

RCIMUN RCIMUN RCIMUN



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ORGANIZING A CONFERENCE IN 14 POINTS

- **Communicating with the Executive Board**

When organizing a MUN, always communicate with your fellow Exec members throughout the preparation days, and keep track of each member's progress in different kinds of tasks.

- **Keeping in touch with schools**

We can't deny that delegates and advisors are an integral part of conferences; therefore, keeping them informed about any changes or updates is an important part of organizing a MUN conference.

- **Being planned and organized**

Time management and planning the events are as important as in daily life when organizing MUN conferences, maybe even more. That's the reason, you should create monthly and even weekly task lists to visualize what your preparation steps will look like in the future. Make sure that all positions complete their tasks in accordance with your plans.

- **Always having a B Plan**

As we said before, sometimes, everything doesn't go as you planned. For that reason, while preparing for the conference, considering alternative scenarios can help you face the crises that may arise during the conference.

- **Being a team player**

You can't organize a whole MUN conference alone or solve the problems without any help. Hence, it is important to be aware that everyone can make mistakes, and when you are a member of the organization team, you should be considerate of your teammates and work with them to solve problems at all times.

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- **Knowing your resources**

We wouldn't know how to organize an online Mun before. With the new MUN, a new point is added to our list: Knowing your resources. For an online conference to occur successfully, preparing more resources becomes necessary, and knowing where each file is located eases the transition from a physical to an online conference.

- **Taking initiatives**

Sometimes, some things might not be as you wish. So, while completing your regular tasks, always be ready to respond to different situations in an effective way. Improvise, adapt, overcome!

- **Learning from feedback**

Everyone knows that you learn from mistakes. Even if these are not mistakes, any feedback could help you to improve your organization. That means, during and after each conference, take as much feedback as you can from different people. Be ready to make changes in your organization according to the constructive criticism that you receive.

- **Keeping all stakeholders informed**

Like the other schools, stakeholders also have to know and stay informed about your organization. Always communicate with the authorities (e.g. your school's administration) and with the people that will assist you during the preparation of the conference and update them on all important developments.

- **Adhering to deadlines**

Adhering the deadlines is also an important part of time management. It is integral that each member of the Executive Board completes their duties on time in order not to stay behind the schedule and be ready to respond to any possible crisis on time.



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- **Being empathetic**

Everyone wants to provide a good experience for the people who join your organization and the key to providing a good experience to people is to empathize with people. It is important to consider your experiences as a delegate and a Student Officer while providing a new conference experience for your participants. Think about the organizational details that would enhance your experience if you were a participant rather than an Executive Board member, and try to apply them to your organizational decisions.

- **Helping others grow**

You can't do all the work yourself, so you might need assistants. With assistants, you can do your work easily and help them to learn the work too. Within the Executive Board, multiple positions that have assistants exist, and it's important for these individuals to work together with their successors to ensure the continued success of the conference.

- **Sustaining your success**

You can always do better, so don't think that you did the best. If you want, you always can find ways to improve something. Do the same thing with your organization as we do. As RCIMUN, we have a reputation as one of the leading THIMUN-affiliated conferences, and we work hard to raise the standard we have set for ourselves with each conference.

- **Work hard, play hard!**

An important part of sustaining our success is knowing the balance between having fun and managing our responsibilities; therefore, we allocate our time considering this balance, because if you don't do your work without fun, you can't succeed probably. That's the reason, you should remember having fun, when you are working hard.

INTERVIEW WITH ADMIN

In this article, we wanted to interview admins too. So, we asked questions to one of the admins in the Disarmament Committee, Deniz Berrak Erdem.

Can you briefly explain what being an admin means?

I guess we can name the admin as a secretary. Even though some tasks change between online and face-to-face conferences, the main duty of the admin is delivering messages and making sure everything runs smoothly.

What are the challenges of being an admin?

One of the most important hardships is definitely understanding the "note passing" process in online conferences but our executives are very helpful so they made sure that we got it.

What were the things that were effective when you decided to be an admin?

Since I didn't have any experience I wanted to discover the process with less pressure and see if I enjoyed it. Also since this is an international conference it's a great opportunity to meet new people and be helpful to our school as much as I can.

What are the skills that you gain with being an admin?

Well, you get used to the political language and the process. If you're inexperienced like me you also discover how the committee works and what you should do if you're planning to be a delegate. If you're not cold-blooded you also learn to control your stress because people have expectations from you during the whole conference.



INTERVIEW WITH ADMIN

What is the most important thing in being an admin?

Like I said, the message delivering part is the most important aspect of being an admin.

What do you recommend to the delegates or people who want to become an admin?

I would definitely recommend if you're inexperienced in the whole MUN thing being an admin is definitely a good place to start. If you're considering becoming an admin I would advise you to be on alert every minute during the process and make sure you're closely in contact with your supervisors. After you complete the first tasks given to you, you get used to it.

BONUS FUN FACT ABOUT AN EXEC

Emir Sert - DSG of Finance

My favorite instrument is the tuba.

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