science promotion, communication and networking event characterised 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.
- MILSET ESI is a **non-competitive** event.
- MILSET ESI does not include project evaluation by judges; however, scientific guests (scientists, engineers, teachers and educators) should be invited to engage participants in a scientific conversation to provide constructive feedback and motivate participants to refine and extend their projects.
- Partners, sponsors, members **may not** establish any awards for the participants or give any accreditation to attend other events.
- Activities that enable project-feedback from youth participants and visitors are strongly encouraged.

### 1.3 Timeline

- MILSET Expo-Sciences International occurs every odd year

### 1.4 Age of youth participants

- Target 13-25
- A particular program may be offered for 9-12. It is highly recommended for the host country participants.

### 1.5 Location

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

### 1.6 Dates and duration

- 7-days / 6-nights
  - Day 1 – Arrival and Registration
  - Day 2 – Registration, Heads of delegations' Information session, Set-up, Activities start, Icebreaking activities
  - Day 3, 4, 5 Open to public and Activities (YCC, LC, Cultural event)
  - Day 6 – Tours (could be held on Day 4 or 5) and a Farewell party
  - Day 7 - Departure
- Usually held in July or August when most participants are on school vacation. Exceptions may be considered for exceptional cases.

### 1.7 Official language

- **English** as operating language plus language(s) of the host country

### 1.8 Required translation

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

### 1.9 Partners and Sponsors

- The Host Organisation should comply with and respect the MILSET Fundraising Policy
- Visibility
  - MILSET must approve the Host Organisation Sponsorship recognition framework
  - MILSET recognition framework must be transmitted to the Host Organisation
  - Host Organisation should comply with and respect the MILSET Sponsors' recognition framework
  - In case that the MILSET Sponsors' recognition framework is giving to some of its sponsors the visibility with a promotional stand, it should be planned without any charges from the Host Organisation
  - The Host Organisation should supply MILSET with a promotional booth without any charges
- Support of programs within the framework of MILSET ESI or implementation of education programs approved by MILSET is welcomed.

### **1.10 Agreement**

- Should be signed by the Host Organisation and MILSET following approval of the candidature, and should describe:
- Dates and location
- An obligation for the Host Organisation to respect MILSET ESI Standards, Fundraising Policy, Branding Policy, Data Protection Policy and any other related policies
- Registration Fees
- Financial Responsibilities
- Description of the organising team including MILSET representatives and Host Organisation
- Reporting Schedule

### **1.11 MILSET Responsibilities**

- Provide and manage the registration system
- Provide and manage, in collaboration with the Host Organising Committee, a website framework and domain (esi20xx.milset.org)
- Provide MILSET ESI social media accounts
- International promotion on MILSET Social Media, MILSET website, MILSET contacts mailing list and Newsletter
- MILSET official meetings - Coordination
- Leaders Congress – Topic and Coordination
- Young Citizens Conference – Topic and Coordination
- Science Photo Contest – Transfer the electronic materials to the Host Organising Committee to do the exhibition
- Networking activities for young participants – Collaboration with the Host Organising Committee to comply with the MILSET mission and values
- Oversight and approval of the program and all activities
- Provide MILSET relevant policies
- Provide and manage a Participants' Evaluation Survey

### **1.12 Host Organisation Responsibilities**

- Plan, organise and implement all aspects of the event
- Assure financial responsibility for all aspects of the event
- Assure the payment of MILSET registration fees' portion on time

### **1.13 Reporting**

- Host Organisation must comply with the signed Agreement regarding reporting
- Host Organisation must provide after the event, an ESI report based on a table of contents proposed by MILSET including:
  - A financial report
  - Statistics
  - Recommendations

## 1.14 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
- MILSET is responsible for choosing the juries, coordinating their work, producing the trophies and certificates, and preparing the draft program for the concerned ceremonies

## 2.0 GOVERNANCE

### 2.1 Introduction

- The Governance structure is presented **as a model**, and the decision shall be taken jointly by MILSET and the Host Organisation
- The MILSET ESI Executive Committee is not an obligation. If not put in place, the responsibilities mentioned below are transferred to the Host Organising Committee.

