



Malaysian Youth
Association for
Diplomacy and Policy



Secretariat Pack

The Official Malaysian Youth
Association for Diplomacy
and Policy Secretariat Pack

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I. Secretariat

Above all conference preparations, you must first form a proper team, otherwise known as your conference's secretariat. A secretariat **must** have the positions of at least one Secretary-General and one Deputy Secretary-General, who will essentially act as the leads of operations for your entire conference.

What positions your conference secretariat takes up is ultimately up to the Secretaries-General discretion; some conferences work better with smaller secretariats (such as MONMUNC) while some conferences operate within teams of secretariat (such as TLMUN). If your institution has an existing MUN conference, it is likely that you have figured out a system that works for your club/institution. Regardless, it is worth evaluating how effective your secretariat positions have been during previous conferences, whether there exist redundant positions and how you would generally like to move forward with your team. Your secretariat positions are also dependent on the tasks you foresee handling throughout your conference; naturally if you are holding an online conference, your team will have less strenuous responsibilities to take up, hence fewer positions being required.

In any case, depending on your task allocation, your average conference secretariat could contain the following Under-Secretary-General (USG) positions, all of which are fairly self-explanatory by name:

- USG of Committee Affairs
- USG of External Affairs
- USG of Finance
- USG of Internal and Logistic Affairs
- USG of Marketing and Publicity Affairs

II. Physical vs Online Conference

At the time of publication, for obvious reasons (read: COVID-19), holding your conference physically or online (should you have the luxury of choice) is a decision that needs to be taken into consideration, until online conferences as a whole are eventually phased out; although you may have your own reasons for holding a conference online regardless. Briefly, the primary difference between the two avenues is the issue of **catering** and your **venue**, preparations that can be overlooked should your conference be held online. That being said, this guide will first highlight things you should take into consideration before commencing any other preparations for your conference, and then the primary difference in requirements between the two mediums of your conference.

The first thing you must take into consideration is the **date planning**. Namely, you don't want your conference to deliberately clash with other local MUN conferences that may be happening at the same time. This is where the **Malaysian MUN Calendar** will come in handy (you can find the link under Misc. Resources), where you should take into consideration what dates have already been booked for other conferences before deciding on your own. A conventional MUN conference typically takes place over a singular Friday to Sunday period. If you find out later on that your conference clashes with another institution's, you should reach out to the other institution and work out a rescheduling between your two parties, depending on who settled upon the specific period of time first, or which of you has the flexibility to amend your conference dates.

Physical Conferences

Here are things you need to take into consideration that are specific to physical conferences:

Budget

Below is a minimal budget approximation for a **physical conference** that will accommodate 100 delegates from 6 councils, as well as factoring in admins, dais and secretariat members, totalling



to 126 persons (note that this is merely an approximation, and you should look into these costs on your own):

Item	Description	Price per Item (RM)*Pax/Unit	Cost (RM)
Lanyards	Required, for all participants	1*126	126
Cardholders	Required, for all participants	1*126	126
Placards	Required, for delegates and dais	1.5*112	168
Certificates	Required, for all participants	1.5*126	189
Buntings and stands	Optional, for councils	45*6	270
Gavels	Required, one per council for dais; price is dependent on quality of gavels (the price listed here is for a good quality, engraved gavel), and would also make a good appreciation gift for your dais if you purchase one per person (which is the cost listed)	50*12	600
Best Delegation Award Trophy	Optional but encouraged, for winners of the Best Delegate award	30*6	180
Best Group Delegation Award Trophy	Optional but encouraged, for the winner of the Best Group Delegation award	45*1	45
Sponsored Posts	Optional, for conference promotional purposes	50	50
Website	Optional, for a custom domain or additional feature	200	200
Catering	Required, for all participants; factor in that some participants would skip the catering so as to not produce too much food wastage	20*100	2,000
Total Cost (RM)			3,594



It should be emphasised that the optional costs listed above can be discounted or completely cut if you have a tight budget. Needless to say, if you are not pressed for funding, you can look into purchasing bonus merchandise such as conference shirts for your delegates; such bonuses can make the conferences a little more special for your delegates. You can also take into consideration inviting relevant keynote speakers for your conference (which more often than not does not come with a cost). For online conferences, many of these costs can be factored out; simply calculate any relevant online platform subscription you may require.

