

Before the session

- Your main task before the YPAC session is to contact your committee members and pass on information from the Presidency.
- Acquire a good general knowledge of your topic before the session and encourage your committee members to prepare for discussions as well as possible.
- Make sure you get the papers on the topic (→ Handbook section 3) from all your delegates, read them thoroughly and provide feedback on their content.
 - Forward all papers to everyone in your committee for information.
 - Organise an online meeting with your committee, during which each delegate presents their paper.
 - You may also want to take notes on interesting ideas and the respective participant's name, as these could provide useful input for the committee's discussion.
- READ THE HANDBOOK so you are familiar with your specific task in YPAC before you leave for the session.
- Encourage the members of your committee to read both the Handbook and the Checklist for Delegates.

During the session

- During YPAC you will chair the discussions in your committee.
- Advise your committee members of the agreed restrictions on the use of AI.
- Inform your committee members about the General Assembly.
 - If you are unsure about any aspect of the GA, ask the Presidency.

General advice:

- Create an atmosphere in which all delegates contribute to a casual yet fruitful and respectful discussion that leads to a meaningful result.
- In order to achieve this, you may wish to establish certain basic rules for the discussion with your committee before you begin.
 - For example, during the group discussion phase, raise your hand to contribute and speak when called upon. Avoid "German corners" with side discussions and stick to English.
 - If delegates do not adhere to the rules, politely point this out to them.
- Smiling, being friendly and providing positive feedback increases people's willingness to contribute. Don't be bossy!
- Speak loudly and clearly.
- Clearly announce the different phases, such as group discussions, free discussions in smaller groups, and breaks.
- Sometimes, it might be useful to take a five-minute break in the group discussion so that the two CPs can consult with each other and the delegates can discuss things in small groups.

- Whenever you brainstorm, don't evaluate contributions immediately. Write down every suggestion (e.g., on a blackboard) and ask the delegates to evaluate them later (e.g. by putting stickers next to their two favorite suggestions).
 - If people evaluate immediately, creativity is blocked. Leave room for ideas! Even if you don't immediately see the point of a contribution, it may still be valuable for the process.
- If the committee gets lost in a discussion that leads too far away from the topic, make them aware of this in a friendly way.
- If you realise that a delegate is not contributing at all, you could talk to them individually during the break to see if there is anything you can do to enable them to contribute.
- Depending on the stage of the session, you can encourage your committee to consider the following questions whenever there are gaps in the process:

Brainstorming phase:

- What is the connection between our thoughts and the topic?
- Does it concern the Alps?
- Are there two similar aspects that can be combined?

Later:

- What does your suggestion mean for different groups of people/countries etc.?
 - change of perspective on the topic
 - How would you criticise your own postulation?
- The breaks might be a good time to find out more about the work of the other committees by talking to the other CPs, so that you can use this information as input for your own discussions.
 - In the discussion gaps, you could ask the experienced members to explain to the new delegates exactly how the GA works.
 - Think about weaknesses in your own postulations and those of the other committees in order to prepare for the GA.
 - For the work on the different postulations, it may be helpful to divide your committee into subgroups according to personal interests for certain stages of the process.
 - **However, the committee must not be divided into subgroups working on different postulations throughout the entire session.**

After the session

- You are welcome to give some praise to your committee for all their valuable work.
- Work with your delegation to make the resolutions known to politicians, media representatives, etc.