



MILSET EXPO-SCIENCES INTERNATIONAL STANDARDS

Official programme of The International Movement for
Leisure Activities in Science and Technology

www.milset.org

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MILSET EXPO-SCIENCES INTERNATIONAL STANDARDS

1.0 INTRODUCTION

This document is intended to provide the **Rules** and **Guidelines** for planning and managing all aspects of the MILSET International Expo-Sciences (MILSET ESI). The Standards only relate to the face-to-face format of an ESI.

2.0 STANDARDS OBJECTIVES

- Ensure the quality and homogeneity of MILSET ESI from one edition to the other, from region to the other, and ESR to ESI.
- Maintain the credibility of the event.

3.0 STANDARDS ENFORCEMENT

In case of an issue to apply any Standards' major articles, or for any interpretation request, the Host Organisation will consult the MILSET Executive Committee. If necessary the Organising Committee will be asked to work on a solution which will be acceptable for both parties.

4.0 GENERAL

4.1 Official name

- MILSET Expo-Sciences International (English)
- MILSET Expo-Sciences Internationale (French)
- MILSET Expo-Ciencias Internacional (Spanish)
- الملتقى العلمي العالمي (Arabic)

4.2 Orientation of the event

- **MILSET ESI** is an international youth science promotion, communication and networking event characterised by interactivity and engagement and a focus on motivation and cooperation. Youth participants attend as ambassadors of their countries' youth science programmes.
- The event's goal is to provide a space where youth worldwide can share the practices and results of their research in science, technology, engineering, arts and

mathematics (STEAM) with a multicultural and multidisciplinary audience (including scientific guests, advisors, authorities, the general public, and youth), Moreover, they can develop science communication skills and identify opportunities for collaboration.

- MILSET ESI is a **non-competitive** event.
- As the event is non-competitive, partners, sponsors, and members **may not** establish any awards for the participants or give any accreditation directly to a student to attend other events.
- MILSET ESI **does not** include project evaluation by judges; however, scientific guests should be invited to engage participants in a scientific conversation to provide constructive feedback and motivate participants to refine and extend their projects.
- Activities that enable project-feedback from youth participants and visitors are strongly encouraged.

4.3 Projects' Categories

- The projects' categories are defined as follow:
 - Biological and Health Sciences
 - Pure and Applied Sciences
 - Environment and Ecosystems
 - Engineering, Computer Science, Robotics Applications
 - Social and Behavioural Sciences
- A non-exhaustive list of sub-categories has been added as an **Annex** to the Standards to guide the participants in identifying the category best representing the project's field of expertise. Some projects are difficult to categorise since they are interdisciplinary; the participant can choose the category best fitting the main subject of his project.
- The MILSET Executive Committee, together with the Host Organisation, may add some categories.

4.4 Timeline

- MILSET Expo-Sciences International occurs every odd year.

4.5 Age of youth participants

- Target 13-25 years old.
- A particular program may be offered for 9-12. It is highly recommended for the host country participants.

4.6 Location

- It should be adequate for the age of the participants.

4.7 Dates and duration

- 7-days / 6-nights
 - Day 1 – Arrival and Registration
 - Day 2 – Registration, Heads of delegations' Information session, Set-up, Activities start, Icebreaking activities
 - Day 3, 4, 5 Open to public and Activities (Workshops, Conferences, Young Citizenz Conference, Leaders Congress, Cultural event)
 - Day 6 – Tours (could be held on Day 4 or 5) and a Farewell party
 - Day 7 - Departure
- Usually held in July or August when most participants are on school vacation. Exceptions may be considered for special cases.

4.8 Official language

- **English** as operating language plus language(s) of the host country.

4.9 Partners and Sponsors

- The Host Organisation should comply with and respect the MILSET Fundraising Policy.
- Visibility
 - MILSET must approve the Host Organisation Sponsorship recognition framework;
 - MILSET should supply, to the Host Organisation, their list of partners and sponsors;
 - In case that a MILSET Sponsors Agreement is allowing the sponsor to have a promotional stand, it should be planned without any charges from the Host Organisation;
 - The Host Organisation should supply MILSET with a promotional booth without any charges;
- Support of programs within the framework of MILSET ESI or implementation of education programs approved by MILSET is welcomed.

