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| --- | --- |
| Website: [scimun.net](http://scimun.net/)Facebook: [www.tinyurl.com/SCIMUN](http://www.tinyurl.com/SCIMUN)Email: SCIMUN@shenzhen.qsi.org  |  |

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| --- |
| Applicant Information |
| Last Name |  | First |  | M.I.  | Date |  |
| Phone |  | WeChat ID |  |
| E-mail Address: |  |
| Have you attended a MUN before? | YES [ ]  | NO [ ]  | If yes, how many conferences have you attended? |  |
| Are you currently eligible for afterschool activities? | YES [ ]  | NO [ ]  | Administrative Position Applied for |  |
|  |
| mun Experience (including press team/volunteering) |
| Grade Level |  | Current High School  |  |
| Conference Attended (1) |  | Role in Conference | (Ex. Delegate, Chair, Press, Volunteer) |
| Location of Conference |  | Year  |  | Achievements |  |
| Conference Attended (2) |  | Role in Conference |  |
| Location of Conference |  | Year |  | Achievements |  |
| Conference Attended (3) |  | Role in Conference |  |
| Location of Conference |  | Year  |  | Achievements |  |
| Conference Attended (4) |  | Role in Conference |  |
| Location of Conference |  | Year  |  | Achievements |  |
| \*Feel free to add or delete tabs\* |
| OTHER RELEVENT EXPERIENCES (leadership positions/CLUBS/CAMPS) |
| Experience Name (1) |  | How is it relevant? |  |
|  |  | Year |  | Achievements |  |
| Experience Name (2) |  | How is it relevant? |  |  |
|  |  | Year |  | Achievements |  |
| Experience Name (2) |  | How is it relevant? |  |  |
|  |  | Year |  | Achievements |  |
| \*Feel free to add or delete tabs\* |
| Disclaimer and Signature |
| I certify that my answers are true and complete to the best of my knowledge. If this application leads to my acceptance, I understand that false or misleading information in my application or interview may result in my release. I also understand that I will be upholding all the expectations and requirements of this conference along with keeping confidential information that is deemed so. |
| Signature |  | Date |  |

**GENERIC APPLICATION TASK**

**Writing Prompt:** *Please write an essay, which must be no more than 250 words, about why you should be considered and selected for the desired position within the conference. Remove this instructive message when turning in this application.*

**CHIEF of STAFF— APPLICATION TASKS**

**Scenario Task #1:** *You are told to gather a list of schools to send an invitation email for the SCIMUN conference. Construct an excel spreadsheet of AT LEAST 5 international schools which include the following information: School name, school website, MUN advisor (if there is no MUN advisor, insert the school principal’s name), the advisor’s email. Subsequently, write a draft email for an invitation letter to our SCIMUN conference. You may write your draft email under this application form and append the excel spreadsheet with this application form and title it [COS\_Applicant name]. Remove this instructive message when turning in this application.*

**Scenario Task #2:** As the Chief of Staff, you will be communicating with schools and advisors quite frequently about transportation, hotel accommodation, and other logistical operations. Thus, it is crucial that you understand the conference venue, its surroundings, hotel accommodation, transportation, etc. *Produce a comprehensive list with at least 3 hotel suggestions besides the J.W. Marriott Hotel in Bao’an (our venue) and include: hotel prices, nearby restaurants (include average prices), and means of transportation (from airport to hotel and from hotel to venue location). Be professional. Remove this instructive message when turning in this application.*

**Short Answer Response (Word limit 300 words):** As SCIMUN progresses on its path to professional development, the role of the Chief of Staff is becoming more and more important to the SCIMUN cabinet and to its conference. *Compose a short 100-300 word essay outlining your plans to reinvigorate and improve [as Chief of Staff] the SCIMUN organization and its conference in 2021. Remove this instructive message when turning in this application*

**CHIEF PRESS OFFICER—APPLICATION TASK**

**Scenario Task #1:** As the Chief Press Officer, you will be leading the SCIMUN Press team to complete the opening and closing ceremony videos. Thus, you must be experienced with filming and be able to work diligently in a short period of time. *Either make or submit a video-that is easily accessible to the SCIMUN Application Officer-that accentuates your filming technique, professionalism, and capabilities. If you submit a video you have made in the past, it is recommended that you choose your best one. If you are making a video, you may choose to film anything that is both appropriate and fully exemplify your filming capabilities. Remove all instructive messages when turning in this application.*

