

WorldMUN 2012

BIDPACK

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BIDPACK FAQ'S

Dear Prospective Host Team,

We are very excited that you are thinking about hosting WorldMUN 2013. Hosting WorldMUN is a very challenging and even more rewarding experience. As a Host Team, you will be responsible for organizing the logistics of a conference for as many as 2,000 students from all over the world. Organizing committee venues, planning social events, securing sponsorship, arranging accommodations and inviting guest speakers will be only a few of your responsibilities as a host team.

The documents in this application should give you a sense of what a successful host team should expect and what a successful bid looks like. If you ever have any questions or concerns, please feel free to get in contact with us— we are more than happy to answer any and all questions. Two copies of the bid, including a completed bid checklist, should be mailed to the address listed on this page and an electronic copy must be sent via email to secretarygeneral@worldmun.org no later than April 18th, 2012.

Thank you for all your hard work and we look forward to hearing your ideas!

Sincerely,
The WorldMUN Team

OPENING STATEMENT

Introduction

The phenomenal experience of Harvard World Model United Nations would not occur without the dedication and diligence of our co-hosts. The next few pages are an invitation for you and your delegation to consider co-hosting WorldMUN 2013, our twenty-second annual conference. Regardless of what country or continent you are from, if you believe that you can put together a strong bid, you should definitely contact us. These pages contain information about our expectations of you, as a co-host, as well as what you can expect from us. We also include an introduction to submitting a bid along with a checklist of the information that we will need from you in order to consider your bid for selection. We assure you that your efforts will be incredibly worthwhile as there are few events in the world as unique and fulfilling as WorldMUN.

Responsibilities of the Host Team and Harvard Team

Co-hosting is by no means an easy task. The success of WorldMUN in large part rests on the Host Team's effort, expertise, and dedication. We would like to highlight four specific skills we are looking for in a Host Team:

- First, excellent organizational skills.
- Second, strong communication skills not only to motivate its staff of volunteers but also to work across international borders with the Harvard Team in sharing information, tasks, and decision-making responsibility. One of the greatest challenges of WorldMUN is that it requires a new set of relationships and contacts to be formed each year with great speed. Effective communication is vital to this process.
- Third, a great deal of initiative. WorldMUN is entirely a product of the ideas of its planning staff, and requires a strong sense of entrepreneurship and dedication.
- Finally, and perhaps most importantly, the Host Team must have the desire to innovate and raise WorldMUN to an even higher level of excellence!

The Harvard Team assumes responsibility for the overall conference structure and the delegates' substantive experience. These responsibilities include registration, selection of committees and directors, and writing of study guides, and direction of committees. The responsibilities of the host staff can be divided into two groups: administrative and financial.

Administrative

Between the selection of the 2013 Host City and the Secretary-General's visit in summer 2012, the Host Team must secure the conference site, sponsorships, and delegate accommodations. During his/her visit, the Secretary-General, finalize these aspects of conference in collaboration with the Host Team, and outline a plan for social events. After that, the search for guest speakers, local attendees, and new Host Team staff members begins in earnest. Again, the Harvard Team will be actively involved in all aspects of this process, and able to offer advice accrued from WorldMUNs past.

Financial

WorldMUN is a not-for-profit organization. The Harvard Team is able to cover its expenses, and a portion of those of the Host Team. However, this agreement is made in the understanding that the Host Team will cover its own pre-conference operations costs. Both teams must fundraise, secure financial support in the form of corporate sponsorship, grants, etc. or otherwise acquire a sufficient quantity of inflows. The Harvard Team does not have the financial capability to cover all expenses or, unthinkable, losses. Financial arrangements will be coordinated once the 2013 Host Team is chosen.

Timeline

18 April 2012: Bids due for the WorldMUN 2013.
 May 2012: Location of WorldMUN 2013 announced.
 August 2012: Secretary-General visits Host City.
 18 - 22 March 2013: WorldMUN 2013!

BIDPACK GUIDELINES

Your bidpack application should follow the guidelines outlined below and must answer each of the questions posed in order to be considered.

Part 1: Executive Summary

This portion of the application should highlight the aspects of the application completed in the subsequent portions of the document. Present the most important components of your bid and what might differentiate it from other bids (location, overall budget, social events considered, team structure, etc.).

Part 2: Conference Venue

In this section we hope to get a better picture of the site of the sessions of WorldMUN 2013. WorldMUN must take place during Harvard's spring break (16 - 24 March in 2013). We project that the conference take place 18 - 22 March 2013, so that the weekend before WorldMUN may be used for pre-conference preparation, and the weekend after for post-conference trips. In this section, provide us with details on the location at which WorldMUN 2013 would be hosted (be it your university or a hotel in your city). The presence of a separate conference center, as was used at Puebla 2008 and The Hague 2009, is neither an expectation nor a requirement; but, if such a venue can be secured for free (as was the case in Geneva and Puebla), it is certainly welcome.

Please provide the name and contact information for the conference venue (manager in charge of WorldMUN account or reliable member of reservations staff). Additionally, please note any possible alternative conference venues.

