In 1968, Mr. Paul Sand from The American School of The Hague organized the first Model United Nations in The Hague. In 1981 the THIMUN Foundation was established and is today directed by a Board of Directors consisting of teachers from international and Dutch schools in the Hague area. The THIMUN offices in The Hague and in Qatar are permanently staffed, and THIMUN Qatar is in its ninth year. In 1995 the THIMUN Foundation was accredited as a Non-Governmental Organisation (NGO) associated with the United Nations Department of Public Information. 2001 saw the first annual session of the THIMUN Youth Assembly. In 2003 the THIMUN Foundation was granted Roster Consultative Status with the United Nations Economic and Social Council.
THE THIMUN QATAR OFFICE

The THIMUN Qatar office has three members; Ms. Fatima El Mahdi, Head of Program, Ms. Amina Hassan, Conference Coordinator and Mr. Sakib Mahmoud, Conference Specialist. The office is supported by the THIMUN Qatar Advisory Board consisting from key schools in the region. The office runs 4 International Conferences:

• THIMUN Qatar Model United Nations Conference run annually each January with 2000 high school students from 16 countries gathering to debate global issues on the agenda in simulated UN sessions

• The Middle School Model United Nations Conference in Qatar run annually each March, with 500 middle school students from 5 countries gathering to debate an amended list of global issues on the agenda using THIMUN rules of procedure

• The THIMUN Qatar Leadership Conference run annually each October with 900 students from 8 countries gathering to build skills and knowledge that reflect the agenda of the THIMUN Qatar Model United Nations Conference

• The Arabic Model United Nations Conference run annually each November with 150 high school students from 3 countries gathering to debate global issues on the agenda to debate global issues in Arabic
WHAT IS THE QATAR LEADERSHIP CONFERENCE?

This annual event was established in 2011 by the THIMUN regional office in Qatar, under the patronage of H.E. Shaikh Mohammed bin Hamad Al Thani. QLC is a student led, student centered youth leadership development platform, featuring student voice, highlighting local talent and international leaders, as well as the United Nations.
WHAT DOES THE CONFERENCE LOOK LIKE?

QLC 2018 Conference Video
QLC 2019 Conference Video
MAIN THEATRE

Some workshops are held in the main theatre and are capped at 120 participants. Sessions taking place in the theatre are expected to focus more on information sharing rather than skill building, whilst remaining interactive and engaging. Workshop outcomes are to expose students to a larger cause or global issue, with clear steps to engage students to follow through post workshop.

MEETING ROOMS

Some workshops are held in the meeting rooms and are capped at 40-70 participants. Sessions taking place in the meeting rooms are expected to focus more on skill building, delivering commentary on topics you’re passionate about and should spread out time spent absorbing information with more active, engaging activities. Workshop goals are to deliver three key outcomes for students and to phrase open ended questions to leave space for student innovation.
THIS IS WHAT A GENERAL MEETING ROOM LOOKS LIKE
WHO ATTENDS THE WORKSHOPS?

• Each school in attendance runs a model united nations (MUN) club, led by high school students and is supported by an MUN director. These high achieving student leaders are the main body of the student participants.
• Each school also fields teacher chaperones as well as MUN directors, adding a small mix of teachers to the workshop audience.
• Finally, we encourage local adult presenters to spend the day and attend workshops, adding to the group of adults in attendance.
THE STUDENTS' EXPERIENCE

• Students attend 11 workshops during the conference
• Students plan which workshop they will be attending based off of the workshop synopses and bios provided by the presenters submitted via presenter confirmation links sent individually to successful workshop presenter applicants
• There are 132 workshops available through the conference’s 2.5 day run
## SCHEDULE QLC 2020

### WEDNESDAY 4 NOVEMBER
- **2:30-4:00** Admin, Press, IT and Executive teams arrive
- **4:00-5:00** Welcome and Opening Plenary
- **5:00-6:00** Networking Lunch

### THURSDAY 5 NOVEMBER
- **8:30** Executive teams arrive
- **9:30** Opening ceremony and Keynote
- **10:00-12:00** Sessions

### FRIDAY 6 NOVEMBER
- **9:00-10:00** Plenary Session with Keynote
- **10:00-12:00** Lunch and Networking Circles
- **12:00-1:00** Midday Break
- **1:00-2:00** Sessions

### SATURDAY 7 NOVEMBER
- **9:00-10:00** Sessions
- **10:00-11:00** Lunch and Networking Circle
- **11:00-12:00** Closing Plenary with Keynote
PLANNING YOUR WORKSHOP

• These are a few guidelines that we recommend you take into consideration when planning your workshop
• They have been curated by experienced workshop presenters and hope to serve as some nice tips and tricks to help you spice up your workshop
• Our goal is to help you make the most out of your time presenting!
Here's a flowchart to illustrate where you can start and follow through with your workshop planning up to the conference:

1. View Application Form and Understand Presenter Requirements
2. Consult Workshop Guide and Theme Classifications to Help Brainstorm Workshop Topics
3. Create Brief Synopsis of Workshop and Apply for QLC 2020
4. Decide on Which Platform You Would Like to Present On
5. Work on Structuring Your Workshop - Have Clear Outcomes and Goals
6. Practice Your Workshop Individually
7. Practice Your Workshop in Front of Other People
8. Use Constructive Criticism to Better Your Workshop and Tie Up Some Loose Ends
9. Present and Succeed at QLC 2020!