4.10 Agreement

Should be signed by the Host Organisation and MILSET following approval of the candidature, and should describe:

- Dates and location;
- Obligation to respect MILSET ESI Standards and MILSET Policies (Fundraising Policy, Branding Policy, Data Protection Policy) and any other related policies;
- Registration Fees and portion to be paid to MILSET;
- Registration Fees' collection process;
- Financial Responsibilities;
- Short description of the Organising Committee including MILSET and Host Organisation's representatives;
- Reporting Schedule.

5.0 ATTENDEES

5.1 MILSET Representatives

- MILSET Executive Committee members;
- MILSET Staff;
- If required, MILSET volunteers.

5.2 Organising Committee

- Chair, Director and coordinators of sub-committees;
- Staff, if it is the case;
- Volunteers.

5.3 MILSET Regional Executive Committees

- Members of the Executive Committee of the MILSET Regional offices are invited to attend.

5.4 Participants

5.4.1 General

- The Host Organisation shall define the maximum number of participants (adults and youth, not including volunteers) in consultation with MILSET;
- If needed, the maximum number of participants per country shall be set by MILSET in consultation with the Host Organisation and be announced at the launching of ESI Registration

5.4.2 Accreditation Process

- MILSET is responsible for the Accreditation process and must respect the MILSET Internal Rules related to accreditation;
- Must request a written authorisation from the relevant MILSET Regional Office before issuing any accreditation of a non-member organisation;
- Refuse the accreditation of student(s) that are not part of an official delegation.

5.4.3 Youth Participants

- Up to 5 per project;
- Individual application from a student(s) not being part of an official delegation is not permitted;
- Even if the ESI is a non-competitive event, the registration system lists, for statistical purposes and the organisation of special activities, the age categories as:
 - Pre-Junior or Petits Débrouillards: 9-12 years old;
 - Junior: 13-15 years old;
 - Teen: 16-19 years old;
 - Senior: 20-25 years old.

5.4.4 Supervisors

- Maximum of one (1) adult per project complying with the ratio of three (3) youth participants per adult for each delegation;
- If the ratio of supervisors for a delegation is not respecting the precedent rule, MILSET could allow additional supervisors, but they should pay the guests' registration fee;

- In the case of special needs for some young participants, the Organising Committee and MILSET will review the possibility of allowing additional supervisors.

5.4.5 Heads of Delegations

- Every delegation must appoint one (1) adult responsible for their delegation and official relations with the Organising Committee.

5.4.6 VIP guests

- Host Organisation and MILSET are free to invite representatives as VIPs. However, both organisations should inform each other about the complete list of VIP attendees;
- The inviting organisation should pay expenses related to the VIP.

6.0 GOVERNANCE

6.1 Introduction

- The Governance structure is presented **as a model**, and the decision shall be taken jointly by MILSET and the Host Organisation;
- The MILSET ESI Executive Committee **is not an obligation**. If not put in place, the responsibilities mentioned below are transferred to the Organising Committee;
- A MILSET ESI Organisational Chart is part of the Standards as an **Annex**;

6.2 MILSET ESI Executive Committee

- Responsible for ensuring compliance with the Agreement;
- Responsible for ensuring the development of the event consistent with MILSET policies and ESI Standards;
- Composed of the Host Organisation and MILSET Executive Committee representatives;
- The Host Organisation appoints the Chair;
- MILSET Managing Director and MILSET Communications Manager may be invited to attend the meetings as advisors.

6.3 Organising Committee

- Responsible for planning, organising and implementing all aspects of the organisation of the event;
- It is recommended that the Organising Committee is composed of the Director of the event and coordinators of the sub-committees, all nominated by the Host Organisation;
- It is mandatory that the MILSET Executive Committee official representative and the MILSET Managing Director, the Communication Manager, and the IT Coordinator are part of the Organising Committee;
- The Organising Committee is putting in place sub-committees, which coordinators are nominated by the Host Organisation
- The MILSET Communications Manager is part of the sub-committees related to all aspects of Communications, Branding, Promotion, Media relations;
- The MILSET IT Coordinator is part of the sub-committees related to IT tasks.

6.4 Volunteers

- Expertise as volunteers for a national, regional or international youth science events;
- Open call for local, national and/or international recruitment;
- Commitment to participant support;
- English-language proficiency required;
- Other languages are helpful for communication with guest delegations;
- One of the critical roles of the volunteers is to be friends of delegations;
- The volunteers must receive training in advance to provide excellent services to participants.

