

# *Japan English Model United Nations 2023 BIDPACK*

*A guide to the bid process for prospective host teams*



## Contents

WELCOME LETTER.....	page 1
OVERVIEW.....	page 2
<i>Introduction</i>	
<i>Cooperation and Structure</i>	
<i>Responsibilities</i>	
GUIDE TO WRITING THE BID.....	page 4
<i>Part 1: Summary of the Bid</i>	
<i>Part 2: Conference Site and Venue</i>	
<i>Part 3: Logistics</i>	
<i>Part 4: Programming and Social Events</i>	
<i>Part 5: Delegate Recruitment</i>	
<i>Part 6: Timeline</i>	
<i>Part 7: Finances</i>	
<i>Part 8: Staff Structure</i>	
<i>Part 9: Additional Documents</i>	
CONCLUSION.....	page 10



# WELCOME LETTER

Dear Prospective Host Team,

We are so excited that you are interested in bidding for the 2023 JEMUN Conference.

Hosting JEMUN is an amazing opportunity that involves the chance to be on the organizational side of this conference and collaborating with the JEMUN team in a rewarding partnership. Co-hosting is also a challenge that comes with enormous responsibilities. As the Host Team, you will organize the conference venues, plan spectacular social events, and secure financial sponsorship.

In the following pages, you will find a list of the expectations of the bid proposal for hosting the 2023 JEMUN conference. The most successful bid proposals are those that comprehensively address all topics and questions raised here. All bid proposals must be sent via email in .pdf form, with all accompanying documents, to the JEMUN e-mail address, [jemunconference@gmail.com](mailto:jemunconference@gmail.com), no later than March 1st, 2022 11:59PM (Japan Standard Time). We welcome bids from any high school or university in Japan.

If you have any questions concerning the bid at any point between now and March 1st, 2022 we encourage you to reach out to us and we would be more than happy to discuss them.

Thank you for your dedication to this conference and we look forward to hearing your ideas.

Sincerely,

The JEMUN Team



# OVERVIEW

## **INTRODUCTION**

JEMUN will use its successful educational model and offer one high school or university each year with an opportunity to host a JEMUN conference. The JEMUN conference will be run by the JEMUN organising team and the chosen high school or university host team. The chosen host team can bring vibrancy and character to each year's JEMUN conference. Regardless of which educational institution you are from, if you are interested in bidding, we strongly encourage you to read on and contact us with any questions. This guide includes detailed information on the expectations and responsibilities of the host team and of the JEMUN organizing committee, in addition to information on the format and evaluation of your bid proposal.

*IMPORTANT NOTE: Teams are not allowed to publicize their bids in any form, whether in paper, digitally, or across any form of social media, which includes but is not limited to Facebook, Instagram, Twitter, blogs, etc. All bids that disregard this ban on social media risk immediate disqualification.*

## **COOPERATION STRUCTURE**

### **Responsibilities of the Host Team and JEMUN Organizing Team**

Being the host team of a JEMUN conference is a wonderful opportunity to bring a *unique* international event to your campus, but at the same time it is a tremendous responsibility.

The JEMUN team will rely on you for your close cooperation and constant communication as we embark on a nine month long journey of collaboration. The success of the conference depends on the expertise of the JEMUN organizing team, dedication of the host team, and the strength of the cooperation between both. Specifically, we are looking for a number of key skills:

1. Communication – The success of the conference relies on the constant and thorough communication of all conference matters between the host team and the JEMUN organizing team. The host team must be able to establish a close working relationship with great speed, and must communicate all working efforts and progress.
2. Initiative – JEMUN is the product of planning by the host team with support from JEMUN organizers. The conference belongs to the host team as much as it belongs to the JEMUN organising team. It requires a strong can-do attitude and unparalleled dedication.
3. Vision – Each host team should present a unique vision for the conference, demonstrate the desire to innovate JEMUN and raise it to higher levels of excellence.

## **RESPONSIBILITIES**

### **JEMUN Organizing Team Responsibilities**

The JEMUN organizing team will be responsible for all the substantive components of the conference theme, including meeting room agendas, delivery of the online preparation courses, and actively supporting the host team throughout the duration of planning.