It's always wise to create a timeline of your planning phase to ensure you stay on track and are ready to present successfully at QLC 2020!
**QLC 2020 THEME CLASSIFICATIONS**

<table>
<thead>
<tr>
<th>COMMUNICATION AND LEADERSHIP</th>
<th>EDUCATION</th>
<th>ENVIRONMENTAL AWARENESS AND ACTION</th>
<th>ENTREPRENEURSHIP</th>
<th>HUMANITARIAN</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUN</td>
<td>PHYSICAL AND MENTAL HEALTH</td>
<td>SOCIAL AND POLITICAL SCIENCES</td>
<td>THE SDGS</td>
<td>MEDIA &amp; JOURNALISM</td>
</tr>
</tbody>
</table>

- QLC categorizes each presentation into one of our 10 themes - a short description of each theme can be found on the THIMUN-Qatar website. You are by no means limited to these themes but are rather encouraged to use these themes as a source of inspiration for your workshop topic.
- When applying as a presenter, please indicate which theme you believe that your workshop fits best.
- Conference coordinators reserve the right to categorize each workshop into a theme that they may deem most fitting for the conference post application process.
WORKSHOP EXPECTATIONS AND INFORMATION

All presentations need to be 50 minutes long unless specified - please be prepared in the event that your presentation must run under or over the allocated time slot.

The topic and content being discussed needs to suit a room full of diverse individuals with varying levels of English and must adhere to the norms and values upheld within the State of Qatar.

Try to avoid using language that might offend others. Unless you know your audience personally, try to avoid sarcasm as well - it may not provide the desired outcome if used inappropriately. Remember that sensitive international topics are also felt personally by our participants.
'CHUNKING' YOUR WORKSHOP

• There should always be a sense of flow within a workshop - it's how you smoothly transition from one aspect of the workshop to another, how you start your workshop and end it and how you begin to build a relationship with your audience.
• 'Chunking' involves breaking your workshop into small, summarized sections, having a clear beginning, middle and end to your presentation.
• It's great for when you're attempting to memorize the order of events within your workshop and it will make things a whole lot easier for the participants to digest ideas/concepts as well as making you feel more comfortable when you're actually presenting - you'll know what's going!
'CHUNKING' YOUR WORKSHOP

Here's a quick example of how a typical workshop is 'chunked' into smaller sections:

**ICEBREAKER (5-10 MINS)**
- who are you?
- get to know your audience
- let the participants interact with one another in an engaging, controlled manner to shake off any nerves

**INTRODUCTION (5 MINS)**
- what are you talking about today?
- what are the objectives for your workshop?
- what do you hope your participants will take away from their experience with you?
- this could be done in various ways - through a PowerPoint, a short video, a Q&A sessions, a song, etc.
- Make it clear, exciting and to the point!

**CONCEPT #1 / ACTIVITY (10 MINS)**
- what's the first topic you'd like to cover?
- would you like to cover it via an activity or by lecture-style?

**CONCEPT #2 / ACTIVITY (10 MINS)**
- what would you like to cover next?
- does it have a natural flow from the previous objective?
- are all your participants up-to-pace? do they understand what's going on? read the energy of the room!
- an activity would be good now if you haven’t included one beforehand - get people moving!

**CONCEPT #3 / ACTIVITY (10 MINS)**
- discuss the last aspect of your workshop
- if you did an activity beforehand, maybe take things more chilled or continue with the activities if you really want to
- this is the time to start bringing all your key concepts together and the time to calm your participants down to create a natural feel/end to your workshop

**CONCLUSION (5 MINS)**
- Review everything that you’ve discussed so far - this may include your objectives, some memorable moments from the workshops, etc.
- Make a clear distinction of how the participants have evolved throughout the workshop - how have they bettered themselves since coming into the workshop?
- How and what are you challenging them to do post QLC?
- Stay in contact with them via social media! Keep up-to-date with any new friends you may have made or answer any questions that the participants may have.
ICEBREAKERS

• Get rid of any awkward tension that may be lurking around – put your audience at ease!
• Try to get the participants to familiarize themselves with you, the people around their table and the others around the room – get to know everybody
• There are several icebreakers you could choose from to start your workshop – some can include a joke, a short story, a relevant personal anecdote, a brief introduction of yourself, some shocking statements/statistics or a quick activity
• Some more icebreaker ideas can be found here: https://www.mindtools.com/pages/article/newLDR_76.htm

AVOID: icebreakers that take too long! Most icebreakers last from 5-10mins – you don’t need to know every detail about them, just some cool facts! Time will fly by very quickly in any event so get a move on with your content!
It's a good idea to space out time spent listening with time spent speaking, implementing or interacting with each other.