### 2.2 MILSET ESI Executive Committee

- Responsible for ensuring compliance with the Agreement
- Responsible for ensuring the development of the event consistent with MILSET policies and ESI Standards
- Responsible for securing the financing of the event
- Composed of the Host Organisation and MILSET representatives
- The Host Organisation appoints the Chair
- MILSET Managing Director and MILSET Communications Manager may be invited to attend the meetings

### 2.3 Host Organising Committee

- Responsible for organising all aspects of the program
- Composed of the Coordinator of the event and coordinators of the sub-committees nominated by the Host Organisation
- The MILSET Executive Committee official representative and the MILSET Managing Director and the Communication Manager are part of the Host Organising Committee



- The MILSET Communications Manager is part of the sub-committees related to all aspects of Communications, Branding, Promotion, Media relations
- The MILSET IT Coordinator may be invited to attend meetings of the Host Organising Committee or sub-committees related to IT tasks

## **2.4 Volunteers**

- Expertise as volunteers for a national, regional or international youth science events
- Open call for local, national and/or international recruitment
- Commitment to participant support
- English-language proficiency required
- Other languages are helpful for communication with guest delegations
- One of the critical roles of the volunteers is to be friends of delegations
- The volunteers must receive training in advance to provide excellent services to participants

## **3.0 ATTENDEES**

### **3.1 MILSET Representatives**

- MILSET Executive Committee
- MILSET Staff

### **3.2 Host Organising Committee**

- Chair, Director and coordinators of sub-committees
- Staff, if it is the case
- Volunteers

### **3.3 MILSET Regional Executive Committees**

- Members of the Executive Committee of the MILSET Regional offices are invited to attend

### **3.4 Participants**

#### **3.4.1 General**

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

#### **3.4.2 Accreditation Process**

- MILSET, in coordination with the regional offices, is responsible for the Accreditation process of non-members organisations

#### **3.4.3 Youth Participants**

- Up to 5 per project
- Individual application from a student(s) not being part of an official delegation is not permitted

#### **3.4.4 Supervisors**

- Maximum 1 adult per project complying with the ratio of 3 youth participants per adult for each delegation
- If the ratio of supervisors is not respecting the precedent rule, MILSET could allow additional supervisors, but they will pay the guests' registration fee
- In the case of special needs for some young participants, the Host Organising Committee and MILSET will review the possibility of allowing additional supervisors

#### **3.4.5 Heads of Delegations**

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

#### **3.4.6 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.
- The inviting organisation should pay expenses related to the VIP

## **4.0 REGULATIONS**

### **4.1 Dress Code**

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

### **4.2 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

### **4.3 Host Country's Goods Regulation**

- A list of items that cannot be brought into the country, together with any regulations related to Customs, needs to be forwarded to the registered delegations in a timely matter

### **4.4 Exhibition Regulations**

- A list of prohibited and restricted items and actions for the presentation of the projects needs to be forwarded to the registered delegations in a timely matter

### **4.5 Visas**

- The Host Organisation must provide an invitation letter for visa applications, directly from the MILSET Registration system
- Compliance with the process and due dates for visa applications is the responsibility of each participating organisation

#### **4.6 Medical Insurance**

- All participants must have medical insurance with international coverage during their participation on ESI, to cover any situation from the day of departure from their homes till the day of return to their countries

### **5.0 FINANCE**

#### **5.1 Budget**

- Host Organisation should cover the expenses of the entire event
- The Host Organisation should include a 10% contingency fund as part of its budget to cover unanticipated expenses
- The Host Organisation should provide a revised budget to MILSET, two (2) years and one (1) year before the event

#### **5.2 Fees**

- A registration fee is charged to cover accommodations, airport transfers, three 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
- MILSET sets fees in consultation with the Host Organisation
- Different fees are charged for member and non-members, youth, adults, and others
- No fees should be charged for the MILSET Executive Committee members and MILSET staff
- Members of the Executive Committee of each Regional offices are charged the same fee as the Members' Supervisors
- Optional tours may have a separate fee.
- MILSET should collect the registration fees and transfer them to the Host Organisation as per the schedule mentioned in the Agreement
  - MILSET treasurer and MILSET staff will support the Host Organisation for the collection of fees from exceptional cases on arrival
  - The payment should be done by organisations and not by individuals