Please confirm that the hotel or conference space meets the following requirements and include a brief explanation on each item below:

- Opening Ceremonies and Closing Ceremonies (Would there be alternate facility for this special session with all delegates and staff?)
- Committee Rooms (at least 22 committee rooms,

ranging in size for 15-250 delegates. Note: we expect upwards of 1,500 delegates to be in attendance.

- Flexible hours (open on weekends).
- Accessibility/travel timings from venue to a) public transportation, b) airport, and c) hotels.
- Available, reliable technology for the duration of the conference: at least fifty public computers with internet for staff and delegate use; presentation equipment for committee rooms such as projectors and writing boards; two laser or high speed printers for staff; at least five printers for delegates; four photocopiers with service contract; wireless internet connection of acceptable speed for delegates and staff with laptops.

Part 3: Logistics

In this section, we are hoping to get a sense of how your city will accommodate the 1,500+ students that will visit during WorldMUN. Please provide the following:

- What are some potential sites of accommodation for delegates?
- How many people can sleep at affordable college student prices in your city? Note not just the number of hotel rooms in your city, but the number of hotel rooms that your team could realistically reserve.
- Which hotels would be available to house delegates attending the conference? Please specify capacity (# of rooms), quality (on 5 star scale), average room price, and location with regard to the proposed conference facilities (distance door to door).
- What economical alternatives exist for students on a tight budget (e.g., college dorms, youth hostels)?
- Is there a central hotel that can hold all of the delegates? Note, ideally we would like to keep the delegates close together in order to help form the WorldMUN community, but this is not a requirement.

- How will transportation between venues work?
- Any there any large events going on in city at time at which we are there? (ex. Easter Holiday)
- Please note the projected food price for lunch and projected food price for dinner in your city.

Part 4: Social Events

The social aspect of WorldMUN differentiates it from other Model United Nations Conferences. These events truly run the gamut—in the past we have had evenings in the desert, parties at a castle, ghost tours of the Scottish underground, etc. There is a lot of room for creativity when it comes to selecting the social events.

- What were your favorite past WorldMUN social events? Why were they good social events?
- What are your plans for WorldMUN 2013 nightly social events? Please include Cabaret, Global Village, and the Farewell Party along with two more events (these are often themed to depict a part of the Host Country's culture). Note that we will look favorably on creativity, and venues for events beyond hotels and a conference center. For each event/venue combination detail start time and end time, venue, capacity, accessibility, and expected budget. Also, please provide multiple options for each night so we can consider multiple price levels and get a more comprehensive picture of the available social outings in your city.
- Marketing Plan: To give you a sense of the size of WorldMUN social events, one of our most recent conferences spent over USD\$100,000 on social events. Due to sponsorships and overwhelming ticket sales we were able to cover our costs, but it was due in large part to the Host Team's aggressive planning and marketing of the social events. How do you plan to market the social events?
- Post-Conference Trip: Detail possible plans for this traditional post-conference trip and expected per person cost of the trip. Note in past years that Host Teams have contracted this trip out to a travel agency, but this is not a requirement

Additional Notes on Social Events:

There are a few specific events that you should keep in mind when it comes to planning, as they have come to be regarded as WorldMUN traditions:

Global Village

Global Village occurs each year as the first social event of the week. Each delegation hosts a table and represents either their own country or their assigned country with different music, clothes, food and drink. The event is held in a large area and is typically free for delegates, offering them a chance to meet one another and experience the WorldMUN spirit.

Cabaret

One night of the social events is typically a "Cabaret" section – a sort of mini-talent show for interested delegates. This can be part of a larger club night, or one part of a multi-themed night. It allows for delegates to get to know each other and show off skills that you might not see in committee session. The show generally consists of delegations doing a dance, a skit, etc. that helps explain the culture of their home country.

Farewell Party

We typically have a Farewell Party after the closing ceremony. The party serves as a great way to remind the delegates of the experiences they have had during WorldMUN, but also solidify friendships that will continue after the conclusion of the conference.

Post Conference Trip

This trip is a voluntary add-on for delegates who wish to travel together (and relax!) after a long week of debate. It allows delegates to get a view of the host country and get to know each other better. It usually lasts a few days after the last day of conference

Other Events

Usually towards the end of the week, we also hold small discussion circles between committee sessions about a variety of topics. Many successful bids have also included in-conference events, such as tours around the city, visiting nearby tourist attractions between committee sessions.

Part 5: Financial Considerations

In this part of the application please provide us with an expected budget for WorldMUN 2013. Detail each major cost and, if possible, an explanation of how you came to this estimate. Note that local costs will be paid only in local currency, and US dollar amounts will only be charged for services based on the Harvard Team's administrative costs - namely delegate fees. Please explore what the funding prospects are in your home city: funding from your university, local sponsors, and nonprofit organizations may be available for the event. The Host Team is expected to be self-sufficient in its pre-conference operating costs and contribute to conference logistical costs in as much as their fundraising efforts permit.