Funding

Once you have drafted a budget, you need to seek funding for your conference. This will differ depending on the circumstances of your conference; if you are a club from an institution, for instance, you may be able to seek either partial or full funding from your school administration or clubs and societies division. If you are an independent conference, your funding will likely have to be entirely sourced from your registrations. You should also take into consideration that you may not necessarily reach the targeted delegate registrations before finalising your purchases. You will likely have to adjust your budget based on the factors listed, but as a baseline you should aim to fulfil all of the items which are necessities for your conference, then focus on what can be considered luxuries.

Conference Pricing

Ultimately, your conference pricing should be based on the following factors, in order:

- Do you have a pre-existing source of funding?
- Will you be able to cover the budgeted costs for your conference?
- Are you seeking to earn a profit from your conference?

On average (and based on the approximate budget example above), this would amount to RM40-50 per delegate for your registration fee. Again, all of this will be subject to your conference's discretion.



MYADP is a strong proponent for accessible conferences, which includes accessibility in pricing, and would encourage conferences to make their pricings as affordable as possible after considering the factors above.

Venue

If you are affiliated with an institution, it is assumed that your conference will be held within the institution, given that it is something your institution permits. Gaining permission for using venues would differ between institutions, so you should check with your respective clubs and societies department or school administration; but in general, you want to make sure you have prepared venues for the following:

- **Opening and closing ceremony venue** (best held within a lecture/school hall to accommodate all parties)
- **Councils** (depending on the number of councils you have/the size of your councils)
- **Secretariat room** (for the secretariat/admins/etc to idle, or if you need storage room)
- **One or two additional rooms** (in case of technical issues with your prepared venues, or if a room switch is requested from your chairs)
- **Socials venue** (depends on what you have planned for socials, but in general a venue for dinner and for delegates to mingle)

If you're not affiliated with an institution, or your institution doesn't allow the event to be held within its grounds for a certain reason, this will be trickier as you will most likely have to factor in additional costs for venue booking within your budget. Regardless, some options you can consider in this situation:

- A different institution (here your connections within the MUN Congress can come in handy, reach out to the respective institution's MUN club head)
- Coworking/event spaces
- Hotel venues (if you legitimately have the funds for it, or if you're an extremely prestigious conference)

Catering

The number of meals you can cater for will be dependent on your budget and also the location of your institution (if you're located in an area that's accessible to a variety of eateries such as Sunway then you can cut lunch costs; likewise if your institution is in a secluded area, you are expected to prepare all-day catering for your participants), but on an average case you want to make sure you have catering for lunch and socials. Some options to be considered:

- Your institution's catering service (this will often be the most accessible and cheapest option, inquire with your school administration)
- External catering services (dependent upon your budget constraints, as well as your location and the range of catering services available in the area)

Government SOPs for COVID-19

Hopefully this is something that will no longer be relevant by the time you are able to hold a physical conference, but should it be necessary, you will need to ensure that your conference has the means to uphold the following:

- Maintain social distancing (during opening/closing ceremony, council rooms, meals/socials, etc)
- Ensure delegates present have no symptoms or have not been in close contact with COVID-19 patients, or have visited COVID-19 hotspots within the past 14 days (all MySejahtera registration must take place and be verified)
- Provision of face masks and hand sanitisers

Should you be able to hold a physical conference, you should seek assistance from your school administration/venue host in conducting these preparations. These SOPs will undoubtedly affect matters such as the capacity of your conference, so you should adjust your preparations accordingly. Make sure to check ongoing updates with the Ministry of Health with regards to the ongoing SOPs.

Online Conferences

The main thing to take into consideration for your online conference is the platform you'll be holding your conference over, as each comes with its own pros and cons. You should utilise what is the most accessible option for your conference preparations and what will be most conducive for delegates' debate. Two primary platforms that have been utilised during such conferences are Discord and Zoom; however we have outlined a few options for you below:

Platform	Pros	Cons
Discord	<ul style="list-style-type: none"> • Can install various functionalities through free bots (poll, timers, etc) • Very organised (can make dedicated council rooms/roles, etc all within a single server) 	<ul style="list-style-type: none"> • Learning curve for those who are previously unfamiliar with Discord • Need dedicated tech support/someone who is familiar with Discord to set-up
Google Meet	<ul style="list-style-type: none"> • Accessible • Has additional features (Q&A, voting, etc) 	<ul style="list-style-type: none"> • You need a premium account to access additional features
Remo	<ul style="list-style-type: none"> • Very professional • Simulates a "conference room" feeling • A lot of functionalities (webinar, whiteboard, etc) 	<ul style="list-style-type: none"> • It's a paid platform, so either you factor it into your budget or you abuse the free trial function • Learning curve for those who are previously unfamiliar with Remo
Zoom	<ul style="list-style-type: none"> • Most accessible option in the era of COVID-19 • Has breakout rooms • Has interactive features (raise hand, etc) 	<ul style="list-style-type: none"> • You must purchase a premium account for your conference (a free call can only be held for 40 minutes, similarly you won't have access to the functionalities needed for a standard conference to be held)



Online etiquette is also something you should outline with your delegates and ensure that they adhere to for a smooth conference experience. These are some recommended guidelines (do adopt them at your conference's own discretion):

- Delegates are to introduce themselves when they first join the conference server; from there, you will be assigned roles to access your respective councils.
- Delegates are to rename themselves based on their allocation once they have joined the server for ease of identification (example: France - UNSC).
- Any form of harassment or bullying will not be tolerated throughout the conference.
- Delegates are requested to mute themselves when not speaking, or utilise the push-to-talk function when they wish to speak, so as to not cause disruption when other delegates are speaking.
- Chairs reserve the right to mute, temporarily kick or even ban delegates who cause disruption during council sessions.
- No dress code, but delegates should dress appropriately and be presentable.

All in all, do ensure that you and your team are properly familiarised with the platform you're choosing to go with, and ensure that at least one admin/secretariat member will act as a dedicated tech support personnel throughout the conference, as sudden problems often always occur among delegates (one per council is the ideal number).

Safeguarding Measures

This section is meant to outline measures to consider during unprecedented scenarios throughout your conference. Scenarios specific to physical/online conferences have been broken down, however these are rules of thumb that you should bear in mind:

- Stop whatever is happening
- Contact staff/teachers if relevant
- Remove offenders from the conference

It should be emphasised that these measures, as well as the ones listed below, should depend on proportionality and necessity, and that unnecessary panic should not be created among the participants of your conference.

Physical Conferences

- Secretariat members (or supervising teachers, if any) should be the first point of contact for any emergencies that may occur throughout the conference. If the first point of contact is unavailable, dais members are to assume authority.
- Attendance and absence of delegates should be tightly monitored. Chairs are to assist by taking attendance of delegates throughout the duration of the conference (generally at the start of every council session), and are to ensure that delegates inform chairs should they have to leave the conference early or will be absent for an extended session. The secretariat should be informed of any unwarranted absences that may occur, and the secretariat should reach out to the respective delegate or the delegate's emergency contact, particularly so for delegates who are minors.
- For medical emergencies, ensure that the secretariat is aware of any sensitivities or allergies prior to the conference (we suggest that the secretariat collect this information in the registration form) and if the participant will be carrying any drugs that they would need

to administer in the event of any such emergencies, the secretariat should contact the onsite medical team e.g. school nurse if any or the health authorities

- Ensure that secretariat and chairs are aware of emergency/fire escape procedures, or that your venue's emergency/fire escape procedures are easily accessible in the off-chance it needs to be used.
- In the event of physical violence, focus on de-escalation, notify the emergency contact that is concerned, followed by relevant staff or authorities if needed.
- It should be emphasised that these are often outlier scenarios, and are more than likely to not occur throughout the duration of your conference, nevertheless your secretariat should be prepared for these scenarios should they occur.

Online Conferences

- Inappropriate material should not be distributed especially if there are minors present in the conference. In the event that it is shared, it should be deleted immediately by any conference participant holding and or distributing any such materials. The person who shared the inappropriate material in question should be spoken to/removed from the conference.
- The Secretariat may choose to hold a brief housekeeping session during the opening ceremony to inform participants of the rules.

SOP: Harassment and Bullying in MUN

The MUN Congress has passed guidelines addressing instances of harassment and bullying that may take place within the MUN scene, which you should refer to [here](#).