**Scenario Task #2:** As the Chief Press Officer, you must encourage your team to act professionally during the conference even without the interference of other cabinet members. *One of your crew member is refusing to complete his/her task due to overwhelming amount of workload. How would you resolve this situation? Your answer must be no more than 150 words. Remove all instructive messages when turning in this application.*

**Scenario Task #3:** It is vital that all press-related operations are performed to its utmost professionalism. *Compose a detailed list of any and all press-related materials that you think would be needed in the SCIMUN 2021 conference. Please include the name, a detailed description, and any other information that you think is deemed necessary in an excel spreadsheet. You may submit the excel spreadsheet in a separate document or take a screen-shot and insert it here. Remove all instructive messages when turning in this application.*

**CHIEF of MARKETING OFFICER— APPLICATION TASKS**

**Scenario Task #1:** Your main role as the Chief of Marketing Officer would be to manage means of advertisement for SCIMUN. Therefore, it would be best for you to possess great sense of aesthetic. *Compose an advertisement poster for SCIMUN that would be posted on Social Media to promote SCIMUN. Make it persuasive and aesthetically pleasing. Remove all instructive messages when turning in this application.*

**Scenario Task #2:** Another task you would be responsible for is to organize and run the SCIMUN website (scimun.net). Hence, it is required for you to be experienced with managing and designing websites, or other similar media to the upmost professionalism. *Sketch a new design of the SCIMUN official website or type out the layout of the new SCIMUN official website you would like to construct. Color is a crucial component; include what color the background, the headings, and the words would be in. Remove all instructive messages when turning in this application.*

**Short Answer (Word limit 300 words):** All participants of SCIMUN will access to the SCIMUN official website to find resources such as but not limited to conference registration form, official schedule of the conference, and chair BAR reports. *Identify a problem with the current SCIMUN website (scimun.net) and propose a solution for the problem. If you would like to take a step further, offer an advice to the current Chief of Marketing Officer and explain what would have made the website a more compelling website. Remove all instructive messages when turning in this application.*

**SECRETARY — APPLICATION TASKS**

\*choose 2 out of the 3 tasks\*

**Scenario Task #1:** As the Secretary of SCIMUN, you would be responsible to keep track of the details of the daily meetings and all the responsibilities of the officers of SCIMUN 2021. *Access to this URL on youtube:* [*https://www.youtube.com/watch?v=GQy9B5wR1WE*](https://www.youtube.com/watch?v=GQy9B5wR1WE)*. This is a debate between Donald Trump and Hillary Clinton on the topic of Immigration during the 2016 Final Presidential Debate. On a word document, organize and summarize the arguments each side offer during the debate in bullet points. Allow it to be comprehensive and precise, but make sure to include all the important points of the argument. Remove all instructive messages when turning in this application.*

**Scenario Task #2:** It is expected of the Secretary of SCIMUN to have outstanding and professional organization skills. *It is early March, and the Press Team are extremely busy preparing the materials needed for SCIMUN. Therefore, you were given the job to order, organize, and place the computer cables necessary for the course of the SCIMUN conference including: HDMI cable, Thunderbolt cable, VGA cable, DVI cable, USB cable, 3.5mm Audio Cable, Ethernet Cable, PS/2 Port. Create a list on excel containing general information about the cables such as function, both ends of connection, traits, cautions, and a photo. Then, arrange the list of the cables in Alphabetical order and turn it in along with this application. Remove all instructive messages when turning in this application.*

**Scenario Task #3:** Once again to assess your organization and communication skills, *create a powerpoint (PPT) explaining the core values and the pillars of SCIMUN. Mention the influences of the core values on our conference, and explicate the prestige of the core values. Persuade the audiences to believe that SCIMUN is a unique conference they definitely should attend. Remember to be professional. Remove all instructive messages when turning in this application.*

*Remember, all file and video submissions should be easily accessible by the SCIMUN administration. If you have any inquiries, please email us at* *scimun@shenzhen.qsi.org**, or contact the Secretary General (Sharon Han; wechat ID: sha120112).* ***Please submit this application and other related files via Email (******scimun@shenzhen.qsi.org******) by 23:59 Friday June 5th, 2020.***

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