7.0 MANAGEMENT

7.1 MILSET Responsibilities

- Provide methodological, organisational advices and promotional support throughout the planning and preparation period and during the event itself via the Organising Committee;
- Provide to the Organising Committee the necessary information and materials to hold the event;
- Provide concerned MILSET policies;
- Provide and manage the MILSET Online Registration System in accordance with the E General Data Protection Regulation;
- Be responsible for the accreditation of the participating organisations;
- Provide and manage, in collaboration with the Organising Committee, a website framework and domain (esi20xx.milset.org);
- Provide MILSET ESI social media accounts;
- International promotion on MILSET social media, MILSET website, MILSET contacts mailing list, and Newsletter;
- MILSET official meetings – Coordination;
- Leaders Congress – Topic and Coordination;
- Young Citizens Conference – Topic and Coordination;
- Science Photo Contest – Transfer the electronic materials to the Organising Committee to do the exhibition;
- Networking activities for young participants – Collaboration with the Organising Committee to comply with the MILSET mission and values;
- Oversight and approval of the program and all activities;
- Provide MILSET relevant policies;
- Provide and manage a Participants' Evaluation Survey.

7.2 Host Organisation Responsibilities

- Provide methodological, organisational advices and promotional support throughout the planning and preparation period and during the event itself via the Organising Committee;
- Provide to the Organising Committee the necessary information and materials to hold the event;
- Ensure financial responsibility for all aspects of the event;
- Collect the registration fees through its online payment system;
- Assure the payment of MILSET registration fees' portion;
- Subscribe to a civil liability insurance policy during the event;

- Provide after the event, an ESI report based on a table of contents proposed by MILSET including:
 - A financial report;
 - Statistics;
 - Recommendations.

8.0 FINANCE

8.1 Budget

The Host Organisation should:

- Cover the expenses of the entire event;
- Include a 10% contingency fund as part of its budget to cover unanticipated expenses;
- Provide a revised budget to MILSET, two (2) years and one (1) year before the event.

8.2 Registration Fees

- A registration fee is charged to cover accommodations, airport transfers, three meals per day, event activities, local transportation and participant kit (medal, t-shirt, certificate);
- MILSET sets fees in consultation with the Host Organisation;
- The fee shall include a portion to be paid to MILSET, which will be specified in the Agreement;
- Different fees are charged for member and non-members, youth, adults, and others
- No fees should be charged for the MILSET Executive Committee members and MILSET staff;
- Members of the Executive Committee of each Regional offices are charged the same fee as the Members' Supervisors;
- Optional tours may have a separate fee;
- MILSET treasurer and MILSET staff will support the Host Organisation for the collection of fees from exceptional cases on arrival;

9.0 COMMUNICATIONS

9.1 Communications Plan

- The Organising Committee is responsible for the national promotion;
- MILSET is responsible for the international promotion;
- The concerned MILSET Regional Office is supporting MILSET for the regional promotion;
- The MILSET Communication Manager must approve the Host Organisation National Communication Plan.

9.2 Branding

- Must respect MILSET Branding Policy and MILSET Identity Manual;
- The Organising Committee and MILSET Communication Manager ensure the consistency of branding;
-

- The Organising Committee must develop a logo; it must include:
 - Name of the event: MILSET ESI in capital letters followed by the year;
 - It is recommended to add the City and Country;
- The full name of the event is: MILSET Expo-Sciences International.

9.3 Communications Resources

The following resources must be available to promote the event:

- MILSET Expo-Sciences International website (provided and managed by the Host Organisation);
- MILSET Website (managed by the MILSET Communication Manager);
- Social Media accounts:
 - MILSET Expo-Sciences International Facebook (managed in collaboration with the Organising Committee);
 - MILSET Expo-Sciences International others (Instagram, TikTok, Snapchat) (If available, managed in collaboration with the Organising Committee);
 - MILSET Twitter (managed by the MILSET Communication Manager);
 - MILSET Instagram (managed by the MILSET Communication Manager);
 - MILSET others media accounts (TikTok, Snapchat, ...) (managed by the MILSET Communication Manager);
- MILSET E-mail service on Office 365 platform (managed in collaboration with the Organising Committee);
- The Organising Committee and MILSET may provide a Mobile app during the event.