III. Conference Matters

Councils

There are a few types of councils you can host for your conference, depending on the Rules of Procedures that you're aiming to utilise. That being said they can basically be broken down into the following:

- [THIMUN](#)
- [HMUN](#)
- Specialised Councils
 - Crisis Council
 - Dewan Rakyat
 - Fictional councils
 - Historical/Futuristic councils
 - Youth Assembly
 - Etc.

In general you would want to make sure that you have the range of councils to accommodate delegates of all levels. The range of councils are generally split into beginner, intermediate and advanced councils depending on the type of council and topics addressed. For example, councils dealing with social issues (such as UNHCR, UNHRC, WHO, etc) are generally categorised as beginner councils, while councils that are more technical in nature (such as IAEA, UNSC, etc) are categorised as advanced councils. Specialised councils denote councils that are not conducted using the conventional THIMUN/HMUN ROP format, or serve a more specific function outside of UN organs.

Website

A website is a necessity for your conference for prospective participants to be able to access your conference information in a concise manner, and should be what your website achieves. The most accessible and common option for conference websites is Wix, as there are a wide range of functionalities you can utilise under the free options. If you want a little more professionalism to your website (and you have the budget to factor it in), you can choose to purchase additional functions as well as a custom domain, and you can also choose to use other platforms such as Squarespace or WordPress.

In short, your website should contain the following details:

- **Home page** with main details (date, venue)
- **Secretariat page**
- **Committee page** with all your councils and topics
- **Registration page** with all registration links (individual delegate, group delegation, dais' registration)
- **Resources** for the country matrix, schedule, and research reports

Conference Schedule

A standard MUN Conference usually lasts over the span of three days, these are most commonly scheduled over a Friday and a weekend. It is recommended that your conference hosts 8-10 council sessions with 30 minute break sessions between each increment (excluding lunch and socials/dinner times) so that delegates will be able to recuperate. These breaks should also take into account prayer timings in order to accommodate religious delegates so that they won't miss any council sessions.

Conference Dais

Recruitment

Ideally, you would be recruiting one Head Chair and one Co-Chair per council (as is the conventional standard, however, some conferences have opted to use an additional Junior Chair for their councils as well, this is up to your discretion/whether you have the means to do so), with additional Crisis Directors (recommended two per crisis council). As a rule of thumb, Head Chair applicants should have at least 3 prior co-chairing experiences, while Crisis Directors should have at least 2 prior crisis directing experiences. In the case of specialised councils, you may want to consult the relevant Dais during the preparation of the council's country matrix.

Dais' registration forms should collect all of the information below:

- Their full name
- Their email
- NRIC number
- Their age
- Their contact number
- Emergency contact **in the event of a physical conference*
- Allergens and medical conditions **in the event of a physical conference*
- Indication of head chair/co-chair/crisis director position preference
- Indication of council preference (Councils and topics should be published alongside and included in this registration form)
- Prior MUN experiences

Your application form should also specify whether any form of remuneration should be provided to the shortlisted dais (in terms of money, transport, accommodation, etc). Once application forms are vetted, interviews should be promptly set up with the prospective chairs, based on the availability of both interviewers and interviewees. Be sure to set up a proper email correspondence with your applicants.



The following are the types of questions you should aim to ask your prospective Dais during their interviews:

- **Rules of procedure (2-3 questions):** you should ensure that your chair applicants (especially Head Chairs) are familiarised with the ROP that will be utilised in the councils they applied for. Example - explain points and motions.
- **Knowledge of the councils/topics as a whole (2 questions per council preference):** your applicants should be familiarised, or at the very least be able to answer questions regarding the topics of the councils they've applied for with a nuanced view. For crisis/specialised councils, it is worth questioning how your applicant envisions the direction of the council to unfold. Example (WHO on the topic of government response towards handling vaccine distribution) - what are the implications of not having effective vaccine distribution?
- **Basic chairing etiquette (2-3 questions):** your applicants should be able to explain how they plan to assess their delegates, as well as answer situational questions concerning matters or conflicts that may arise throughout the conference. Example - what makes a delegate qualify as a "Best Delegate"?

Once all interviews have been conducted, chairs and crisis directors should be shortlisted based on their expertise and compatibility with the councils they have applied for. A certain level of flexibility can be applied to prospective dais that have more experience under their belts, for example, someone who has more experience chairing can be assigned to a council that they did not indicate first preference towards, as they would be expected to be able to conduct themselves compared to someone who has less experience/expertise. Ensure that a groupchat is created for your newly formed dais for ease of communication for future conference preparations.

