



### **Isar Model United Nations (IsarMUN)**

is an exciting annual conference, bringing together highly qualified and politically interested students from universities around the world who step into the shoes of a diplomat for a weekend and represent a country's interests debating current political topics in different committees.

### **Be a part of IsarMUN 2019 & apply for a position in our Executive Board!**

We are looking for dedicated young people based in Munich, who want to organize our next conference.

You already have some organizing experience, maybe even with MUNs – that's great!

You have never organized anything before? – No problem, as long as you are motivated!

We will all take part in a professional project management workshop at the start of the project.

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#### Dates you should mark in your calendar

**Sat, 27 April: Kick-off Event**

**Sat, 11 May: Project Management Workshop**

**Monday nights: Team Meetings (starting 7:00 pm)**

Summer term: 20 May, 17 June, 15 July, 5 August

Winter term: every Monday night until the conference

**21 – 24 November: IsarMUN conference**

#### **Interested in joining the team?**

We are looking for **two people in each field!**

Please, apply here until 31 March 2019:

[info@isarmun.org](mailto:info@isarmun.org)

We would love to hear about your personal background and motivation to become part of the IsarMUN 2019 executive board.

**Franziska Lienkamp & Jules Bertemes**  
Conference Managers

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#### **Publicity**

- ❖ Creating the conference's website
- ❖ Social Media: Facebook, Instagram & co.
- ❖ Cooperation contracts with other MUNs
- ❖ Interviews with local newspapers
- ❖ Creating a recruiting concept for volunteers
- ❖ Preferably already knowledge of Wordpress

#### **Logistics & Sponsoring**

- ❖ Creation of a logistic concept for the whole conference, e.g. coordination of committees, seminar rooms, coffee breaks, recruitment and distribution of the volunteer team during the conference, ...
- ❖ Sponsor management: recruiting, contract management, supervision, ...

#### **Socials**

- ❖ Creating a concept for the reception evening
- ❖ Organization of our three socials
- ❖ e.g. getting in contact with venues, planning food & beverage options, reaching out to contractors, providing services for the delegate's journey there & back, ....

#### **Delegate Service**

- ❖ Creating delegate friendly services: application process, travel info, accommodation
- ❖ Conducting the whole application process
- ❖ Contact persons for email correspondence with delegates (answering questions)
- ❖ Organization & implementation of the registration day during the conference