9.4 MILSET ESI Website

- The Organising Committee should design and produce the ESI website;
- MILSET Communication Manager should provide with a basic site map which can be enriched by the Organising Committee;
- MILSET can share the hosting platform (cPanel access) for free;
- MILSET will give I.T. support when migrating the website to its hosting platform together with the Host Organisation I.T. support;
- MILSET will provide with the official subdomain.

9.5 Social Media

- MILSET Expo-Sciences International official social media must be used to promote on the International Level;
- MILSET Communication Manager should provide with a basic social media campaign proposal which can be enriched by the Organising Committee;
- The Organising Committee must deliver the final social media campaign to MILSET Communication Manager at least 1.5 years in advance for its revision and approval;
- The Organising Committee is responsible for producing social media material (banners, videos, etc.) in English and the local language;
- The Organising Committee must send the content to MILSET Communication Manager for approval before publishing;
- The Organising Committee should run the social media campaign in collaboration with MILSET Communication Manager.

9.6 E-mail service on Office 365 platform

- MILSET will provide with an official e-mail account for the event;
- The Organising Committee must appoint a responsible for answering the requests sent to this e-mail;
- MILSET can provide with up to three (3) extra official accounts for the Organising Committee team.

9.7 Media

- The Organising Committee shall manage local and national media;
- MILSET Communications Manager must approve the Host Media Plan;
- MILSET shall manage international media;
- MILSET must be mentioned in any media releases;
- MILSET must approve local, and National Media releases before distribution;
- The Host Organisation and MILSET representatives must both be present at any media events. If not possible, the Host Organisation must send to MILSET Communication Manager the recording or press release and pictures to promote and archive.

9.8 Promotional Material

- Designed and produced by the Organising Committee;
- Approved by MILSET Communication Manager before distribution:
 - Flyers / Posters
 - Banners
 - Info Booklet (printed and digital)
 - Promotional Items
 - Medals
 - Printed Certificates
 - Covers for certificates
 - T-shirts
 - Polo or Vest to identify some members of the Organising Committee
 - T-Shirts for the volunteers
 - Others.

9.9 Participant Guide

- A Table of Contents proposal will be transmitted to the Organising Committee by MILSET;
- Final Printed version to be given with the Participant kit;
- Final Digital version should be uploaded on the website;
- The following info should appear in the Participant guide, be sent electronically to the registered delegations and be uploaded on the website at least three (3) months before the event:
 - Visa Procedure
 - Host country Goods Regulation; Exhibition Regulations
 - Recommendations to the participants on “How to get more benefits in participating in ESI.”
 - Booth Dimension
 - Booth Header: Maximum characters for the project title
 - Medical insurance

- Info regarding the participation in the Cultural Event should be sent three (3) months in advance.

9.10 Participant Kit

- Defined by the Organising Committee;
- Mandatory certificate of participation;
- Mandatory Medals for all participants;
- Mandatory T-shirt;
- May consist of backpack, a pen, and any other item.

9.11 Photos and Videos

- The Organising Committee is responsible for producing photos and videos of all the activities;
- A video and a photo shooting plan is recommended;
- MILSET is responsible for the photo shooting of the official MILSET meetings;
- The Organising Committee should share the material (photos & videos) with MILSET.

10.0 REGISTRATION SYSTEM

10.1 Process

- It is **mandatory** to use the MILSET Registration system;
- MILSET will provide:
 - The registration system to ensure data protection to all its members and ESI participants according to MILSET Data Protection Policy aligned to the EU GDPR law;
 - An admin account to access the reports generated by the system related to the registered participants;
 - Training and the corresponding manuals;
- The registration system is managed by MILSET and the Organising Committee;
- MILSET President and the Host Organisation representative, should sign a Data Protection agreement;
- The Organising Committee should:
 - Appoint the person in charge of managing the global administrator account;
 - Provide to MILSET with the necessary information and graphic design on time (according to the agreed schedule) to run the registration system;
- The Organising Committee and MILSET concerned staff must have an online meeting at least four (4) months before the launching of the registration system to define special needs (ex. City tours, booth assignation, room list, access control using QR code, etc.);
- MILSET IT Coordinator may define deadlines for any modification (which implies programming) on the registration system in consultation with the Organising Committee.

