Online Workshop Guide

1-5 November 2020
17:00-20:00 GMT+3
Hosted on Google Sites and GoTo Meetings
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 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
Adult presenters’ workshop and conference information:

• Fatima El Mahdi – Head of THIMUN Qatar (felmahdi@thimunqatar.org)

Student presenters’ workshop and conference information:

• Michael Berendt – Secretary General of QLC 2020 (michael@thimunqatar.org)
This year, we will be launching QLC 2020 as an online event, with workshops all running online. Presenters will receive training on google sites and GoTo Meetings. We will confirm the final format for you by September 2020.

Since all workshops are now online, this course guideline will share the course requirements for this new online offering. It will cover:

- Who will be attending QLC?
- The student’s experience
- The workshop leaders experience
- How to plan your workshop
- Workshop expectations and information
- Chunking your workshop
- Icebreakers
- Tech specifications
- Workshop preparations
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 DID PREVIOUS QLCs LOOK LIKE?

QLC 2018 Conference Video
QLC 2019 Conference Video
WHAT WILL QLC ONLINE LOOK LIKE?

Lesson One Sunday 5th July 14:00-16:00

Introduction to MUN

Students enrolled in the THIMUN Curriculum Program will experience the greatest challenge in their classes. The work that is offered to these students is inquiry-based, with biweekly debates and in-depth research on each topic. Each unit focuses on a Sustainable Development Goal, with the second term looking at collecting information from primary sources and developing an action plan aimed at achieving one of the Sustainable Development Goals. Students will read and interpret policy documents, using critical thinking and independent research to dig into each unit. Unique aspects of this course will be that each unit will be debated from the perspective of a Model UN delegate of an assigned region, circling around the 10 regions of the world. Students who are in this program should expect large amounts of both class work and homework.
QLC ONLINE TIMELINE

September 30th: A final Workshop schedule will be sent to you by S2020

October 1st: Students register for workshops.

October 5th, 6th or 7th: Online training session on how to use GoTo Meetings and Google Sites.

November 1st –November 5th: Qatar Leadership Conference. Sessions begin at 17:00 GMT+3 each day and end at 20:00
ONLINE TRAINING FOR PRESENTERS

We will offer an online training session on how to use Google Sites and GoTo Meetings in small groups of 20 from October 5th – 7th 2020

A Link to the webinar will be sent to you on September 30th 2020
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 8 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

• Students sign up to the workshops and receive a google calendar link for them to accept. The link goes live 15 minutes before the session begins and students may then click into the link

• There are 96 workshops available through the conference’s 5 day run, with the last day of the conference being a student incubator where they can work with all the workshop leaders in that theme group to propose and develop new projects
### SCHEDULE ONLINE QLC 2020

<table>
<thead>
<tr>
<th>SATURDAY 30 OCTOBER</th>
<th>GOTO MEETINGS</th>
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<tbody>
<tr>
<td>2:30-6:00</td>
<td>Admin, Press, IT and Executive team arrive</td>
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<thead>
<tr>
<th>SUNDAY 1 NOVEMBER</th>
<th>GOTO MEETINGS</th>
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<tbody>
<tr>
<td>14:00</td>
<td>Virtual opening ceremony</td>
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<tr>
<td>17:00</td>
<td>Session 1</td>
</tr>
<tr>
<td>18:30</td>
<td>Session 2</td>
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<tr>
<td>20:15</td>
<td>Sign up for student project incubator sessions on Thursday 5 November</td>
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<tr>
<th>MONDAY 2 NOVEMBER</th>
<th>GOTO MEETING ROOM</th>
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<tbody>
<tr>
<td>17:00</td>
<td>Session 3</td>
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<tr>
<td>18:30</td>
<td>Session 4</td>
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<tr>
<td>20:15</td>
<td>Sign up for student project incubator sessions on Thursday 5 November</td>
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<tr>
<th>TUESDAY 3 NOVEMBER</th>
<th>GOTO MEETING ROOM</th>
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<tbody>
<tr>
<td>17:00</td>
<td>Session 5</td>
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<tr>
<td>18:30</td>
<td>Session 6</td>
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<tr>
<td>20:15</td>
<td>Sign up for student project incubator sessions on Thursday 5 November</td>
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<tr>
<th>WEDNESDAY 4 NOVEMBER</th>
<th>GOTO MEETING ROOM</th>
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<tr>
<td>17:00</td>
<td>Session 7</td>
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<tr>
<td>18:30</td>
<td>Session 8</td>
</tr>
<tr>
<td>20:15</td>
<td>Sign up for student project incubator sessions on Thursday 5 November</td>
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<tr>
<th>THURSDAY 5 NOVEMBER</th>
<th>GOTO MEETING ROOM</th>
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<tbody>
<tr>
<td>17:00</td>
<td>Student incubator sessions by theme</td>
</tr>
<tr>
<td>19:00</td>
<td>Closing ceremony with keynote</td>
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PLANNING YOUR WORKSHOP
THE WORKSHOP BREAKDOWN