Research Report Guidelines

A research report is a comprehensive guide pertaining to the topics being discussed within its respective council, and should outline the premise of the topic, its background and ongoing situation, as well as dais' expectation towards the direction of the council. Dais should be given a

period of 3-4 weeks to write their research reports, with draft check-ins set up per your secretariat's discretion.

Below is a basic guideline of what a research report should entail, to be utilised per your secretariat's discretion:

- **Chairs Introduction:** a simple introduction of the chairs, overall MUN experience, aspirations for your council, as well as relevant contact details.
- **Introduction to the Topic:** a brief insight into the topic; this can also include sub-sections such as key terms, timeline/current situation/major issues of the topic, major blocs/countries involved, etc.
- **Past Actions:** past (inter)national efforts done in curbing or mitigating a certain issue related to the council topics, typically within the council's or the UN's jurisdiction. May also mention the effectiveness or outcome of these actions.
- **Questions a Resolution Must Answer (QaRMAs):** this section should give delegates an idea of some subpoints or subtopics the council is recommended to discuss in relation to the council topics.
- **Further Reading:** links for further research that will help delegates gain a better understanding of the topic, as well as a kickstart to their own independent research.
- **Bibliography:** links your dais has used throughout the writing of their research report, and for delegates to use as further reading material. It is up to your secretariat's discretion whether a bibliography format should be utilised, and what kind.

Marking Sheets

MYADP's standardised marking sheet can be found [here](#). You are allowed to duplicate for your own conference, and to make modifications where necessary; so long as the marking sheet is attributed back to MYADP. Some experienced chairs will have their own marking sheets, so it's up to the secretariat's discretion whether you'll allow for multiple variations of marking sheets to use, or strictly MYADP/your conference's standardised marking sheet.



Dais members are strongly encouraged to publicise the completed marking sheets with an individual evaluation of delegates performance if requested in order to promote transparency.

Award Policy

Dais should be briefed on the type of awards to be given out by the end of the conference. On average, 2-3 awards are given out per council, and in HMUN councils position papers are typically a prerequisite requirement for awards qualification, although these factors can be left to your dais' discretion if you do not have a strict guideline.

Awards should be finalised depending on how long you would need to prepare the relevant awards/certificates, which could be anywhere from the end of the second day of the conference to before the final council session. Again, you should ultimately maintain close communication with your dais to determine this.

Delegate Registrations

The most popular and accessible method of registration is through Google Forms; this form must be made available on the official conference website and social media (how else will your prospective delegates sign up for your conference?). You may choose to include a data protection notice and policy or a consent form for delegates to sign in the event that the conference chooses to retain any pictures or videos from the event.

The secretariat *must collect all* of the mandatory information from the list below:

- Their full name
- Their email
- NRIC number
- Their age
- Their contact number
- Emergency contact **in the event of a physical conference*
- Allergens and medical conditions **in the event of a physical conference*



- 2-3 Indication of council/allocation preference (A delegate/country matrix should be published alongside and included in this registration form)
- Prior MUN experience (for council allocation purposes)
- Group delegation code (if applicable)

The secretariat may choose to collect some optional information including:

- Affiliation with any educational institution

Conferences choosing to charge a fee to their delegates must include a method of payment if applicable.

After processing the delegate's application and payment, delegates should be allocated based on their allocation preference and MUN experience (you would preferably want to avoid allocating beginner delegates to advanced councils/allocations where they may end up hindering debate). If all allocation preferences have been taken, use your own discretion.

Group Delegation Registrations

Group delegations are another method of delegate registrations, where you encourage delegates to sign up within groups (typically per institution). Group delegations typically consists of 6-20 delegates, and delegates who sign up in this method may be entitled to a discounted price, however this is of course subject to your conference's discretion.

Delegates signing up from a group delegation should sign up using the regular delegate registration form, with the head of delegation (a representative from the group delegation, who may also be a point of contact to the secretariat) signing up using a **Head of Delegation form**. The form should collect the same information from the regular form sans the group delegation code, and should also be processed similarly; once processed, a group delegation code should be provided to the head of delegation, of which the head of delegation should provide to the rest of the group delegation to include within their individual delegate registration form. You should ensure that these instructions are detailed within the registration form or the email correspondence to the head of delegation.