10.2 Reports

The Organising Committee will have access to the following reports:

- General information of participants, supervisors, head of delegations, visitors, MILSET authorities, and staff;

- Project's information and Project's description;
- Delegations' Global details;
- Delegation's payment details;
- Participants registered in MILSET activities (YCC, Leader Congress);
- Itineraries (arrivals and departures);
- Rooms' List of every delegation;
- Special reports depending on the needs of the Organising Committee previously discussed and approved by MILSET.

10.3 Products

The Registration System can supply the following materials for printing:

- Badges;
- Certificates;
- Special Certificates for speakers and attendees (YCC, Leader Congress);
- Booths' headers;
- Booths' distribution;
- Floor plan.

10.4 Mailing

- The mailing system allows MILSET members and participants to receive the necessary information before, during and after the event in a safe manner;
- The mailing system will be linked to the official email of the event: **esi@milset.org**
- The Organising Committee must assign a responsible for answering all the requests and questions sent to the mentioned email address;
- MILSET will appoint someone for following up the correct use of the email account;
- MILSET will deliver a general mailing plan and schedule which can be enriched by the Organising Committee;
- The Organising Committee must send to MILSET the information to run the mailing system according to the agreed schedule.

11.0 REGULATIONS

11.1 Dress Code

- The Organising Committee must advise participants of any rules regarding local customs;
- Rules should appear in the Participant Guide;
- Participants must obey the rules.

11.2 Alcohol and Drugs

- No illegal substances are permitted;
- No alcohol is allowed for youth participants;
- Depending on the laws of the host country, alcohol may be served at an official activity where there are no youth participants;
- Youth participants must observe the instructions of supervisors;
- Youth participants, supervisors & Team Leaders should follow and respect the Host country regulations.

11.3 Host Country's Goods Regulation

- A list of items that cannot be brought into the county, together with any regulations related to Customs, needs to be forwarded to the registered delegations in a timely matter.

11.4 Exhibition Regulations

- A list of prohibited and restricted items and actions for the presentation of the projects needs to be forwarded to the registered delegations in a timely matter.

11.5 Visas

- The Host Organisation must provide an invitation letter for visa applications, directly from the MILSET Registration system;
- Compliance with the process and due dates for visa applications is the responsibility of each participating organisation;
- Advice related to visa restrictions and/or airlines requirements could be helpful to be uploaded on the ESI website.

11.6 Medical Insurance & Health risks

- All participants must have medical insurance with international coverage during their participation in ESI, to cover any situation from the day of departure from their homes till the day of return;
- The registration system is requiring to upload proof of insurance;
- If the participant does not have international medical insurance, he will be requested, through the registered system, to deny any responsibility from the Host Organisation and MILSET;
- In case of unexpected situations such as Pandemic, the Organising Committee must provide clear information and instructions on requirements for migratory purposes.

2.0 PROGRAMME

12.1 Event schedule

- Must be printed on the back of the badges, or be part of them (the Registration System generates the badges);
- The general program must be published on the website at least six (6) months before the event;
- Must be displayed at the entrance of the Exhibit Hall and in the hotels' lobbies;
- The activity/meeting schedules must be displayed at the entrance of each concerned rooms.

12.2 Exhibition

- During the time that the event is open to the public, a maximum of 6 hrs/day at projects booths for youth participants, complemented with activities such as visiting and interacting with other projects, workshops & lectures;
- For example, school visits in the morning and during the afternoon, the participants would do a tour of the projects or participate in workshops and conferences;
- May include interactive exhibits by universities, research centres, companies, etc.

12.3 Networking Activities – Youth Participants

The following activities are presented as a proposal:

- Scheduled inter-project visits for youth participants (if it is during the opening to the public, closing some rows for 30 minutes);
- Planned interactive visits of the projects by the youth participants (feedback stickers to be designed by MILSET and printed by the Organising Committee; planning of the space on the header on the stand to put the stickers);
- Icebreaking activities during the 1st day of the event (scientific activities, traditional games of the host country, challenging games, etc.) aimed at performing challenges in teams.

