

LAU MEU Handbook

2019-2020



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I. Preface

The Lebanese American University, in partnership with the 'Hariri Foundation for Sustainable Human Development' and in cooperation with the 'Bringing Europeans Together Association' is pleased to have your esteemed school join us in exploring the world of the Model European Union.

Kindly find in the next few pages your guide to the Lebanese American University Model European Union program (LAU MEU).

In this guide you will find a description of the program, the schedules of the training sessions and conferences, our attendance policy, a description of the tasks of a school's representative (called an advisor and/or student advisor), general rules adhered by the Lebanese American University, a map of the Lebanese American University campus in Byblos, a description of each of the LAU MEU teams, and an index with definition of LAU MEU key words.

II. Index of MEU Terminologies

Before you proceed with this handbook, kindly find below an index of key terminologies of the MEU program. They shall help you in comprehending the content of this booklet.

- A. Advisor** – The school official responsible for a particular MEU delegation.
- B. Preparation Guides** – Information regarding the topic discussed in an MEU committee, distributed to the delegates before the conference. Required in order to begin research on the country's position.
- C. Delegate** - A student acting as a representative of a country in a Model EU committee for the final conference.
- D. Delegation** - The group of students from one school representing a country in respective committees at the MEU Conference.
- E. Final Conference** – A two-day conference at the end of the Model EU program, where students become delegates representing their countries in MEU committees.
- F. Head Delegate** – a member of the school's delegation who is also its leader.
- G. Position paper** – Written by a delegate before the final conference, the position paper represents a country's position regarding the topic being discussed.
- H. Secretariat** – The staff of the Model EU.
- I. Director-General** - The leader of a Model European Union.
- J. SR Information Desk** – Short for School Relations Information Desk, a desk found in both LAU Byblos and LAU Beirut with secretariat members ready to answer all your questions regarding deadlines, distribution into classes, and registration. It is also the desk where attendance reports should be deposited.
- K. Registration Desk** – The advisor or the head delegate of each school should pass by the registration desk on every session to register the school's attendance.
- L. Student Advisor** – An alumnus of the LAU model simulation programs who helps the advisor in guiding the school's delegation.
- M. Training Material** – The information explained on a particular Training Session, which is imparted by the trainer to prepare the student for the Final Conference.
- N. Training Session** – A training day where students come to a previously selected Lebanese American University campus to learn about several topics that will prepare them for the Final Conference.

I. LAU MEU In Brief

A. Overview

The Model European Union is an internationally known simulation of the European Union and its agencies.

The Lebanese American University, in partnership with the 'Hariri Foundation for Sustainable Human Development' and in cooperation with the 'Bringing Europeans Together Association' is proud to launch its 4th High School Model European Union Conference and its first ever Middle School Model European Union Conference.

The purpose of the program is to bring Lebanese High School and Middle School students as well as the community at large the opportunity to deeply explore the European Union and its strategic and geographic potential as well as the EU Member States and their thriving economic and human capabilities, and the interconnection and interrelatedness among the EU Member States at the commercial, cultural, and social levels in order to understand the primordial nature of the European continent in world politics.

The Training Sessions increase students' cognition about European Union, rules of procedure in a European Union conference, research and interpretation skills, writing a position paper, public speaking and role playing, conflict resolution and negotiation, caucusing and drafting legislation, among others.

By the end of these sessions, the students will become delegates (representatives) of countries and EU political parties who take part in European Union session simulations. The simulations occur over the course of a two-day Conference where students play the role of Members of the European Parliament and Council of the European Union in the EU Parliament and Council of Ministers, respectively, and discuss various current topics. The students also simulate additional bodies of the EU such as the European Council or "Summit".

In order to participate, each delegate must pay a fixed fee of **USD 100.00** and each advisor must pay a fixed fee of **USD 50.00**

Public and Semi-Private schools are exempt from this fee.

B. Awards

All students who adhere to the attendance policy will receive a **Certificate of Participation**. Also, to show appreciation for the esteemed advisors' cooperation, schools' registered official advisors will also be recognized with an **Advisor's Certificate**.

Moreover, students with a distinguished performance can receive: **Best Position Paper Award, Diplomacy Award**, and/or **Director-General Award**. Schools with the highest ratio of awards with respect to the size of their delegation receive the **Best Delegation Award**. Awarded students who decide to enroll in LAU for their higher education will receive a specific amount of scholarship.

