

CFMUNESCO 2017

NOTE FOR ADVISORS

BEFORE THE CONFERENCE

REGISTRATION

You can register to the conference on **Saturday 25th afternoon (h.13:00-15:00 p.m.)**. Registration will take place at CFMUNESCO Info Point, which is located in the city center building "Liceo Classico" in Piazza Foro Giulio Cesare

<https://www.google.it/maps/place/Piazza+Foro+Giulio+Cesare,+33043+Cividale+del+Friuli+UD/@46.0928877,13.427269,17z/data=!3m1!4m5!3m4!1s0x477a4debab538417:0x9e72e5262416d6a1!8m2!3d46.0928877!4d13.429463?hl=it>

Late registrations have to be notified to cfmunesco@cnpd.it as soon as possible.

PLACARDS & BADGES

During registration, each participant will receive a "**Delegate Kit**" or "**Advisor Kit**" containing placards of the country represented and personal CFMUNESCO badges. Badges are necessary to access all CFMUNESCO activities, therefore both delegates and advisors are expected to wear them for the whole conference. Participants without badges will not be granted access to CFMUNESCO activities (e.g. committees, lunches, evening programme, etc.).

Moreover, please note that CFMUNESCO has special agreements with several city restaurants and museums: reductions and discounts will be granted only with CFMUNESCO badges.

ALL students with damaged or missing placards and badges will be obliged to replace them for a small fee (€ 5).

OPENING CEREMONY & AMBASSADOR SPEECHES

CFMUNESCO 2017 will be opened by a formal Ceremony which will be held in **Chiesa San Francesco (close to Liceo Classico building) on Saturday 25th, h.17:00-18:30**.

During the Opening Ceremony, ONE student from each participating school will have the chance to deliver his/her Ambassador speech on the general views and policies of his/her Country. Opening speeches shall not exceed ONE minute, otherwise the speaker will be interrupted by the Chairs. The speakers list will follow the alphabetical order.

After the Opening Ceremony, an informal "pizza party" for all participants will be held in Convitto Paolo Diacono: our Admin staff will get you from Chiesa San Francesco to the venue in Convitto.

NOTEPAPER (WRITTEN COMMUNICATION BETWEEN DELEGATES)

During committees debate, all written communication transmitted through the Administrative Staff must be written on identifiable notepaper, with a distinctive heading. Messages must bear clear FROM and TO designations at the top of the paper. Messages not fulfilling the above mentioned requirements will not be transmitted.

Delegations are expected to provide their own notepaper. As the conference lasts 3 days, your delegates will need a lot!

DRESS CODE & BEHAVIOUR

Delegates are expected to wear Western business attire during all formal sessions. No jeans or sports shoes will be accepted! We also ask that advisors wear Western business attire while observing sessions.

Students must always behave properly during the conference itself and outside (public transportation, streets, places such as shops, cafés etc.). Smoking and drinking alcoholics are strictly forbidden in all the structures destined to CFMUNESCO activities.

THINGS TO BRING TO THE CONFERENCE

Remind your delegates that they have to bring with them:

- enough copies of their draft resolution/clauses for lobbying PLUS their resolution/clauses on a USB pen drive. Please note that files saved in other ways (such as emails, cloud etc.) will NOT BE ACCEPTED due to organisational reasons
- their policy statements
- enough notepaper
- if possible: notebook, tablet etc.

DURING THE CONFERENCE

ATTENDANCE

All delegates are required to attend all committee sessions. Committee staff will take roll by Country at the beginning of each session. The roll call sheets will be available to advisors after the start of each session. If you notice that one of your students was absent, please be sure to remind him/her of the importance of attending all sessions.

PARLIAMENTARY PROCEDURES

THIMUN rules of parliamentary procedure will be used at all times. If you haven't already done so, please download CFMUNESCO booklet or THIMUN documents and share them with your students <http://www.cfmunesco.it/cfmunesco-2014/schedule/thimun-guidelines-and-rules/>

In general, the Chairs will know the proper procedure and they will be available to give help and information. Delegates should not be afraid to ask for clarification or explanation by rising to a point of order, a point of information to the Chair or a point of parliamentary enquiry.