### **6.0 COMMUNICATIONS**

#### **6.1 Communications Plan**

- Host Organising Committee is responsible for the national promotion
- MILSET is responsible for the international promotion
- The concerned MILSET Regional Office is supporting MILSET for the regional promotion
- The MILSET Communication Manager must approve the Host National Communication Plan

## **6.2 Branding**

- Must respect MILSET Branding Policy and MILSET Identity Manual
- Host Organising Committee and MILSET Communication Manager ensure the consistency of branding

## **6.3 Communications Resources**

The following resources must be available to promote the event:

- MILSET Expo-Sciences International website (provided and managed by the Host Organisation)
- MILSET Website (managed by the MILSET Communication Manager)
- Social Media accounts:
  - MILSET Expo-Sciences International Facebook (managed in collaboration with the Host Organising Committee)
  - MILSET Twitter (managed by the MILSET Communication Manager)
  - MILSET Instagram (managed by the MILSET Communication Manager)
  - MILSET Snapchat (managed by the MILSET Communication Manager)
- MILSET E-mail service on Office 365 platform (managed in collaboration with the Host Organising Committee)
- The Host Organising Committee and MILSET may provide a Mobile app during the event

### **6.3.1 MILSET ESI Website**

- The Host Organising Committee should design and produce the ESI website
- MILSET Communication Manager should provide with a basic site map which can be enriched by the Host Organising Committee.
- MILSET can share space on its hosting platform for free
- MILSET will give I.T. support when migrating the website to its hosting platform together with the Host Organisation I.T. support
- MILSET will provide with the official subdomain

### **6.3.2 Social Media**

- MILSET Expo-Sciences International official social media must be used to promote on the International Level
- MILSET Communication Manager should provide with a basic social media campaign proposal which can be enriched by the Host Organising Committee.
- The Host Organising Committee must deliver the final social media campaign to MILSET Communication Manager at least 1.5 years in advance for its revision and approval
- The Host Organising Committee is responsible for producing social media material (banners, videos, etc.) in English and the local language
- The Host Organising Committee must send the content to MILSET Communication Manager for approval before publishing
- The Host Organising Committee should run the social media campaign in collaboration with MILSET Communication Manager

### **6.3.3 E-mail service on Office 365 platform**

- MILSET will provide with an official e-mail account for the event
- Host Organising Committee must appoint a responsible for answering the requests sent to this e-mail
- MILSET can provide with up to three (3) extra official accounts for the Host Organising Committee team

### **6.4 Media**

- Host Organising Committee shall manage local and national media
- MILSET Communications Manager must approve host Media Plan
- MILSET shall manage international media
- MILSET must be mentioned in any media releases
- MILSET must approve local, and National Media releases before distribution
- Host Organisation and MILSET representatives must both be present at any media events. If not possible, the Host Organisation must send to MILSET Communication Manager the recording or press release and pictures to promote and archive.

### **6.5 Promotional Material**

- Designed and produced by Host Organising Committee
- Approved by MILSET Communication Manager before distribution:
  - Flyers / Posters
  - Banners
  - Info Booklet (printed and digital)
  - Promotional Items
  - Medals
  - Printed Certificates
  - Covers for certificates
  - T-shirts
  - Polo or Vest to identify some members of the Host Organising Committee
  - T-Shirts for the volunteers
  - Others

### **6.6 Participant Guide**

- A Table of Contents proposal will be transmitted to the Host Organising Committee by MILSET
- Final Printed version to be given with the Participant kit
- Final Digital version should be uploaded on the website
- The following info should appear in the Participant guide, be sent electronically to the registered delegations and be uploaded on the website at least six (6) months before the event:
  - Visa Procedure
  - Host country Goods Regulation; Exhibition Regulations
  - Recommendations to the participants on “How to get more benefits in participating in ESI.”
  - Booth Dimension
  - Booth Header: Maximum characters for the project title
  - Medical insurance
  - Info regarding the participation in the Cultural Event should be sent three (3) months in advance

## **6.7 Photos and Videos**

- The Host Organising Committee is responsible for producing photos and videos of all the activities
- MILSET is responsible for the photo shooting of the official MILSET meetings
- The Host Organising Committee should share the material (photos & videos) with MILSET

## **7.0 PROGRAMME**

### **7.1 Exhibition**

- During the time that the event is open to the public, maximum of 6 hrs/day at projects for youth participants, complemented with activities such as visiting and interacting with other projects, workshops & lectures.
- For example, school visits in the morning and during the afternoon, the participants would do a tour of the projects or participate in workshops and conferences.
- May include interactive exhibits by universities, research centres, companies, etc.