### **Host Team Responsibilities**

#### 1. Programming

After the selection of the hosting institution on April 1st of 2022, the host team must secure a conference venue, sponsorships, and propose delegate accommodations for the 2023 conference.

Between April 1st, 2022 and October 30th, 2022, the host team will be dedicated to the finalizing the conference details with the support of the JEMUN Organizing Team. The host team will also finalize the booking of social events and search for guest speakers. The JEMUN organizing team will be actively supporting in all of the aforementioned aspects throughout the duration of planning. Online applications and recruitment efforts for participants will begin on November 1st of 2022 and finish on April 30th of 2023.

#### 2. Financial

The conference, transportation and accommodation fees of all the advisors, JEMUN conference organizers, and bureau members for each meeting room, will be covered by the host team. An honorarium of 15,000 JPY/day for each advisor/JEMUN organizer will also be covered by the host team.

A registration and preparation fee of 5000 JPY yen for each participant will be paid to JEMUN. This fee will cover conference registration and the online preparation courses for participants. An additional consulting fee will also be charged based on the number of participants attending the conference. This fee will cover monthly online meetings with the host team, and access to digital conference materials.

The JEMUN organizing team will not be responsible for any conference operation expenses. The host team should secure financial support in the form of fundraising, sponsorships, grants, or otherwise acquire appropriate financial inflows to fund all necessary operations. The exact details of the delegate participation fees can be decided on through communication between the host team and JEMUN organizing team. Feel free to contact us for suggestions.



# GUIDE TO WRITING THE BID

When writing the bid, please include all nine parts.







## **Part 1: Summary of the Bid**

This first part of the bid should provide an overview of the components presented in the subsequent portions of the bid proposal. This should include highlights of the bid and demonstrate how it is distinguished from other bids that may be submitted.




## **Part 2: Conference Site and Venue**

First, the bid should clearly identify the proposed conference site, along with reasons for selecting this location. JEMUN is willing to consider cities anywhere in Japan for the 2023 JEMUN conference. Please note that JEMUN *strongly prefers* a host city that is easily accessible and has direct flights from other cities within Japan.

The bidding team should consider the following factors:

-  Appeal to prospective Japanese and international students, including, but not limited to: tourist attractions, size, safety, and cultural distinctiveness.
-  Ease and cost of access by air, rail, or road, for local and international students
-  Systems of public transportation
-  The bid should propose a conference venue, which could be a university campus, hotel, government building, or corporate facility. The local team should include information on the following factors:
  -  Number of committee rooms and sizes that can be accommodated by the venue
  -  Total conference size that can be accommodated by the venue. An ideal size for each meeting room would be over 160m<sup>2</sup>.

*All bid proposals should provide venue and event details for a conference size ranging from 100 (2 meeting rooms) to 300 (6 meeting rooms). Each meeting room will consist of 50 delegates, and four Bureau Members. If the host team is unable to secure bureau members to lead the meetings, the JEMUN Organizing Team can offer support.*

-  Approximate cost of the venue (on-campus options will reduce the cost considerably)
-  Location and size of opening/closing ceremonies room
-  Availability of audio/visual equipment for opening and closing ceremonies, committees, printing, and delegate access.

- 🌐 Available, reliable technology for the duration of the conference: presentation equipment for committee rooms as projectors and writing boards; two laser or high speed printers for staff, including at least one color printer for each meeting room, and access to photocopiers. Wireless internet connection of acceptable speed for delegates and staff with laptops is also required.
- 🌐 Name of contact/liaison at the venue, and contact information (phone number, email address)
- 🌐 Other potential options for conference venue, including cost, if available
- 🌐 Proximity of hotels to airports, restaurants, and methods of transport

### ***Part 3: Logistics***

The bid should propose a number of possibilities for delegate accommodations during the conference. This could include a hotel, collection of hotels, or on campus. The proposal should provide information on:

- 🌐 Number of hotel rooms available at each potential location
- 🌐 Approximate cost to delegates, faculty chaperones, and host team, including possibilities for group discounts
- 🌐 Proximity to conference venue, public transportation, airport, and attractions
- 🌐 Type of rooms available for all participants (dorm or hotel room; double, triple, quads)
- 🌐 Dates during which these rooms will be available (for example, if delegates want to stay a few days before or after the conference, can the venue accommodate this?)
- 🌐 Name of contact/liaison at each accommodation option
- 🌐 What economical alternatives exist for students on a tight budget (e.g., college dorms, youth hostels, host team housing)?
- 🌐 How will transportation between venue and hotels work?
- 🌐 Please note the projected food price for breakfasts, lunch, and dinner. Do you want any of these to be provided in the conference fee? If so, please list options for catering companies and their approximate prices.

### ***Part 4: Programming and Social Events***

Please include in your bid some proposals to develop the conference beyond committee offerings. Some categories include:

- 🌐 Speakers/entertainment for the opening ceremony on the first day of the conference
- 🌐 Speakers/entertainment for the closing ceremony on the third day of the conference
- 🌐 Optional evening social event in the evening of the second day of the conference
- 🌐 Welcome party in the evening of day 1 of the conference

Please address the following questions in this section of your bid proposal:

- 🌐 What are your ideas for speakers and or entertainment for the opening and closing ceremonies?
- 🌐 What are some ideas for optional social events in the evening of the second day of the conference? For each event detail start time and end time, venue, capacity, food and drinks, accessibility, and expected budget.
- 🌐 Some ideas for option social events include a cultural night, a farewell party, and dinners, DJ dance, amusement center (karaoke/bowling).
- 🌐 A successful social event depends on strong marketing and publicity of the social package starting many months before the conference. How do you plan to market the proposed social event?
- 🌐 What are the transportation options to and from each social event idea?

### *Additional Notes*

To help you plan the bid package, follow this sample schedule:

#### **Day 1: Friday, July 15th**

9:00-10:20- Registration

10:30-12:00- Opening Ceremony

12:00-13:00- Lunch

13:00-18:00- Meetings (Session 1)

\*(Welcome Party)

#### **Day 2: Saturday, July 16th**

9:00-12:00- Meetings (Session 2)

12:00-13:00- Lunch

13:00-18:00- Meetings (Session 3)

(Optional Social Event)

#### **Day 3: Sunday, July 17th**

9:00-12:00- Meetings (Session 4)

12:00-13:00- Lunch

13:00-17:00- Meetings (Session 5)

17:00-18:30-Closing Ceremony

\*Welcome Party:

This event generally occurs on the first night of conference after the conclusion of the first committee session, and it meant to be an opportunity for delegates to mingle and meet each other. This party can either be in a relaxed, casual setting, or it can be in an upscale venue and, for instance, transformed into an event with food, drinks and live music.

### **Part 5: Delegate Recruitment**

The bid should provide concrete suggestions on strategies for improved delegate recruitment, such as potential publicity at other MUN conferences, contacts with specific local or regional MUN organizations, local media channels, or social networking channels. Please include specific names of organizations, websites, and contact information whenever possible. Additionally, create a timeline of benchmarks and recruitment strategies for March – September in 2023.

### **Part 6: Timeline**

Finally, each bid should propose a comprehensive timeline for responsibilities that will be covered by the host team. The timeline should include approximate dates by which different conference elements will be secured (for example, staff recruitment, conference venue, social events, etc.)

### **Part 7: Finances**

In this part of the bid proposal, please submit a comprehensive budget of expected inflows and outflows for JEMUN 2023.








Detail all major costs, in addition to how you arrived at your estimates. Please include costs in JPY. This should be submitted as a spreadsheet, as a separate file in .xlsx format.

Please explore what the funding prospects are in your home city: funding from your university/high school, local sponsors, and nonprofit organizations may be available for the event.

The Host Team is expected to be self-sufficient in its pre-conference operating costs and the conference logistical costs via its fundraising efforts.