• There are two available options for the workshop format:
  – Interactive workshop capped at 40 participants
  – Webinar, uncapped capacity
• Each workshop is 90 minutes long
• 0-10 minutes: Registration and introductions
• 10-25 minutes: Ice breakers
• 25-75 minutes: Main Body of Interactive workshop delivered
  – At least 4 surveys are offered in answer to 4 open ended questions
  – Workshop deliverable outcomes are clearly chunked and highlighted
  – Workshop presentation posted on Google Sites
• 75-90 minutes: Feedback forms and summarization, sharing of contact details
• 90 minutes: Sign up for Incubator session on Thursday 5th November. Incubator session is aimed at students to work with presenters to develop or engage in projects inspired by workshop sessions.
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 to tie up some loose ends
9. Present and succeed at QLC 2020!
**QLC 2020 THEME CLASSIFICATIONS**

<table>
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<tr>
<th>Communication and Leadership</th>
<th>Education</th>
<th>Environmental Awareness and Action</th>
<th>Entrepreneurship</th>
<th>Humanitarian</th>
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<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>
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- QLC categorizes each presentation into one of our 10 themes – a short description of each theme can be found on the [THIMUN-Qatar website](http://www.thimun-qatar.org). 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 90 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 on!
'CHUNKING' YOUR WORKSHOP

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

**ICEBREAKER (5-15 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 (10-15 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 (10-15 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 (10-15 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 (5-15 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
• Consider a survey icebreaker that identifies any pre-conceptions on your workshop topic
• 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 5-15 mins – 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!
HANDBY 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.
Each classroom is hosted on Google Sites which is accessible for editing through your Gmail account.

You can customize your “classroom” with links to a call button, classroom work, presentations, etc.

Your laptop must have audio and video capabilities.

The call button can link to one click video conferencing sites that require no downloads or sign in. QLC 2020 uses GoTo Meetings, and a login will be sent to you.

You may not use Zoom as your call button.
LAYOUT AND PREPARATIONS

• All classrooms will have a supervisor that is dedicated to assisting you with registration, offering tech support to the students, sending out the class survey and collecting information. Don’t be scared to use them - they are there to help you make the most of your classes! But always remember to respect them.

• You are expected to provide any additional materials that you or our conference coordinators may deem relevant to your presentation - please come prepared!

• If you require a list of materials for each student, please indicate so on the classroom requirements in order to help families prepare the materials earlier on.
LAYOUT AND PREPARATIONS

• All workshops need to be run on time and within the time slot defined by the schedule

• Ensure that you have set clear workshop expectations from each student at the start of each session

• Admin staff will register participants in each workshop. Students will receive a digital certificate of participation at the end of the course which is dependent on participation and engagement. Please ensure that attendance and performance records are shared with your TQ focal point at the end of each session
LAYOUT AND PREPARATIONS

• Include surveys using GoTo meetings and quizzes using Kahoot to ensure that students are understanding the workshop objectives.

• Share your presentation on the Google site so that students are able to download and be apart of your workshop outcomes themselves.

• We will send out a sign up form for the incubation session on Thursday the 5th of November. We ask that you also sign up for this session so that you may also enter the breakout rooms and engage with the students that are interested in partnering with you to create, develop, and join programs!
NETWORKING

• 90 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 incubation sessions on the 5th of November 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