### **7.2 Networking Activities – Youth Participants**

- Scheduled inter-project visits for youth participants (if it is during the opening to the public, closing some rows for 30 minutes)
- Planned interactive visits of the projects by the youth participants (feedback stickers to be designed by MILSET and printed by the Host Organising Committee; planning of the space on the header on the stand to put the stickers)
- Icebreaking activities during the 1<sup>st</sup> day of the event (scientific activities, traditional games of the host country, challenging games, etc.) aimed at performing challenges in teams

### **7.3 Event schedule**

- Must be printed on the back of the badges, or be part of them (the Registration System generates the badges)
- The general program must be published on the website at least six (6) months before the event
- Must be displayed at the entrance of the Exhibit Hall and in the hotels' lobbies.
- The activity/meeting schedules must be displayed at the entrance of each concerned rooms.

### **7.4 Public/School Visits**

- Host Organising Committee should develop a promotional plan for School Visits for every day of the exhibition if the event is during the host country's school year. If it is not the case, participants of summer camps in the region should be invited and coordinated by the Host Organising Committee
- Host Organising Committee should promote a public visiting schedule
- Host Organising Committee should invite guests (scientists, engineers, educators) in the field of the presented projects so that each participant may have the opportunity to present its project to at least two scientific guests and receive their feedback

## **7.5 Official Activities**

- MILSET must approve all scenarios

### **7.5.1 Heads of delegation's Information Session**

- Must be conducted by the Host Organising Committee and MILSET
- Must take place after registration on the second day to review the program and give last-minute information
- Must include a questions period

### **7.5.2 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 the ribbon
  - VIP tours through the exhibit hall
  - Inspirational speaker/presentation
  - Small band/musical performance
  - Attending the countries flags ceremony

### **7.5.3 Closing ceremony**

- Must include
  - MILSET & Host Organisation speeches
  - MILSET Awards (see section 1.15)
  - Transfer MILSET flag to the 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
  - A presentation about next MILSET ESI

### **7.5.4 Gala dinner**

- Must include
  - By invitation only – 1 per delegation, plus MILSET Executive Committee and Staff, MILSET Regional Executive Committees, Host organisers, sponsors, special guests
  - Approval of the guests' list by MILSET and the Host organisation
  - Speeches from Host president and MILSET president
  - MILSET Awards (see section 1.15)
- May include
  - Opportunity for delegation gifts
  - Entertainment

### **7.5.5 Cultural event**

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

### **7.5.6 Host nation cultural event**

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

### **7.5.7 Free Tours**

- Must include at least one touristic and/or cultural place and one related to Science

### **7.5.8 Farewell party**

- The Host Organising Committee may provide it
- May include disco/dance with room nearby with quiet activities for participants not in the disco/dance area

## **7.6 Scientific Activities**

### **7.6.1 Young Citizens Conferences (YCC)**

- Required and should be coordinated by the MILSET YCC team
- Host Organising Committee will provide a meeting room and technical needs
- Audience: ESI youth participants who have to register through the registration system (between 100-125 participants)
- The topic is established by MILSET at least two years in advance
- Run as roundtable discussions with a plenary session to start the activity
- The Host Organising Committee should select two national and/or international speakers
- Certificates to speakers and attendees will be provided by the Registration system (to be printed by the Host Organising Committee)

### **7.6.2 Leader Congress (LC)**

- Required and should be coordinated by the MILSET LC team
- Host Organising Committee will provide a meeting room and technical needs
- Audience: supervisors and heads of delegations (recommended between 150-200 participants)
- The topic is established by MILSET at least one year in advance
- May include workshops, masterclasses, etc.
- Host Organising Committee should select one (1) national and/or international speaker
- Certificates to speakers and attendees will be provided by the Registration system (to be printed by the Host Organising Committee)

