



YOUNG CITIZENS CONFERENCES STANDARDS



Official programme of The International Movement for
Leisure Activities in Science and Technology

www.milset.org



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MILSET YOUNG CITIZENS CONFERENCES STANDARDS

1.0 INTRODUCTION

The International Movement for Leisure Activities in Science and Technology (MILSET) is a non-governmental, non-profit and politically independent youth organisation, which aims at developing scientific culture among young people through the organisation of science and technology programmes, including science fairs, science camps, congresses and other activities of high quality.

2.0 WHAT IS YCC?

MILSET Young Citizens Conferences (YCC) are a series of youth debate sessions dedicated to youth's views and concerns regarding the social impact of Science, Technology, Engineering, Arts and Mathematics (STEAM) on the modern world, gathering their voices from every part of the globe and encouraging them to actively enter the discussion.

The exponential growth of new technologies and scientific knowledge has generated new and exciting possibilities; however, this has also raised new ethical, social and ecological issues. We believe that young scientists' open-mindedness, combined with their sense of social responsibility, can yield significant contributions to the dialogue.

The primary goals of these conferences are achieved through a three-step methodology: Concerns, Discussion and Actions.

Throughout the year, local, regional and national youth STEAM organisations worldwide are invited to organise YCCs.

The MILSET YCC could be organised as a virtual event.

3.0 GOALS AND METHODOLOGY

The main goals are:

- Create a space where youth can express their views on the topic;
- Engage youth in discussion and debate concerning their future;
- Enable youth to discover their responsibilities;
- Encourage youth to express their concerns about the topic through participation in an open global discussion;



4.0 WHO CAN ORGANISE A YCC?

- The MILSET world office organises the MILSET World YCC during the MILSET Expo-Sciences International (ESI) or virtual mode due to a circumstance that does not allow the offline mode
- MILSET regional offices organise the MILSET Regional YCC during the MILSET Expo-Sciences Regional (ESR).
- The MILSET YCC could be organised by local, regional, and national youth STEAM organisations and by any educational institutions. It is opened both to MILSET members or non-members.

5.0 TOPIC

- The MILSET YCC are united by one topic, which changes every two years.
- The topic is proposed by the MILSET YCC Working Committee and approved by the MILSET Executive Committee.
- The topic is launched at the beginning of every even year.

6.0 STANDARDS OBJECTIVES

- Provide rules and procedures for the planning and management of all aspects of the event.
- Ensure the quality of MILSET YCC and consistency from one event to the other.
- Maintain the credibility of the event.

7.0 STANDARDS ENFORCEMENT

- The Standards **should be applied** for a YCC held during:
 - MILSET Regional Expo-Sciences (ESR);
 - MILSET International Expo-Sciences (ESI);
 - Virtual World and Regional YCC.
- If Standards' major articles cannot be applied, the concerned MILSET Regional office should seek permission from the MILSET Executive Committee by contacting MILSET Executive Director.
- We encourage the organisations and institutions to use the Standards as a guideline to organise their event for any different levels.



8.0 GENERAL INFORMATION

8.1 Official name

- MILSET Young Citizens Conferences (English)
- Conférences des Jeunes Citoyens du MILSET (French)
- MILSET Conferencias de Jóvenes Ciudadanos (Spanish)
- مؤتمرات الشباب العلمية (Arabic)

8.2 Age of youth participants

- Minimum – 13 years old
- Maximum – 25 years old

8.3 Number of participants

- The event can be organised for a small group of students, just for one debate table, or for a bigger group of students, divided into several debate tables.
- The optimal number of participants per debate table is between 8 and 9 students.
- In the case of a virtual event, one debate table is equivalent to one breakout room.
- The maximum number of students recommended for an event is 100.

8.4 Special considerations

- Age groups should be considered to organise the tables; it is proposed to make the selection as follow:
 - 13-16 years
 - 17-19 years
 - 20-25 years
- In the case of receiving more than 100 submissions for registration, selection criteria should be established. For example, the best answers received related to the reasons why the participants want to attend the event.

8.5 Official language

- English is the operating language for the MILSET World YCC for both formats (virtual format or onsite format).
- For a MILSET regional YCC and any other YCC events, the concerned organisations should select the operation language.

8.6 Partners and Sponsors

- If the Host Organisations of the World or Regional YCC attracts partners and sponsors to support the event, it should comply with and respect the MILSET Fundraising Policy.



9.0 MANAGEMENT

9.1 MILSET Responsibilities

- Set-up and define the mandate of a MILSET YCC Working Committee.
- Define the mandate of the MILSET staff.
- Approval of the topic by the MILSET Executive Committee.
- Preparation of a working schedule in collaboration with the MILSET YCC Working Committee.
- Analysis of all reports and recommendations for future editions.
- Publication of a final report.
- Spreading the YCC final report to MILSET Executive Committee, Regional Executive Committees, members, and international entities to be defined.
- Coordination of the MILSET World YCC, and, if it is the case, of the MILSET World Virtual YCC.
- Recruitment, in collaboration with the MILSET YCC Working Committee, of speakers (if it is the case), presenters, moderators, and volunteers for the World MILSET YCC.

9.2 MILSET Regional Offices Responsibilities

- Plan, organise, and implement all aspects of the MILSET Regional YCC.
- Participants' recruiting process.
- Recruitment of speakers (if it is the case), presenters, moderators, and volunteers.
- Send a final report to the MILSET YCC Coordinator and the MILSET Executive Director.

9.3 Host Organisations Responsibilities (local, regional, national)

Plan, organise, implement all aspects of the event, and send a report to the MILSET YCC Coordinator and the MILSET Executive Director.