LOBBYING

Before the start of the formal debate within each committee, delegates informally try to obtain sufficient co-submitters (e.g. signatures) to register their resolution. The number of co-submitters requested in each CFMUNESCO committee will be notified at the beginning of the lobbying process. Delegates may also find other delegates with a similar resolution and decide to merge the two, making the resulting resolution stronger and more likely to succeed in debate.

The Chairs will coordinate the work of the delegates to prevent unrealistic or illogical resolutions being produced.

TECHNOLOGY USE

Because of the unfair advantage given to delegates using electronic devices in sessions, CFMUNESCO does not allow the use of laptops, tablets, iPods, smart phones etc. during sessions. However, since computers will be provided during the conference in limited amounts, we suggest delegates to bring their own notebook, tablet etc. which can be used during lobbying time to make changes or to merge resolutions. Wi-Fi will be available throughout the conference.

GENERAL TASKS DURING THE CONFERENCE

Throughout the conference delegates are expected to represent their Country policies. Ambassadors should also be prepared to be called by the Security Council or other Committees if matters are discussed which concern their Country.

EVENING SOCIAL PROGRAMME

CFMUNESCO evening party, which takes place at Convitto Paolo Diacono on Monday 27th (h.20:30-23:00), is a great chance for participants to listen to music, enjoy typical Italian food and meet their new committee members. Participation is strictly reserved to CFMUNESCO

delegates and advisors: please remind your students that wearing CFMUNESCO badge is necessary.

Please note that the **dress code for the Evening Social Event is casual** for all participants. Smoking and drinking alcoholics are strictly forbidden.

ADVISORS' ROLE

RESPONSIBILITY

Advisors are responsible for the safety of all delegates from their delegation and they are required to assist CFMUNESCO staff in enforcing Security Policies, Dress Code, and all CFMUNESCO rules with regards to their school's delegates. Advisors may not assist their delegates in any form during the conference, including creating resolutions and speeches.

Many Advisors may wish to visit our beautiful city. However, since your students need to be supervised, we kindly ask you to inform us if you leave and to ensure that we have an accurate mobile phone contact for you.

APPROVAL PANEL & ANTI PLAGIARISM BOARD

Advisors, especially English language teachers, are invited to join CFMUNESCO Approval Panel and Anti Plagiarism Board. The Approval Panel makes sure that spelling, lay-out and grammar of the resolutions complies with the rules and that the content of the resolution is debatable, while the Anti Plagiarism Board makes sure that delegates did not copy their work from any website.

If you are available to join the Approval Panel in one or more shifts, please tell us during Registration at the Info Point. Thank you.

ADVISORS CULTURAL PROGRAMME

During the days of conference we have prepared for you a programme of visits to get to know our town and its surroundings, our history and some of our important commercial activities (wineries, farms,...). You can find a detailed schedule of the activities and the registration form at the Info Point.

CONTACTS

E-mail is preferred, however should you have an emergency while in Italy or at the conference, here you can find a short list of key people's numbers and personal emails:

1. Secretary General – Mr Simone Clavora: e-mail simoneclavora@gmail.com
2. Deputy Secretary General – Ms Irene D'Amico: e-mail iredamico999@gmail.com
3. MUN Director – Ms Monica Adami: [+39-333-685-4977](tel:+39-333-685-4977) e-mail monica.adami@cnpd.it
4. MUN Director – Mr Alberto Zampar: [+39-368-702-9791](tel:+39-368-702-9791) e-mail alberto.zampar@cnpd.it
5. Vice Principal, Convitto Nazionale – Mr Vittorino Michelutti [+39-333-111-5990](tel:+39-333-111-5990) e-mail michelutti@cnpd.it