### **7.6.3 Workshops, STEAM-related presentations and Interactive exhibitions**

- May be included in the program by the Host Organising Committee
- Audience: ESI supervisors and heads of delegations, local teachers, youth STEAM program organisers



## 7.7 MILSET Activities

- Managed by the MILSET team
- Host Organising Committee is providing, free of charge, meetings rooms, and technical facilities and a person in charge to assure the fulfilment of needs before the start of the activities
- MILSET Activities
  - Executive Committee meetings
  - General Assembly meeting
  - Any other governance meetings
  - JOSE Editorial Board
  - YCC Committee
  - MILSET Awards Juries meetings
- Regional Activities (5 regions)
  - Executive Committee meetings
  - General Assembly meetings
- Other committees

## 7.8 Post-ESI Tours

- The Host Organising Committee may provide a list of activities and the contact for an agency to make the arrangements
- Participation in post-ESI tours is the responsibility of the heads of the delegation or supervisors

## 8.0 LOGISTICS

### 8.1 Facilities

- It is recommended that the exhibit hall, meeting rooms and lunch area be in the same complex
- Wi-Fi access in the exhibit hall is strongly recommended; Wi-Fi access in the meetings rooms and offices is required
- An audio system in the Exhibit Hall with access for MILSET and Host announcements
- Professional stands (minimum 1.5m wide x 2m high) with table, one chair per youth participant, and duplex AC for each project
- Booths for Host Organisation and MILSET; Host Organisation and MILSET sponsors (3m x 3m)
- MILSET Science Photo Contest Exhibit space
- Information Desk: General Information; Lost and Found – Outside of the main entrance of the Exhibit Hall
- Registration Area
- MILSET office (6 persons) near Exhibit Hall with a coffee break every day and nearby accessible photocopier
- Host Organising Committee office near the Exhibit Hall or a better called Organiser's room
- Storage room – Participants kits, etc.
- First aid/medical services room

### **8.1.1 MILSET Meetings Rooms**

- A final schedule will be provided one year before the event
- Meeting room for MILSET and MILSET Regional Executive Committees (10 persons)
- Auditorium or Meeting room (Heads of delegations Information session; General Assembly – 150 seats)
- 5 Rooms for Regional General Assembly Meetings – from 15-50 seats

### **8.1.2 Activities' Rooms**

- Young Citizens Conference (stage for lectures and round tables (10 persons each) – 125 persons)
- Leaders Congress (stage for lectures) – 150 persons
- Space for Host Organising committee's workshops and conferences (if it is the case)
- Space to seat all participants for ceremonies
- Prayer rooms (male and female)
- May include a snack shop
- May include an ESI souvenir store managed by the Host Organising Committee
- May include a lounge room or resting areas, accessible for the supervisors during the opening to the public

## **8.2 Signage**

### **8.2.1 Branding**

- In main spaces (Opening and Closing Ceremony, Gala Dinner, Young Citizens Conference, Leader Congress)
- Services, such as transportation, hotels and main places in the city may use this branding
- All signage is produced by the Host Organising Committee, after approval from the MILSET Communication Manager

### **8.2.2 Sponsors**

- Managed by MILSET Communication Manager and Host Organising Committee

### **8.2.3 Direction**

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

### **8.2.4 Stands**

- Must include a printed header, each one including the number of the booth, country flag and project title
- The length allowed for the project title should be defined and communicated to participants at least 6 months in advance

### **8.2.5 Reception and registration area**

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

## 8.3 Services

- Host Organising Committee is not providing transportation, accommodation, meals or support for early or late arrivals or departures.

### 8.3.1 Transportation

- Host Organising Committee must define the arrival and departure points (airports, train stations, bus stations, venues, hotels, etc.)
- Shuttles from designated locations to accommodations on arrival and departure days are required
- Transportation to/from program events, if required
- Transportation 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 Organising Committee to receive transportation services.
- The Host Organising Committee may guide other points (e.g., International airport transit to a train station)
- It is highly recommended that the Host Organising Committee would have an agreement with the public transportation of the city to offer free access to the public buses by using the badges.