10.0 COMMUNICATIONS

10.1 MILSET Responsibilities

- Implement a communication plan to promote the event internationally. The plan should include the use of MILSET social media, MILSET website, and emailing to MILSET contacts list.
- Support the promotion of MILSET Regional YCC.
- Create and produce all promotional materials.
- Provide, to the MILSET regional offices, the promotional materials.
- Provide upon request to the organisers of local and national YCC, the promotional materials
- Provide a template for digital or printed participants' certificates.



- In case of a virtual mode for a MILSET Regional YCC, support online conferences and streaming.

10.2 MILSET Regional Offices Responsibilities

- Implement a communication plan to promote the regional event.
- Use the graphic material for promotion provided by the MILSET world office.
- Provide participants with a digital or printed certificate (electronic template provided by the MILSET world office).
- Support the promotion of the MILSET World YCC.

10.3 Local and National Host organisations

- Implement a communication plan to promote their event.
- Use the promotional materials provided by MILSET in JPG format.
- If an organisation wants to create its graphic materials for promotion, it is mandatory to use the official MILSET YCC logo and branding.

11.0 PROGRAMME

11.1 Duration and Schedule

- Usually, a MILSET World YCC, held during the MILSET Expo-Sciences International, takes 3-4 hours and has the following schedule:
 - Opening
 - Introduction
 - Discussion tables
 - Preparation of the presentation (if more than 1 debate table)
 - Presentation (if more than 1 debate table)
 - Report
- Depending on the number of participants at local, regional, national events or in a school classroom format, the duration and schedule might differ.

11.2 Opening

May include official MILSET YCC video; MILSET representative welcome speech.

11.3 Introduction

- **May include:**
 - Master conferences or videos that present opposite perspectives on the topic to improve participants' debate;
 - Provoking questions from the presenter about the topic.
- It should not be longer than 30 minutes.



11.4 Discussion

- Must be organised in small groups (discussion tables), following the **three-steps methodology**:
 - **Concerns:** Based on what they heard during the introduction part and on their own experience, the participants establish a list of the most relevant concerns for discussion within this topic's framework.
 - **Debate:** Participants identify possible future benefits and risks for each concern listed in the previous stage.
 - **Actions:** Participants explore and list possible actions to solve or reduce the concerns they identified.

11.5 Preparation of presentations

- Necessary if a MILSET YCC has more than one debate table
- The programme must include about 15-20 minutes of free time when participants in groups prepare an electronic or a poster presentation (depending on the organisers' format) with the results of their discussions.

11.6 Presentations

- Necessary if a MILSET YCC has more than one debate table
- Could be arranged in two possible ways:
 - **Screen presentations** are suitable for the MILSET YCC with no more than 6 debate tables. Teams present their discussion results before all the participants, one after another, using a screen presentation. They can also answer questions from the audience and listen to their feedback.
 - **Poster presentations** are more interactive and dynamic format. Teams present their results in the format of a poster session. Each group selects 2-3 students to show the results next to the round table. Other group participants visit other round tables, listen to presentations, ask questions, and try to take notes. Finally, each team updates its presentation with new ideas and prepare their report.

11.7 Report

- Must include filling in the online report form with the results of the discussion.
- May include sending videos and photos taken during the event. (Please refer to 12.4).



11.8 Break Time

If the MILSET YCC lasts more than 3 hours, it will be necessary to organise a break in the event's middle. Refreshments can be arranged.

12.0 LOGISTICS

The recommendations described in 12.1, 12.2 and 12.3 are related to a MILSET YCC event with several debate tables.

12.1 Facilities

- Conference room with tables and chairs for the speakers, presenters and the participants' debate tables.
- Well isolated from background noise to allow participants to hear each other well without microphones during their discussion.
- Should be equipped with a suitable audio system considering the dimensions of the room and the number of tables (microphones, sound console, etc.).
- Should be equipped with a multimedia projection system.
- Wi-Fi access in the conference room is strongly recommended.
- Registration Desk can be organised at the entrance area.
- It is recommended to have a special area with refreshments for participants,

12.2 Materials and equipment

- Notepaper or notepad
- Pencils or pens (1 per participant)
- Water dispenser
- In the case of a Screen Presentation format:
 - Laptops (one per debate table)
- In the case of a Poster Presentation format:
 - Flipchart or equivalent with paper (up to 1 per one debate table)
 - Paper markers of 4 different colours (1 pack for one debate table)

12.3 Human Resources

- 1 host representative to give the welcoming words
- 1-2 presenters/moderators
- 2 speakers, to present opposite points of view on the topic
- 1 moderator per table
- 1 professional camera-man (if possible)
- 2-4 volunteers to register the participants

12.4 Registration – World and Regional MILSET YCC

- MILSET provides the MILSET YCC registration system to register and select participants, both for onsite or virtual World and Regional events.



- World YCC: For underage (13-17 years old) participants, the system provides a parental consent letter. Once this letter is signed, the participant's registration can be submitted; otherwise, they cannot complete the registration.
- Regional YCC: The Regional Offices shall define the underage participants taking into account the regulations in the host country and in the origin countries of the participants.
- The registration system includes the registration report form, which allows MILSET World, and Regional Offices to submit their results, pictures, and videos.
- The registration system is aligned with the EU General Data Protection Regulation (GDPR), which enables secure registration and protects participants' data.
- Data are used for the programme organising matters, including promotional and reporting material. Participants' appearance on such material will only be displayed if the participant agreed so, under the terms and conditions acceptance policy check box.

13.0 FINANCES

Host organisations should be responsible for securing the financial aspect of the event without charging participants fees.