This section should also include a budget in the form of a spreadsheet, which is detailed and considers all of the costs that will be associated with running the conference, even those that might be considered minor. Your budget should include, but not be limited to, the following subtotals:

- Pre-Conference Operating Costs
- Logistical Supplies—photocopiers, internet use, paper, pens, etc.
- Social Events (you should provide cost estimates for at least two events/venues in addition to Cabaret, Global Village, and the Farewell party. We will look favorably on budgets that also include costs for additional events)
- Conference Venue (note the cost of the venue you have provided, and detail whether conference center will be charged by hour or by week)
- Expected Conference Revenue (sponsorship, money from government agencies, etc.)

Part 6: Team Dynamics

In this section you should provide us with information about the team of people who will be helping to organizing WorldMUN 2013. Please provide us with as clear a picture of your team as possible. We suggest the Host Team have a number of positions to complement those of the Harvard Team:

- 1 Head of Host Team
- 1 Director of Finances
- 1 Director of Fundraising
- 1 Director of Social Events
- 1 Director of Public Relations
- 1 Director of Logistics
- 2 Directors of Staff
(1 for Volunteers, 1 for Assistant Directors)
- 50 + Volunteers
- 50 Assistant Directors

Organization:

- How do you envision the organizational structure of your team? How will the leadership of the team be determined?
- What will you require from your staff in terms of substantive and/or administrative experience?
- How will you select and train Assistant Directors?
- Will there be a faculty advisor involved in the process?
- Create a timeframe from early May until the conference of the major organizational details you will have to address.

Past Experience:

- How many years have you been attending WorldMUN?
- How many delegates do you usually bring to WorldMUN?
- What other Model UN conferences has your team attended? What did you like about previous WorldMUN's and MUN conferences? What would you change?
- Have you ever held your own conference? If so, please provide more information including financial and sponsorship details, delegate numbers, as well as anything else you think would be useful for us to know.

Part 7: Additional Documents

- **Permission:** Please provide a letter from an official in your university's administration that provides their official approval of your application. Moreover, if government permission will be required to host WorldMUN in the host city, indicate what steps you have taken to obtain the requisite licenses.
- **Sponsorship Guarantees:** If any sponsors have already signed on as financial guarantors of the conference, please attach their letters.
- **Photographs:** Please provide photographs of each venue you have detailed in the bidpack.
- **Map:** Please include a map of the city (and surrounding area, if relevant), with the hotels, conference venues, and social events marked.
- **Visa Details:** Please attach a document with the list of countries for which delegates coming from these countries would need visas.

Also feel free to elaborate on anything that has not been mentioned in the previous parts of your bid. What separates your city and your team for others? What would make WorldMUN 2013 co-hosted by your team the best WorldMUN yet?

Conclusion

WorldMUN occupies a privileged place in its delegates' and planners' minds and memories. Countless hours of work go into every conference, both on the parts of the organizing staff and the delegates, and with each passing year the quality of the conference increases. If you have creative new ideas or suggestions pertaining to these requirements or other aspects of co-hosting WorldMUN, please do not hesitate to contact us. As conference organizers, we believe the idea behind the WorldMUN is powerful in itself; our job is to allow the conference to evolve in order to reflect the vast and changing needs of our delegates. We sincerely hope that we will see you in Delegate Services at the conference to pick up your copy of the final application and take this opportunity to host WorldMUN 2013!

With Encouragement,
The WorldMUN 2012 Secretariat

BIDPACK FAQ

What is the Bidpack?

Every year WorldMUN is hosted in a different city with the help of a Host Team that is responsible for conference logistics on the ground, securing sponsorship, organizing social events, and other important aspects of the conference. Potential Host Teams submit bidpacks as their applications to co-host.

When is the bid due?

To apply to host WorldMUN 2013 please contact the Secretary-General so we are aware of your intent to bid. Bids must be submitted electronically to the Secretary-General (secretarygeneral@worldmun.org) by 18 April, and two hard copies should be mailed to:

Harvard World Model United Nations
59 Shepard St. Box #292
Cambridge, MA 02138

Who is eligible to host WorldMUN?

A Host Team must be comprised of students registered in university. We do not work directly with professional conference services. Delegations must have attended at least one WorldMUN prior to submitting their bid.

Are there any places that WorldMUN will not go?

As a Harvard University-affiliated student group WorldMUN must follow Harvard rules and regulations regarding student travel. Harvard currently uses the State Department Travel Advisory list (travel.state.gov) to make these determinations. If your country is on the list, unfortunately we will not be able to host our conference in your country.

I want my school to host WorldMUN. How do I bid?

Download the bidpack application and supporting materials. After reviewing the materials, make sure that you and your team are willing and able to commit the time and effort to hosting WorldMUN. Bids should be clear and well-thought-out before submission, and answer EACH of the questions outlined in this application, as competition for hosting is tight each year. See the instructions for bidpack submissions above.

How does the Harvard Team choose the next Host Team site?

The bid is considered holistically, weighing all the different parts together, but the following elements are highly weighted:

- Thoroughness: does the team understand the commitment necessary to host WorldMUN? Has the team answered each of the questions asked in the bidpack guidelines?
- Capacity constraints and safety
- Creativity and innovation