

MILSET
INTERNATIONAL
SCIENCE SUMMER
CAMP (ISSC)

ORGANISER'S
MANUAL

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INTRODUCTION

The goal of this Organiser's Manual is to define the responsibilities of MILSET Europe and the Host Institution in the organisation of an International Science Summer Camp (ISSC).

MILSET

The **International Movement for Leisure Activities in Science and Technology (MILSET - Mouvement International pour le Loisir Scientifique et Technique)** is a non-governmental, non-profit and politically independent youth organisation, which aims at developing scientific culture among young people through the organisation of science-and-technology programs, including science fairs, science camps, congresses and others activities of high quality.

MILSET was created during **ESI 87**, the first International Science Fair held in Québec, Canada. Then, due to its constant growth, various Regional Offices were progressively established:

- MILSET Amlat (Latin America)
- MILSET Africa
- MILSET Asia
- MILSET Europe
- MILSET Noram (North America)
- MILSET Vostok

MILSET VISION

Inspiring youth through science and technology initiatives

MILSET PROGRAMMES AND EVENTS PHILOSOPHY STATEMENT

MILSET programmes and events reflect the organisation's non-negotiable values:

- **Participation:** MILSET programmes and activities are open to all.
- **Ideology:** MILSET programmes and activities focus on science, technology, engineering, arts, and mathematics (STEAM) and are free of political, religious and other ideological agendas or propaganda.
- **Integrity:** MILSET is honest, consistent, and clear in its conduct and relations with members, youth, and others.
- **Competition:** MILSET believes that competition motivates youth to participate in science, technology, engineering, arts, and mathematics (STEAM).

INTERNATIONAL SCIENCE SUMMER CAMP (ISSC)

OVERVIEW

- ISSC is a week-long summer camp where youngsters from all over the world gather to share their interest in science and technology.
- ISSC participants are young people aged between 18 and 25 years old selected by the host organisation.
- ISSC aims at fostering intercultural and scientific exchanges.
- ISSC language is English.

CONVENTION

- A convention is signed between the Host Institution and MILSET Europe at the latest 3 months after the approval of the candidature;
- The dates of the event cannot be modified after the approval of the candidature without an authorisation of MILSET Europe Executive Committee.

ORGANISERS

MILSET EUROPE

- Selection of host;
- Approval of the convention;
- Nomination of one representative to seat on the ISSC Executive Committee;
- Methodological and organisational support during the preparation of the event and during the event itself;
- Registration software – deployment and support;
- Provide the official URL routing <https://issc20xx.milset.org> and emails routing issc20xx@milset.org;
- Manage the dedicate section of the edition within the ISSC website;
- Follow up of the registration;
- Promotion to its members and partners at the international level;
- Approval of the detailed schedule of the event;
- If applicable, speeches from the MILSET Europe President: Opening and/or Closing acts;
- Participation of the MILSET Representative to media events;
- Provide GDPR governance;
- Provide social medias accounts.

HOST

- Programme
- Budget set up and fundraising
- Office/administrative support
- Volunteer's recruitment
- Registration process follow-up
- Communications (see details below)
- Accommodations, Meals
- Local transportation
- Activities
- [Non mandatory] Tours post/pre-event

GOVERNANCE

STEERING COMMITTEE

The proposed structure can be modified to fit the Host Institution own structure. The responsibilities and tasks mentioned in this document are the most important matters to consider.

COMPOSITION

At least:

- Two members of the Host Institution including the chair of the Organising Committee;
- One representative of MILSET Europe;

Extra members could be included in agreement with the Host and MILSET Europe.

RESPONSIBILITIES OF THE COMMITTEE

- Orientation of the event;
- Nomination of the Chair of the Organising Committee;
- Nomination of the members of the Organising Committee;
- Approval of the recommendations issued by the Organising Committee;
- Fundraising;
- Hiring of human resources.

ORGANISING COMMITTEE

COMPOSITION

- At the discretion of the Steering Committee

RESPONSIBILITIES OF THE COMMITTEE

- All elements listed in the remainder of this document.

FINANCE

BUDGET

- Prepare a projected budget, for approval by the Steering Committee;
- Submit monthly reports and a final report to the Steering Committee.

ACCOUNTING

- A dedicated bank account may be opened;
- Determine financial management procedures;
- Look after bookkeeping and manage accounts payable and receivable;
- Define the process of collecting registration fees.

FUNDRAISING

- Determine, according with the approved budget, sponsorship needs in terms of goods, services and financial contributions;
- Negotiate sponsorships and subsidies agreements;
- Submit monthly reports and a final report to the Steering Committee.

COMMUNICATIONS

- Develop and implement a communications plan for the event. The plan has to be approved by the Steering Committee.

PROMOTION (EXTERNAL AND INTERNAL)

- Prepare a promotional campaign;
- Implement the campaign;
- Produce all communication items necessary (logo, visual identity, digital and virtual material, poster, programme, goodies, etc.);
- Ensure the photographic coverage of the event;
- Ensure a presence in the social media.

PARTICIPANTS

- Seeking out funding to cover the registration, transportation and travel insurance fees of its participants;
- Registration process and payment of fees in due time;
- If an organisation, nomination of the head of delegation which will be, during the ISSC, the official liaison with the organisers.
- Produce an info sheet for the participants (Do's & Don'ts in the host country);

SERVICES

REGISTRATION

- Analyse the registration software transmitted request adjustments, if necessary;
- Set-up the date for the closing of registration;
- Complete and compile data received;
- Make regular reports to the Organising Committee;
- See that the final data are circulated to the appropriate sub-committees;
- Insure the GRPD compliancy.

CUSTOMS AND VISAS

- Facilitate procedures to obtain entry visas (if applicable);

LOCAL TRANSPORTATION

- Organise a welcoming point at the airport/station for the arrival of the participants;
- Organise the (airport – exhibit hall - airport) transportation of exhibitors' equipment;
- Provide transportation during off-site activities;
- Provide an emergency transportation system.

ACCOMMODATIONS

- Ensure that participants have accommodations;
- Non-mixed room and no bed-sharing;

MEALS

- Ensure that all participants are served three (3) meals per day, including meals during activities off (Seating provided even if it's lunch boxes);
- Ensure that late arrivals/early departures are taken care of;
- Take into consideration requests, indicated on the registration forms, for special diets and allergies.

FIRST AID

- Take into consideration medical problems indicated on the registration forms;
- Make arrangements in order to adequately deal with emergencies;
- Provide on-site space and first aid material to deal with medical emergencies.

PROGRAMME

The programme shall include:

- An opening/information meeting to welcome the participants and a closing meeting. They may include intervention from MILSET and the host delegates as well as partners, VIPs or sponsors;
- Scientific activities (lectures, experimentation, round tables, debates, visits, etc.) around a given topic;
- Cultural activities giving the opportunity to the participants to discover about the host country culture and share their own culture to each-other;
- Social activities giving the opportunity to the participants to get to know each other;
- [Non mandatory] post event touristic tour (this could be at the extra cost);
- [Non mandatory] host a young citizens conference (<http://ycc.milset.org>)