12.4 Public/School Visits

- The Organising Committee should develop a promotional plan for School Visits for every day of the exhibition if the event is during the host country's school year. If it is not the case, participants of summer camps in the region should be invited and coordinated by the Organising Committee;
- The Organising Committee should promote a public visiting schedule.

12.5 Scientific Guests

- The Organising Committee should invite guests (scientists, engineers, educators) in the field of the presented projects so that each participant may have the opportunity to present its project to at least two scientific guests and receive their feedback. The work of the scientific guests should be recognised with a special certificate;
- Scientific guests do not evaluate the project, they could be encouraged to discuss with students, question development, background knowledge, methodology, results, data analysis, relevance and communication, with the goal of highlighting "next steps" that the student(s) might consider in these areas;
- Foreign delegation leaders and supervisors could be invited to act as "scientific guests".

12.6 Official Activities

MILSET must approve all scenarios

12.6.1 Heads of delegation's Information Session

- Must be conducted by the Organising Committee and MILSET;
- Must take place after the registration period and before the Opening Ceremony to review the program and give last-minute information;
- Must include a questions period.

12.6.2 Opening ceremony

We recommend that the Opening ceremony be of a maximum of one (1) hour.

Must include

- A celebration of the MILSET flag;
- Singing/playing of the MILSET anthem;
- MILSET & Host Organisation messages or speeches.

May include

- Cutting of the ribbon;
- VIP tours through the exhibit hall;

- Inspirational speaker/presentation;
- Small band/musical performance;
- Countries flags ceremony.

12.6 .3 Closing ceremony

We recommend that the Closing Ceremony be of a maximum of two (2) hours.

Must include

- MILSET & Host Organisation speeches;
- Presentation of medals/certificates to all participants by delegation or country;
- MILSET Awards (see Article 12.11);
- Transfer MILSET flag to the next host.

May include

- Declaration of the YCC statement;
- Inspirational speaker/presentation;
- Small band/musical performance;
- A presentation about next MILSET ESI.

12.6.4 Gala dinner

- Must include
 - By invitation only – 1 per delegation, plus MILSET Executive Committee and Staff, MILSET Regional Executive Committees, Host organisers, sponsors, special guests;
 - Approval of the guests' list by MILSET and the Host organisation;
 - Speeches from Host president and MILSET president;
 - MILSET Awards (see section 12.11).
- May include
 - Opportunity for delegation gifts;
 - Entertainment.

12.7 Cultural and Social Activities

12.7.1 Cultural event

- Must include a stage for performance shows;
- Must have interactive activities booths (e.g., set up as fair/festival with a booth for each country for posters, candies, handicrafts, activities, games, etc.).

12.7.2 Host nation cultural event

- Required and must include performances or activities showcasing the traditions and culture of the Host country.

12.7.3 Free Tours

- Must include at least one touristic and/or cultural place;
- Recommended having scientific elements.

12.7.4 Farewell party

- Optional;
- May include disco/dance with room nearby with quiet activities for participants not in the disco/dance area.

12.8 Scientific Activities

12.8.1 Young Citizens Conferences (YCC)

- Required and should be coordinated by the MILSET YCC team, in conformity with the MILSET YCC Standards;
- The Organising Committee will provide a meeting room and technical needs;
- The Organising Committee should select two national and/or international speakers;
- Audience: ESI youth participants who have to register through the registration system (between 100-125 participants);
- The topic is established by MILSET;
- Run as roundtable discussions with a plenary session to start the activity;
- Certificates to speakers and attendees will be provided by the Registration system (to be printed by the Organising Committee).

12.8.2 Leader Congress (LC)

- Required and should be coordinated by the MILSET LC team, in conformity with the MILSET LC Standards;
- The Organising Committee will provide a meeting room and technical needs;
- Audience: supervisors and heads of delegations (recommended between 150-200 participants);
- The topic is established by MILSET at least one year in advance;
- May include workshops, masterclasses, etc.;
- The Organising Committee should select one (1) national and/or international speaker;
- Certificates to speakers and attendees will be provided by the Registration system (to be printed by the Organising Committee).

12.8.3 Workshops, STEAM-related presentations and Interactive exhibitions

- May be included in the program by the Organising Committee;
- Audience: ESI supervisors and heads of delegations, local teachers, youth STEAM program organisers.