**AVOID:** delivering long lectures with no activity; being too chaotic and not having any more calm, controlled moments; pushing people too far out of their comfort zone if they're not ready!
HANDY TIPS

MIXING AUDIO & VISUAL CUES

• Pictures speak a thousand words. Use photos, video clips, graphs or other images to convey your message
• Use eye catching and amusing images/cartoons that illustrate your concept. When using audio, keep it short and ensure it doesn’t distract from your concept
• AVOID: too much text! Try learning your lines instead

BODY LANGUAGE

• A good way to emphasize your points better is to act them out – use open-hand gestures to paint an image or to elaborate more on a concept – this makes you a more appealing, confident and interesting presenter
• Try moving around as well – the whole room is there for you to use; pace yourself up and down the room slowly and get closer with your audience – but not too close!
• AVOID: over exaggerating points with your hands, running around the room, invading another participant’s personal privacy

DELIVERY

• A confident and successful presenter is one that we can hear and resonate with
• Volume – be loud; the room may be larger than expected so speak up so that we all can hear you! But don’t be too loud either! You will have a microphone at hand to help if you’re a little unsure about your volume
• Pace – speak slowly and try to enunciate your words to the best of your ability. An accent is irrelevant if you can enunciate your words clearly
• Use volume changes wisely to emphasize key points. Sudden loudness or sudden softness will direct audience attention to those points
TECH SPECIFICATIONS

• Each room will have a podium, microphone and an LCD screen for you to project your presentation onto. In case you have any application preferences or system requirements, please bring in your own laptop to be linked to the LCD screen - the laptops provided by the QNCC may not be compatible with your presentation requirements. A member of our Tech team or Admin staff will be on hand to assist you in your set up
• If you do not have a laptop and have indicated so on the confirmation form, we will have one ready set up for you
• The QNCC can connect HDMI, VGA and thunderbolt ports. If you have a different connector, please do let us know so that we have the parts ready
• The conference will provide accessible WiFi. We do, however, strongly recommend that you download any media needed for your presentation onto your laptop – WiFi strength is very unpredictable
LAYOUT AND PREPARATIONS

• All rooms will have a team of Admins that are dedicated to assisting you with crowd control, monitoring the doors, presentation set up as well as providing general support. Don’t be scared to use them - they are there to help you make the most of your presentation! But always remember to respect them.
• Each room will have a podium, microphone and an LCD screen for you to project your presentation onto. In case you have any application preferences or system requirements, please bring in your own laptop to be linked to the LCD screen – the laptops provided by the QNCC may not be compatible with your presentation requirements. A member of our Tech team or Admin staff will be on hand to assist you in your set up.
• Unless previously arranged, you are expected to provide any additional materials that you or our conference coordinators may deem relevant to your presentation – the ability to make photocopies is limited. Please come prepared!
LAYOUT AND PREPARATIONS

• Room layout can vary from tables arranged in a U-shape, in a circular shape to tables separated in rectangles – please see the photographs below for reference. Take this into consideration when planning your activities
• Furniture within the QNCC may not be moved or tampered with. If you need to clear an area or make some space for your activities, please let the admins know beforehand so that they can make the necessary arrangements
• Room sizes vary from 30 to 77 participants. The theatre audience size is capped at 120 participants
CIRCULAR TABLES
Great for team-based activities; ample room for movement; some participants may not be facing you directly

U-SHAPED TABLES
Perfect for guiding a small audience step by step through a concept; good view of LCD screen; risk chance of participants shouting across the room

RECTANGULAR TABLES
Fits in plenty participants; easy to organize participants into teams for activities; can be difficult for everyone to hear or see you if you’re too far
NETWORKING

• 50 minutes is not a long time to develop and discuss the big ideas in your presentations!
• Consider having a social media platform or some kind of communication outlet to stay in contact with your participants - a lot of the time they may have more questions for you pertaining to your workshop that you didn't get the chance to answer
• Of course, however, don't give away sensitive information - only information that you can trust won't be abused such as accepting a friend request on Instagram or sharing your email address
• Throughout QLC 2020, there will be numerous opportunities for you to connect with your participants on a deeper level - be sure to mention during your workshop that you'll be available throughout the day, lunch and dinner if they'd like to talk with you!
THANK YOU!

• And that's it! That's all the handy tips, tricks and guidelines we have to share with you as of now
• Remember: planning goes a long way in reducing stress and having a good layout of what you want to say and how you want to deliver it makes you all the more confident on the big day
• You have been selected as a QLC presenter because of your passion and expertise in your chosen field and nothing is more engaging than true passion
• We wish you nothing but the best and do hope that your #QLC2020 experience will be one to remember for a lifetime!
Let's get social!

CONTACT US - #QLC2020

Instagram
thimungatarpress

Twitter
@thimun_qatar

Facebook
THIMUN Qatar