



MODEL WTO
INTERNATIONAL

**Guidelines
Associated Conferences**

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1 Introduction

Model WTO International is the worldwide leading association of World Trade Organization student simulations. The goal of our organization is to raise awareness on trade and sustainability among student community and to provide students with a unique insight into the development of trade policy within the framework of the WTO. Model WTO International is a student-run initiative based in St. Gallen, Switzerland and collaborates, among others, closely with the WTO, the University of St. Gallen and the Graduate Institute in Geneva.

Model WTO International aims to establish a global network of WTO simulations in order to provide students from all over the world with the possibility to learn about international trade and investment policy and the diplomatic processes involved in the framework of the WTO. The network shall comprise multiple conferences in strategically accessible locations all over the world with an annual main event in Switzerland. The best delegates from all the associated conferences gather once a year to compete and negotiate at the Model WTO simulation in St. Gallen and Geneva, where they have the possibility to present their work to trade experts and top tier diplomats.

The global network of conferences shall facilitate the geographic and financial accessibility of WTO Simulations for students and raise their awareness of international trade and investment policy. Simultaneously, due to the increased number of training and practicing opportunities, the academic level and hence also the closeness to reality of the simulation in St. Gallen and Geneva is expected to raise as well and thus improve the overall training and experience participants receive. All the factors described above will help students prepare for a career in the field of international trade diplomacy and provide the WTO and other potential employers with better trained and educated applicants.

2 Associated Conferences

Associated Conferences are independently organized by local student teams. They are integrated in and supported by the international network coordinated by Model WTO International. However, the organization, promotion and execution of the conference is taken care of by the local student organization team. The collaboration between Model WTO International and associated conferences may cover several areas. In order to ensure the quality of the support granted to associated conferences, MWTO International reserves the right to support only a certain number (3-4) of conferences in their establishment. Other conferences may be assisted in the following year in their foundation.

2.1 Support from Model WTO International

Simulation Design

If needed, Model WTO International may provide its associated conferences with a simulation design from a past edition of the main event in St. Gallen and Geneva. This includes, for example, topic papers, chair papers and old MWTO student resolutions. The simulation design in St. Gallen is supported and guided by a senior counsellor of the WTO legal affairs Division in order to ensure the quality and correctness of the material. The respective documents are created by students of the University of St. Gallen in a two-semester Bachelor course. Should any associate conference need this kind of support, it will have to keep the information of authorship as well as the logo of Model WTO on all documents.

Chairing

Model WTO International may provide associated conferences expertise about the procedural rules and the chairing of MWTO simulations. The association can assist associated conference in their search for chairs or provide them with trained chairs from the simulation in Switzerland – as long as these accept.

Finances

Associated Conferences are and must be financially independent. Model WTO International does not support associated conferences with direct monetary funding. A deficit guarantee subject to specific conditions might be granted in the years after the first, successful execution of the event. However, associated conferences do not have any right to financial support by the parent organization. However, the partner organization may assist associated conferences in their search for sponsors and partners

as well as to provide the know-how. If required, Model WTO International may also provide with a confirmation of its support by a letter of support to the associated conference.

Event Organization

Model WTO may provide associated events with expertise and know-how from the organization of the event in St. Gallen and Geneva over the last 21 years. The parent organization may serve the associated conference in an advisory role.

Speakers and Feedback experts

Model WTO International may assist its daughter conferences in their search for speakers and feedback experts through its partner institutions.

Marketing

Model WTO International may help any associated conference with the marketing within the limits of the organization. This includes the allowance of use of its logo¹, posting on social media platforms and with the possible provision of templates.

Main Event in Switzerland

Model WTO International grants the best delegates from its associated conferences direct access to the final in Switzerland. Winning students do not have to complete the normal application procedure and are directly admitted to the simulation in Switzerland. The exact number of students per conference shall be determined in each case. Model WTO International may assist the winners of its associated conference in the search of scholarships and funding for their trip to Switzerland and the participation fee. The financial aid or amount of funds/scholarships provided will be determined on a case by case basis.

The above points represent just an example of potential areas of support and collaboration. The partnership between Model WTO International and its associated Conference shall be defined individually in each collaboration in order to support daughter initiatives as good as possible.

¹ See requirements in section 2.2

2.2 Expectations from Model WTO International

To allow for an easy communication and the avoidance of misunderstandings between the associated conferences and Model WTO International, a few requirements are expected to be fulfilled throughout the organization of the associated conferences.

Quality of documentation and communication

In order to keep a good image of the organization as a whole, Model WTO International expects from its associated conferences that a high level of documentation is kept. As such, no half-done documents should be made public to the participants. Further, the level of communication with the the parent organization and potential third parties is expected to be professional at any time.

Logo and Marketing

Because of internal rules of Model WTO International as well as the ones set upon it by the WTO, it will be required that every associate conference has their own logo. Furthermore, any use of the logo of Model WTO International must first be approved by a member of the parent organization. This will ensure the quality of the documents and of the conferences.

Financial reporting

Despite every conference having their financial independence, to avoid the possibility of corruption or loss of money, Model WTO International will require transparency regarding the finances of the conference. Therefore, it will be expected that at least once a year a statement of profit and loss – and if required, a balance sheet – is shared with Model WTO International.

Simulation design

In case any associated conference should decide to conduct the simulation design themselves, disclaimers must be included which specifically state that the WTO and Model WTO International are no authors nor are responsible for any information in the document.

Conference report

To allow room for improvement of the associated conferences and the development of the future cooperation with Model WTO International, the organization asks for a yearly report of the conference and its organization which shall include but is not limited to: the abovementioned financial report, positive aspects of the conference, aspects to improve and a participant's feedback.

2.3 Application and acceptance procedure

The organization process for associated conferences with respect to the relation with Model WTO International shall follow six steps.

1. **Submit Formal application documents**

In order to initiate the application process, the submission of the *Conference Organization Request* document and the CV of the Head Organizer(s) is required. In this document, potential future partners provide information about their project and the organization around it.

2. **Consultation with MWTO International (Skype Interview)**

MWTO international evaluates the submitted documents internally and conducts short skype interviews to clarify potential questions with the applicants.

3. **Mutual Decision over Project Realization**

MWTO International decides together with the applicants about the support of the project in the following years and defines the conditions. In order to ensure the quality of the support granted by MWTO International, the organization reserves the right to only support a certain number of conferences with their first edition every year.

4. **Organization of the Event**

The associated conference is independently organized by the local organization team. MWTO International supports the projects as indicated in this document.

5. **Event**

The conference takes place. Representatives of MWTO International might attend the conference as observers.

6. **Evaluation of Event and Decision about future Collaboration**

The associated organization hands in all the required documents (Conference report and financial statements). MWTO International evaluates, together with the organization committee, the collaboration and decides about the future collaboration.

Model WTO International reserves its rights to stop supporting an associated conference if some of the requirements are not met.