12.9 MILSET Activities

- Managed by the MILSET team;
- The Organising Committee is providing, free of charge, meetings rooms, and technical facilities and a person in charge to assure the fulfilment of needs before the start of the activities;
- MILSET Activities
 - Executive Committee meetings;
 - General Assembly meeting;
 - Any other governance meetings;
 - JOSE Editorial Board;
 - MILSET Awards Juries meetings.

- MILSET Regional Activities (5 regions)
 - Executive Committee meetings;
 - General Assembly meetings.

12.10 Post-ESI Tours

- The Organising Committee may provide a list of activities and the contact for a travel agency to make the arrangements well in advance of the event;
- Participation in post-ESI tours is the responsibility of the heads of the delegation or supervisors.

12.11 Awards and Recognition

- MILSET shall present the following awards to individuals, organisations or delegations:
 - **At Gala Dinner**
 - MILSET Award
 - Derek Gray Medal
 - **At the MILSET General Assembly**
 - MILSET Volunteer Award
 - **At the Closing Ceremony**
 - Enrique Padilla Award
 - ESI Cultural Award
 - ESI Best Delegation Award
- MILSET is responsible for choosing the juries, coordinating their work, producing the trophies and certificates, and preparing the draft program for the concerned ceremonies.

13.0 LOGISTICS

13.1 Facilities

- It is recommended that the exhibit hall, meeting rooms and lunch area be in the same complex;
- Wi-Fi access in the exhibit hall is strongly recommended; Wi-Fi access in the meetings rooms and offices is required;
- An audio system in the Exhibit Hall with access for MILSET and Host announcements;
- Professional stands (minimum 1.5m wide x 2m high) with table, one chair per youth participant, and duplex AC for each project; Final sizes of the booths should be in the Participant Guide and to be informed in advance to the participants;
- Booths for Host Organisation and MILSET; Host Organisation and MILSET sponsors (3m x 3m);
- MILSET Science Photo Contest Exhibit space;
- Registration Area;
- Information Desk: General Information; Lost and Found – Outside of the main entrance of the Exhibit Hall;
- MILSET office (8 persons) near Exhibit Hall with a coffee break every day and nearby accessible photocopier;

- Organising Committee office near the Exhibit Hall or a better called Organiser's room;
- Storage room – Participants kits, etc.;
- First aid/medical services room.

13.2 MILSET Meetings Rooms

- A final schedule will be provided one year before the event;
- Meeting rooms for MILSET and MILSET Regional Executive Committees (12 persons);
- Auditorium or Meeting room (Heads of delegations Information session; General Assembly – 150 seats);
- 5 Rooms for Regional General Assembly Meetings – from 15-50 seats.

13.3 Activities' Rooms

- **Young Citizens Conference** (stage for lectures and round tables (10 persons each) – 125 persons);
- **Leaders Congress** (stage for lectures) – 150 persons;
- Space for the Organising committee's workshops and conferences (if it is the case);
- Space to seat all participants for ceremonies;
- Prayer rooms (male and female);
- May include a snack shop;
- May include an ESI souvenir store managed by the Organising Committee;
- May include a lounge room or resting areas, accessible for the supervisors during the opening to the public.

13.4 Signage

13.4.1 Branding

- In main spaces (Opening and Closing Ceremony, Gala Dinner, Young Citizens Conference, Leader Congress);
- Services, such as transportation, hotels and main places in the city may use this branding;
- All signage is produced by the Organising Committee, after approval from the MILSET Communication Manager.

13.4.2 Sponsors

- Banners listing the sponsors.

14.4.3 Direction

- To direct participants to various areas of the event (emergency exits, bathrooms, dining room, meetings rooms, etc.).

13.4.4 Stands

- Must include a printed header, each one including the number of the booth, country flag and project title (provided by the registration system after finalising the registration period);
- The maximum number of characters for the project title should be defined and communicated to participants at least 6 months in advance.

13.4.5 Reception and registration area

- Map of areas is required;
- Map of the Exhibit Hall listing the projects;
- May include banners listing the countries.

13.5 Services

The Organising Committee is not providing transportation, accommodation, meals or support for early or late arrivals or departures.