### 8.3.2 Accommodation

- Minimum: 3-star hotel (American/European standard) or equivalent (e.g., university residence)
- Accommodation must include one bed per participant and enough space between the beds (in case of double and triple beds) to spend the whole week
- Rooms assigned to all participants must be single-gender and adults cannot share a room with youth participants (except with written permission of their parents for exceptional cases)
- Travel from the hotel to Exhibit Hall must be less than 30 minutes
- Delegation leader should provide the room list for accommodation, through the Registration system no later than two (2) months before the event
- Check-in / check-out hours must be provided to participants in advance (participant guide, mobile app, email, etc.)

### 8.3.3 Catering

- Three meals per day – a buffet preferred with enough seating
- Full breakfast - in hotel/residence preferred
- Lunches (buffet) should be served near the Exhibit Hall
- Some dinners could be served at the hotel/residence
- 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 time during the activities
- Host Organising Committee may offer concessions outside the exhibit hall (sale of soft drinks, snacks, etc.)

#### **8.4 First Aid**

- All participants must have international medical insurance before travelling to the event
- If a participant does not have international medical insurance, he will be requested, through the MILSET Registration system, to deny any responsibility from the Host Organisation and MILSET
- First Aid services are required at the Exhibit Hall during the event
- Location of the nearest hospital to the Exhibit Hall and the accommodations must be provided to supervisors and heads of delegations
- First Aid services at the accommodation places are highly recommended
- Some Host Organising Committee members should be trained for emergencies

#### **8.5 Emergency line**

- Host Organising Committee must define the person(s) in charge
- Availability 24/7 including some days before the event
- Emergency line number visible for participants (mobile App, website, Participant Guide, information desk, etc.)

#### **8.6 Participant Kit**

- Defined and paid by Host Organisation and approved by MILSET
- Must include a certificate of participation with cover and a medal
- May consist of a t-shirt or other clothing item, pen, backpack, and any other item.

### **9.0 REGISTRATION SYSTEM**

MILSET will provide the registration system to ensure data protection to all its members and ESI participants according to MILSET Data Protection Policy aligned to the EU GDPR law.

- The registration system is managed by MILSET and the Host Organising Committee
- MILSET President, MILSET Regional President and the Host Organisation representative, should sign a Data Protection agreement
- The Host Organising Committee should appoint the person in charge of managing the global administrator account.
- MILSET will provide to the Host Organising Committee with a global admin account to access to the reports generated by the system related to the registered participants
- MILSET will provide with training and the corresponding manuals
- The Host Organising Committee should provide to MILSET with the necessary information and graphic design on time (according to the agreed schedule) to run the registration system
- The Host Organising Committee and MILSET concerned staff must have an online meeting at least four months before the launching of the registration system to define special needs (ex. City tours, booth assignation, room list, access control using QR code, etc.).
- MILSET IT Coordinator may define deadlines for any change (which implies programming) on the registration system in consultation with the Host Organising Committee

## 9.1 Reports

The Host Organising Committee will have access to the following reports:

- General information of participants, supervisors, head of delegations, visitors, MILSET authorities, and staff
- Project's information and Project's description
- Delegations Global details
- Delegation's payment details
- Participants registered in MILSET activities (YCC, Leader Congress)
- Itineraries (arrivals and departures)
- Special reports depending on the needs of the Host Organising Committee previously discussed and approved by MILSET

## 9.2 Products

The Registration System can supply the following materials for printing:

- Badges
- Certificates
- Special Certificates (YCC, Leader Congress)

## 9.3 Mailing

The mailing system allows MILSET members and participants to receive the necessary information before, during and after the event in a safe manner.

- The mailing system will be linked to the official email of the event: **esi@milset.org**
- The Host Committee must assign a responsible for answering all the requests and questions sent to the mentioned email address
- MILSET will appoint someone for following up the correct use of the email account
- MILSET will deliver a general mailing plan and schedule which can be enriched by the Host Organising Committee.
- The Host Organising Committee must send to MILSET the information to run the mailing system according to the agreed schedule.