



# Delegation Conference Checklist

## Conference Logistics

### Conference Schedules

- Check for the official conference schedule, as posted on the conference's website
- Discuss with Delegates, Chaperones, and Parents how each day's schedules differ, key events, and arrival/departure times
- Discuss with Delegates and Chaperones if there will be any informal gatherings (i.e. Delegation Dinner, Closing Ceremony meeting location, Conference Check-In, etc.) during the conference and when and where
- Discuss with conference Delegate Affairs your estimated time of arrival, should it be different than the conference's check-in period, and coordinate the appropriate location/timing for arrival

### Rooming/Overnight Conferences

- Ask/work with conference Delegate Affairs to have finalized official roster of registered Delegates
- Confirm with conference Delegate Affairs the number of rooms assigned to you Delegation
- Work with Delegation and Delegate Affairs to determine which Delegates will be in each room
- Discuss with school administration/office the appropriate protocols/rules of staying at an overnight event and ensure that Delegates, Parents, and Chaperones are aware of any policies
- Determine a curfew/room-checking system with Chaperones and ensure that Delegates understand expectations of conference curfew
- Ensure that Delegates know not to order room service or other hotel-provided services



## Travel

- Work with school administration/office to determine appropriate rules and forms to travel locally, domestically, or internationally
- If attending an international conference, ensure that Delegates have Passports, Driver's Licenses, or other forms of IDs that are up to date. Check with your country's and conference's country's policies of acceptable forms of ID. Ask conference Delegate Affairs or Secretary-General should you have questions about traveling to a conference.
- If traveling with minors, work with Parents and Delegates to complete appropriate consent forms/letters for crossing borders or international flights
- Work with Parents to alleviate any concerns about traveling
- Ensure that your Delegation will have a form of communication keeping in mind international data charges etc.

## Transportation

- Work with school's administration/office to determine allowed/appropriate forms of transportation

## Individual Transportation

- Ensure that all Delegates have a mode of transportation to the conference
- Organize/encourage any carpools if necessary and if possible

## Group Transportation

- Collect any payment needed from Delegates to cover the costs of transportation
- Work with school administration/district to determine if school can sponsor transportation
- If traveling long distances/internationally, ensure that Parents, Chaperones, and Delegates all know the train/bus/shuttle/flight etc. route and number/ID
- Determine a meeting time and location to depart from school/arrive at terminal as well as for departing from the conference
- If traveling long distances, create a seating plan for Delegates, Chaperones, and Advisor



- If traveling through International Checkpoints, determine an appropriate plan for going through them
- Set Delegation Travel Expectations especially if on a shared form of transportation with other passengers (i.e. being polite and quiet etc.)
- If not arriving directly at venue, determine the appropriate course of transportation/route to arrive at the venue
- If you have questions, work with conference Delegate Affairs, Secretary-General and/or Director-General to assist you in creating a plan to arrive at the conference

## **Delegation Management**

### **School/Administration Approval**

- Complete all forms provided by district and/or administration granting permission to club to attend the conference
- Distribute any permission forms to teachers, parents, students, etc.
- When approved for field trip, make all teachers aware of potential absences

## **Payment**

### **Individual Payment**

- If applicable, assist delegate(s) in applying for conference Financial Aid
- Confirmation with Delegate Affairs that all attending delegates have been assigned positions
- Confirmation with Delegate Affairs of successful completion of all delegate payments

### **Group Payment**

- If applicable, assist delegate(s) in applying for conference Financial Aid
- Confirm with Delegate Affairs that all attending delegates have been assigned positions
- If applicable, subsidize/provide Financial Aid to your Delegates using Delegation funds



- Collect all delegate payments, as per your school's policies, and submit to Club account/budget/funds
- Work with administration/office to complete the conference invoice

## Managing Delegates

- Create Delegation Roster
  - Collect each Delegate's personal phone number and email address
  - Collect each Delegate's emergency contact's phone number(s) and email address(es)
  - If needed, send roster to school administration/school nurse/district/etc.
- If needed, gather and submit Delegate permission forms and/or conference waivers
- Create and distribute Delegation Itinerary either in hard-copy form or digitally
  - If traveling long distances, travel times, flight/transportation information, needed ID and locations are very important
  - Include conference schedules and maps as necessary
- Ensure that all Delegates are aware of conference policies (i.e. Technology, Rooming, Mealtimes, WBA, etc.)
- Create a mode of communication with Delegation through text, online messaging group etc.
  - Ensure that Chaperones and Advisors can reach all students and that all students know the expectations of communication (i.e. Checking in with Chaperone/Advisor before leaving venue etc.)

## Managing Advisors/Chaperones

- Submit list of Advisors/Chaperones to conference Delegate Affairs
- Create an Advisor & Chaperone Contact List with their relevant name, phone number, email
- Create and distribute Delegation Itinerary
  - Ensure that Advisors/Chaperones are familiar with conference happenings and schedule
- If applicable, determine Advisor & Chaperone room locations and covering the costs of Advisor/Chaperone rooms
  - Ensure that Delegates know where Advisors and Chaperones can be found (i.e. hotel room, Advisor/Chaperone Lounge, etc.)
- Ensure that Advisors and Chaperones have method of communication with Delegation and share Delegation Roster with Advisors and Chaperones