



# **MILSET Expo-Sciences International (ESI)**

## **Candidature Application Form 2027**



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## 1.0 INTRODUCTION

This document contains the important elements to include in your Candidature Application Form. It must be completed and returned within the deadline mentioned in the document called **Candidature Process**.

**It will also be important to consult the MILSET ESI Standards, as your candidature shall respect those Standards. The MILSET Official Representatives Responsibilities on ESI, together with its Organisation Chart, shall also be consulted to better understand the link between MILSET and a Host Organisation.**

**Those documents can be consulted at: [esi2027.candidatures.milset.org](http://esi2027.candidatures.milset.org)**

MILSET ESI usually receives about 1000-1500 participants, including exhibitors, supervisors, head of delegations and special guests.

MILSET welcomes the opportunity to collaborate with you as you prepare your MILSET ESI Candidature Application Form. If you have any questions, concerns, or simply wish to discuss a point, please do not hesitate to contact us. We encourage you to send us draft versions of your application so that we can provide feedback prior to the application's official submission. If we can help in any other way, just ask.

This document is intended as a working tool to make your task easier by pointing out the various organisational aspects a MILSET Expo-Science International involves and to allow MILSET to make the selection between the candidates. Please use this form and attach additional documents as necessary.

We will take into consideration the fact that, at this time of the preparation of a candidature, it could be possible that your organisation will not have all the answers to the questions included in the present document.

Applicant organisations not selected will be informed of the Executive Committee decision and can reapply for a future edition.

**For more information and questions, you may contact: [Carole.Charlebois@milset.org](mailto:Carole.Charlebois@milset.org)**



## 2.0 APPLICANT – CONTACT AND GENERAL INFORMATION

Organisation(s) (acronym)	
Contact person: (Name and title)	
Address City Country	
Telephone	
WhatsApp	
Email	
Website	
Do you have permanent staff? How many?	
How many volunteers are involved with your organisation?	
Are you a MILSET member*? Since when?	
Participation at MILSET ESI or MILSET Regional Expo-Sciences: When? How many projects, students and adults?	
Experience in hosting national wide and international events	

\* The lead organisation

- must be legally established for, at least, five (5) years
- must be affiliated with MILSET for, at least, four (4) years
- have participated in two (2) MILSET ESI or ESR



### **3.0 DOCUMENTS TO INCLUDE IN THE PROPOSAL**

**Together with this Application Form, the following documents should be provided:**

- An official letter from your MILSET Regional Executive Committee supporting your candidature
- NGO Incorporation document or Declaration from national official authorities
- Board of Directors – List
- Main Permanent Staff – List, title or responsibilities, how long with the organisation
- History of the Organisation Financial Support – Government and Sponsors
- Last year of operation audited financial statement
- Support Letters (government, sponsor, partner, university, etc.)
- Preliminary Budget
- Plan of the Exhibit Hall and meeting rooms



## 4.0 OBJECTIVES

- Why should MILSET Expo-Sciences International take place in your community? Will it coincide with a special event of some sort?

- In your opinion, what spin-offs would result from such an event for your organisation? For your country? If such results do occur, how do you plan to follow them up?

## 5.0 DATES

- In accordance with the MILSET ESI Standards, which dates do you suggest?

## 6.0 LOCATION

- Description of your city (what makes it special)

- Brief description of airport(s), including capacity and number of international flights
- Distance from airport to the selected hotels (km and time to travel to hotels or main venue)



- Safety considerations for foreign visitors

## 7.0 COMMUNITY INVOLVEMENT

- Can you rely on community involvement, on a volunteer basis, to ensure that the event will be a success? Please provide a few supporting examples.

- What shape will this involvement take? Please describe. (Volunteers, Sponsors, Loan of materials, Services, Loan of premises, others)

- How many volunteers do you intend to recruit?

## 8.0 PROPOSED SITE

- Where do you suggest MILSET ESI be held and why?

- What is the distance to the selected hotels (km and time to travel from/to Exhibit Hall)?
- If it is not at walking distance, will you be using public or private transportation?



- Where are you planning to feed all participants? Are there meals facilities next to the Exhibit Hall? If yes, which meals will be served? What is the seating capacity? If not, what is your plan?

- Do you have meeting facilities next to the Exhibit Hall? Please describe.

- Have you already made some contacts for the renting of the Exhibit Hall?
- Is it possible to have a pre-reservation for the concerned dates?

## **9.0 DETAILS OF THE PROPOSAL**

### **9.1 FUNDRAISING**

The Registrations fees will be set up by MILSET in consultation with the Host Organisation.