13.5.1 Transportation

- The Organising Committee must define the arrival and departure points (airports, train stations, bus stations, venues, hotels, etc.);
- The Organising Committee may guide other points (e.g., international airport transit to a train station);
- Participants must arrive and depart from the official points chosen by the Organising Committee to receive transportation services;
- Shuttles from designated locations to accommodations on arrival and departure days are required;
- Transportation to/from program events, if required;
- Transportation must be air-conditioned if the outdoor temperature is expected to exceed 27°C;
- Participants may be required to walk up to 1 km between the accommodation and Exhibit Hall;
- It is highly recommended that the Organising Committee would have an agreement with the public transportation of the city to offer free access to the public buses by using the badges.

13.5.2 Accommodation

- Minimum: 3-star hotel (American/European standard) or equivalent (e.g., university residence);
- Accommodation must include one bed per participant and enough space between the beds (in case of double and triple beds) to spend the whole week;
- Rooms assigned to all participants must be single-gender and adults cannot share a room with youth participants (except with written permission of their parents for exceptional cases);
- Travel from the hotel to Exhibit Hall must be less than 30 minutes;
- The delegation leader should provide the room list for accommodation, through the Registration system no later than two (2) months before the event;
- Check-in / check-out hours must be provided to participants in advance (participant guide, mobile app, email, etc.).

13.5.3 Catering

- Three meals per day – a buffet preferred with enough seating;
- Full breakfast - in hotel/residence preferred;
- Lunches (buffet) should be served near the Exhibit Hall;
- Some dinners could be served at the hotel/residence;
- Packed lunches are acceptable for off-site activities;
- Nutritious meals suitable for teenage participants are required;
- It is required to have labelled options for vegetarian, vegan, halal, gluten-free, allergies, etc.;

- Water is required at all time during the activities;
- The Organising Committee may offer concessions outside the exhibit hall (sale of soft drinks, snacks, etc.).

13.6 First Aid

- First Aid services are required at the Exhibit Hall during the event;
- Location of the nearest hospital to the Exhibit Hall and the accommodations must be provided to supervisors and heads of delegations;
- First Aid services at the accommodation places are highly recommended;
- Some Organising Committee members should be trained for emergencies;
- A Contingency plan should be developed regarding special cases, such as a pandemic, earthquake, fire, etc.

13.7 Emergency line

- The Organising Committee must define the person(s) in charge;
- Availability 24/7 including some days before the event;
- Emergency line number visible for participants (mobile App, website, Participant Guide, information desk, etc.).

ANNEX TO ARTICLE 4.3 _ ESR CATEGORIES

For each of the five (5) categories, see below a **non-exhaustive list** to guide you in identifying the category best representing the project's field of expertise. Some projects are difficult to categorise since they are interdisciplinary; the participant can choose the category best fitting the main subject of his project.

- **Biological and Health Sciences**

- Biomedical sciences
- Biomimicry
- Biotechnology
- Genetics
- Human biology and Physiology
- Living organisms
- Microbiology and Immunology
- Nature and properties of living organisms
- Pharmaceutical sciences and drug development

- **Pure & Applied Sciences**

- Acoustics
- Astronomy
- Chemistry and Chemical engineering
- Chemical Physics
- Computational Physics
- Electromagnetism & Electronics
- Fluid Dynamics/Fluid Mechanics
- Geology and Geomorphology
- Mathematics and Statistics
- Mathematical Physics
- Mechanics
- Meteorology / Weather Physics
- Optics / Light Physics
- Statistical Mechanics & Thermodynamics

- **Environment and Ecosystems**

- Ecosystems
- Environmental resources
- Habitat biodiversity
- Natural resources and sustainable development (e.g., agribusiness, energy, etc.)
- Wildlife science

- **Engineering, Computer Science, Robotics Applications**
 - Aerospace engineering
 - Artificial intelligence
 - Civil engineering
 - Building engineering
 - Computer engineering and software
 - Computer security
 - Construction engineering
 - Electrical engineering
 - Electronic and computer system development
 - Industrial engineering
 - Mechanical engineering
 - Programming
 - Robotics (design, manufacture and use of robots)
 - Software development
 - Video games
 - WEB development

- **Social and Behavioural Sciences**
 - Archaeology
 - Culture, History
 - Demographics
 - Education and behavioural studies
 - Human behaviour (anthropology, psychology, psychoeducation, industrial relations, etc.)
 - Information and communications technologies (e.g. social media)
 - Linguistics
 - Sociology