Should you allow for group delegation registrations, a Best Group Delegation award should also be issued towards the end of the conference. This award should be calculated using the points accumulated from individual delegates per their council's marking sheet (while ensuring that the scores are appropriately averaged).

Attendance Policy

Conferences are encouraged to implement an attendance policy in the event of the continuous absence of a delegate (total council sessions-2 is recommended), where the delegate would be disqualified from acknowledgement of participation in the lack of proper reason of absence. The attendance policy should be publicised in the registration form, website or conference handbook and the secretariat will have the right to withhold any certificates and awards if adherence to the policy is broken. Attendance should be monitored closely by dais members especially if the delegate is a minor and should attempt to contact the delegate after continuous absence.

Delegate Handbook

A delegate handbook is a document for delegates containing all the information for the conference, including council and topic information, ROP resources, position paper guidelines, attendance and award policies, transport and accommodation options (for physical conferences), and so forth. While not necessarily a vital preparation, it is a useful resource for delegates.

ROP Workshop

Should you have the means to, you may choose to conduct an ROP workshop for your conference's delegates. This can be held approximately a week (or more, per your discretion) prior to your conference, or before your conference's opening ceremony (the workshop as a whole should only take 1-2 hours). It is useful for any first-time or beginner delegates who have signed up for your conference. The workshop can be conducted by your secretariat members, volunteers from your dais or external MUNers, given that they have sufficient experience to do so.



Admins and Observers

Admins are essentially runners for your conference. 1-2 admins should be based per council at all time should any technical issues occur, or should your respective dais or delegates have any requests or notes to be passed around council.

Observers are, as their title implies, participants who are passive spectators to the council that they are based in. It is up to your own discretion whether you intend to allow for observers in your conference.

IV. Misc. Resources

Standardised ROPs

MYADP has published standardised ROPs for [THIMUN](#) and [HMUN](#), with other procedures such as Dewan Rakyat in-progress.

MYADP Official Website

The [MYADP Website](#) contains resources including ROP and the Malaysian MUN Calendar. We recommend that you use this site as a general point of reference for Malaysian MUN resources.

Malaysian MUN Calendar

The [Malaysian MUN Calendar](#) is available on the MYADP website, where you can find the dates of various MUN conferences as well as MUN or MUN-adjacent events. You can also submit your own using the forms on the website.

Malaysian MUNers Group

The [Malaysian MUNers group](#) on Facebook is a group for conferences to promote themselves and for delegates to keep in touch with the wider MUN scene in the country.

Malaysian MUN Congress

The Malaysian MUN Congress (MUNCON) serves as a platform for active members of the community as well as representatives from MUN clubs to gather and discuss relevant issues that are prominent in the Malaysian MUN circuit. If your institution's MUN club is not already included within the Congress, it is highly encouraged that you apply [here](#), as this is also the primary means that MYADP interacts with MUN clubs.

V. MUN Conference Checklist/Timeline

1. Secretariat

- a. Determine secretariat members

2. Budget

- a. Create budget
- b. Secure funding
- c. Determine number of delegates
- d. Determine pricing

3. Conference

- a. Theme
- b. Councils
- c. Topics
- d. Dates
- e. Schedule
- f. Matrix
- g. Socials
- h. Catering
- i. Venue

4. Promotion

- a. Website
 - i. Dais registration
 - ii. Delegate registration
 - iii. Admin registration/recruitment
- b. Teaser
- c. Posters/Posts
- d. Placards
- e. Lanyards
- f. Certificates



- 5. Open and process registrations**
- 6. (Physical) Contact and order items from vendors**
 - a. Lanyards
 - b. Cardholders
 - c. Gavels
 - d. Trophies
 - e. Awards
 - f. Catering
- 7. Close and process chair registrations (interview and selection)**
- 8. Research report preparation**
- 9. (Physical) Retrieve items from vendors**
- 10. Close delegate applications one week before conference**
- 11. (Physical) Finalise printables**
- 12. Other conference preparations**
- 13. Day of conference**
 - a. Opening ceremony/speech
 - b. Supervise council sessions
 - c. Socials
 - d. Photo sessions
 - e. Closing ceremony/speech