- How do you plan to finance this event?

- Can you set a realistic objective at this time?

- Have you started negotiations with companies and governments? If yes, give a list and add copies of the concerned documents.





## 9.2 COMMUNICATIONS

- How do you plan to publicise the event in your community, region and country to insure the registration of national youth projects?

- How do you plan to publicise the event to the schools to invite them to visit the event?

- How do you plan to publicise the event to invite the public to visit the event?

- How do you plan to publicise the event to invite the scientific community to visit the event?

- Can you count on professionals in different fields of communications to support you in this undertaking? (ex. Community manager, marketing others.)

- Can you count on professionals to create promotional materials? (ex. Graphic designer, visual designer, others.)

- Can you count on professionals to create and keep up to date the ESI website, or will you hire an external service? (ex. IT, others.)



### 9.3 TRANSLATION

- Do you have a team of translators and interpreters available? Please provide details.

### 9.4 COORDINATION AND SECRETARIAT

- How do you plan to provide a full-time secretariat, at least one year before ESI?

- Have you reached an agreement regarding the selection of an event coordinator, or do you have on staff a person who could be selected as coordinator?

### 9.5 ACCOMMODATION

- What type of accommodation do you plan to offer young people, supervisors, organisers and guests? It should be one bed per person

- Will full breakfasts be served in the hotels?

- Have you already made some contacts for the reservation of hotels? If yes, have you signed an agreement in principle?

### 9.6 LOCAL TRANSPORTATION & VISAS

- How will you organise the transportation for arrivals and departures?



- How will you organise local transportation for participants?

- Do you have any possibility to reach agreements with air carriers or airlines network to obtain group rates for international transportation? What is your plan?

- How will you support participants to obtain visas? What is your plan?

## 9.7 TECHNICAL SERVICES

### Exhibit Hall

- Will you be renting the professional stands, or will it be provided by the Exhibit Hall?

- Will you be renting the tables and chairs to put in front of each stand, or will it be provided by the Exhibit Hall? Who will oversee the installation (Contracted services, Exhibit Hall Staff, or volunteers)?

- Maintenance: Will the maintenance services be provided by the Exhibit Hall staff, or do you have to contract an outside company?

- Security - Can the Exhibit Hall be locked when the ESI is closed to the public?



- Internet Access: Will you have Wi-Fi Access in the Exhibit Hall?

- Electrical facilities: Does the Exhibit Hall have electrical facilities suitable for an exhibition, so that one double electrical outlet is provided per stand?

- Sound system: Please specify the facilities.

- First Aid: What is your plan to provide First Aid services to the participants?

### **Host Committee and MILSET Offices**

During the event MILSET will require an office for 15 people with tables & chairs for Executive Committee meetings and permanent coffee break

- What is your plan to organize the two (2) offices spaces?
- Will it be located next to the Exhibit Hall?

### **Meeting & Conference Rooms**

Based on the activities to be performed, at least will be requested: 1 Conference room, 1 Workshops rooms, 3 rooms for regional committees' meetings, exhibit hall, room for cultural events with stage, room as warehouse, and more explained in ESI Standards

- Sizes and number of persons
- Facilities
- Will it be located near the Exhibit Hall?



### 9.8 TOURS

**Scientific, Cultural and Touristic Tours:** Give us an idea of the activities you plan to organize.

Is it possible to have Pre and/or Post ESI Tours? Have you an idea of what would be offered?

### 9.9 OFFICIAL CEREMONIES

**During ESI, there are several official ceremonies to be developed under the ESI Standards such as:**

- Opening Ceremony
- Gala Dinner
- National Cultural Night
- Cultural Event
- Closing Ceremony

### 9.10 SCIENTIFIC ACTIVITIES

**Young Citizens Conference:** Do you have access to scientists who could present a short conference for youth?

**Leaders Congress:** Do you have access to international or national speakers for conferences or roundtables targeted to the supervisors, heads of delegations?

**Conferences:** What would be your proposal to invite national and international speakers for conferences to organize for young participants and supervisors, and local teachers?



**Networking Activities for Young Participants:** How do you intend to put in place some networking activities for young participants in the Exhibit Hall?

**Interactive Exhibits:** Do you plan to invite universities, research centres, scientific organizations, or companies to run Interactive Exhibits? If so, what would be your preliminary plan?

### 9.11 SOCIAL ACTIVITIES

Do you plan to organize the following activities? If yes, what is your Preliminary Plan?

**Icebreakers Activities:**

**Farewell event:**