**NOTE:** *Bids to host JEMUN 2023 will be strongly preferred if they guarantee a venue that comes at no cost to the conference or the cost will be largely subsidized by financial sponsorships that have already been acquired prior to bid submission. Bids should include evidence of financial support.*

The budget should include, in as much detail as possible, the following categories:

-  Pre-Conference Operating Costs
-  Welcome Party
-  Meals
-  Cost of Opening and Closing Ceremonies
-  Logistical Supplies – printers, photocopiers, internet use, audio/visual equipment or rental, paper, office supplies, materials etc.
-  Optional Social Events – provide detailed budget estimates for each proposed event.
-  Conference Venue – what is the cost of the venue you have provided (should be as low as possible, preferably of no cost to the conference), and detail the payment structure (hourly, lump sum, etc.)



🌐 Merchandise costs – Do you plan on selling any conference memorabilia (buttons, tattoos, t-shirts, etc.)

🌐 Other expenses

**IMPORTANT NOTE:** *The budget is one of the most crucial components of the bid. Successful bids are ones that have highly detailed budgets that are highly resolved and that minimize risk. It is more important to have a balanced budget than a flashy conference.*

### **Part 8: Staff Structure**

The bid should consider the makeup and roles of the host team staff. The host team is expected to take on certain logistical responsibilities, but the exact scope of these responsibilities should be outlined by the proposal.

First, your proposal should consider how to select your host planning team. This team will consist of the following roles:

- 🌐 1 Secretary General
- 🌐 1 Director of Finances
- 🌐 1 Director of Social Events
- 🌐 1 Director of Logistics
- 🌐 1 Director of Public Relations
- 🌐 1 Director of Staff
- 🌐 Assistant Directors (to any of the aforementioned categories)
- 🌐 Volunteers

For each meeting room you add to your conference, you will need four students to lead the meetings as Bureau members. JEMUN can support institutions by introducing competent student leaders to lead the rooms if necessary.

How do you envision the recruitment process for these aforementioned Senior Secretariat and Bureau roles? Please describe the process and selection criteria. Be as detailed as possible – include each of the steps required for the process, as well as the intended timeline.

Additionally, the structure should address the following questions:

What will the specific logistical responsibilities of the host team be? Specifically, what role will you play in recruitment, venue negotiations, social event planning, staff recruitment (if applicable), and pre-conference delegate communication?

Which faculty member/teacher will take full responsibility for the host team? Include their contact information.

What will be the specific responsibilities of host team members during the conference?

Create a timeline of the host team's responsibilities from April 2023.

Finally, please address the following questions regarding your past experience with MUN in this section.

- 🌐 What model UN conferences has your school attended? What aspects did you like about these conferences?

- 🌐 Have you ever run or hosted a model UN conference? If so, please provide information on the positions you held, financial and sponsorship details, delegate recruitment, social events, conference venue, and anything else you think is relevant for us to know.

### **Part 9: Additional Documents**

*Official Letters of Approval/Support:* If the conference venue you propose is a university or other public institution, please provide a letter from an official at that institution that provides official approval of your bid proposal. Moreover, if government permission will be required to host JEMUN in the host city, indicate what steps you have taken to obtain the requisite licenses.

*Sponsorship Guarantees:* If any sponsors have already signed on as financial guarantors of the conference, please attach their letters. Should your bid be selected, these letters will be considered evidence of financial support and the Host Team will be held accountable for procuring these funds.

*Photographs:* Please provide photographs of each venue you have detailed in the bidpack, including all conference venues and social venues.

*Map:* Please include a map of the city (and surrounding area, if relevant), with the hotels, conference venues, and social events marked. Also include a map of the conference venue itself.

*If there is* any additional information that you would like to include that has not been submitted in any of the aforementioned components of the bid, please include it in this part of the bid.



# CONCLUSION

JEMUN is a truly once-in-a-lifetime memory for delegates and staff alike. If you have any creativity or ideas to share with us pertaining to aspects of co-hosting, please do not hesitate to contact us. We believe that the vision for JEMUN is matchless in its transformative power, and we are looking for a group of people—who, like us, are single-mindedly and passionately dedicated to this conference—to become our partners in innovating JEMUN 2023.

Sincerely,

The JEMUN Organizing Team