

## Before the session

- Establish contact with your fellow presidents as soon as possible and decide on how you want to share the workload, e.g. who prepares and gives which of the speeches (welcoming speech at the Opening Ceremony, opening and closing speech at the General Assembly, closing speech at the Farewell Ceremony).
- Check that each delegation allocates its delegates and submits the list on time.
- Help to assign delegates to their host families (together with the organizing school – if asked to do so).
- Organize an online meeting (or create a Signal group with CPs, depending on how many other meetings there are) to provide the Committee Presidents with important information, such as the delegates' contact details and information on the preparation papers they have to write.
- Hosting president: reach out to all delegates via e-mail (and/or a Signal group) – contact details will be provided by the hosting school – and welcome everybody/provide important information (is there anything specific that the hosting school wants you to share?).
- READ THE HANDBOOK so you know about your specific task in YPAC before you leave for the session.

## During the session

- Welcome the delegations.
- Supervise the committee work and answer questions from CPs, delegates and teachers.  
→ Communicate where the Presidency can be found during the session, ensuring that at least one president is available to answer questions from delegates, CPs and teachers at all times.
- Make sure that the postulations are sent to students and teachers before the General Assembly.
- Give speeches (see above).
- Organize and chair the General Assembly:
  - Create a schedule for the General Assembly that allows for sufficient spare time.
  - Make sure that everything that is needed actually finds its way into the assembly hall (e.g. the country flags and the red and green flags).
  - Test the technical equipment beforehand (How does everything work? Do you need an adaptor to connect your laptop/MacBook/etc. to the projector? Are there enough microphones for everybody and how do they work?).
  - Decide how you want to organize the voting. Make sure that you use a voting system that doesn't exclude any delegates (e.g. nothing you need a google account for).
  - Try to equal out who you give the floor to in the GA. Encourage all students to actively take part in the discussion.

## Checklist for Presidents



- Organize a meeting with the CPs on Wednesday afternoon or evening to brief them on the General Assembly. This should cover the seating order, voting system and time limits for speeches.

### After the session

- Work together with the host school to evaluate the session.
- Ask CPs if they would like to recommend one of their delegates for the CP position for the next session and pass on the relevant information (e.g. to the school organizing the next preparatory meeting).
- If none of the Presidency are attending the next preparatory meeting: Write down what did and didn't work well during the session from your perspective, along with any ideas for improvement, and pass this information on to the school organizing the preparatory meeting so that the Presidency's perspective isn't lost in the evaluation process.
- Work together with your delegation in making the resolutions known to politicians, media representatives and other interested parties.