C. Training Sessions

Training Sessions take place in **LAU Byblos** campus and in **LAU Beirut** campus according to the school's geographical proximity. Sessions are held between 9:00 A.M. and 1:00 P.M. in LAU Byblos, and between 2:00 P.M. and 6:00 P.M. in LAU Beirut.

The delegation can be made up of no less than 4 delegates, and no more than 16 delegates. Students who were part of a **previous LAU MEU conference are not allowed** to take part in the program again.

After the Training Sessions, students will find each session's training material as a soft copy on our website: **www.laumodeleu.org**

i. LAU MEU TOPICS

- Introduction to LAU MEU and the European Union
- Research and Interpretation | Rules of Procedure
- Research and Interpretation | Position Paper
- Public Speaking | Role Playing
- Conflict Resolution | Negotiation
- Caucusing and Resolution Writing
- Leadership Skills
- Confidence building exercises
- Debate skills
- Mock simulation
- Theme: Gate to Investigate: Debate of European Intellectuals

ii. LAU MEU Dates

Inauguration Ceremony	Saturday, October 5 th , 2019
Training Session 1	Saturday, October 19 th , 2019
Training Session 2	Saturday, November 2 nd , 2019
Training Session 3	Saturday, November 16 th , 2019
Training Session 4	Saturday, November 30 th , 2019
Training Session 5 & Mock Simulation	Saturday, January 18 th , 2020
Final Conference	Saturday, February 22 nd and Sunday, February 23 rd , 2020

Kindly **bookmark** your calendars for these dates, and please note that they could be tentative. Any changes will be communicated to you in due time.

D. This Year's Slogan

Every year, the LAU Model European Union chooses a slogan that reflects upon current affairs. We are now looking upon a European Union divided by extremist views and ideologies, many of which promoting separatism from the Union and a return to the past, where wars plagued the lands and foreigners were not welcome.

The rise of radicalism within European nations puts in question the foundational values of tolerance and diversity that the union was built on. In order to promote peace, acceptance and unity, we decided to brand MEU with "**Moderation and Modernization**". Students will learn the intricacies of the reasons why extremist views and more moderate views are at the forefront of international debate.

Our modern world is a one of cultural diversity and globalization, whereby experiences are portrayed and acquired differently by different minds.

Understanding the shifting mechanisms of this world starts in our classrooms. Using the European Union as a model, an example, or even a case study, students will better grasp the importance of adapting to the cultural mosaic of modern society. Armed with open-mindedness, tolerance, and moderation, they will transform into young leaders of the world we want, the leaders of tomorrow.

E. Attendance Policy

For your bright students' best benefit, it is highly recommended that they attend all of LAU MEU's Training Sessions. However, some absences may be allowed as long as they are **in line** with the following attendance policy:

1. Students are only allowed to miss **one session**.
2. The **absence** would only be taken into consideration if there is a valid reason supported by appropriate documents. Examples of valid excuses include, but are not limited to:
 - Students who were seriously ill should bring medical reports to the next training session.
 - Students who had exams or transportation issues should bring a school report, as for those who were outside Lebanon, should have a copy of their stamped passport page.
3. All reports should be handed to the School Relations Information Desk present **during every Training Session**. The report should include the full student name, official school name, and the name of the School Relations Coordinator.
4. Please note that the excuses provided will be subject to evaluation.
5. Students who miss a **second** training session will be not be given a certificate of participation.
6. Attendance during the Training Sessions will be taken **twice**, once before the lunch break and once after the break; if any student is absent **in either roll call**, he/she will be considered absent.
7. Lateness may also be considered an absence.
8. The purpose for this policy is to provide your devoted students with an opportunity to prosper and learn in a serious, well disciplined, and enjoyable environment with the highest standards of education and sense of commitment.

F. Role and Duties of Advisors and Head Delegates

As mentioned in the index at the beginning, an advisor is “the school’s official responsible for a particular MEU delegation”. The School Relations Coordinators contact the Advisor to notify schools and students in whatever they need to know. Kindly find below a list of an advisor’s tasks.

1. It is highly recommended to have an **email account** (Gmail account is preferable), to be familiar with mail and computer issues, and to check email for updates and **reply** to the SR Coordinators’ emails.
2. Keeping the students (especially the head delegates) **updated** with all the upcoming tasks and important dates, especially Training Sessions.
3. **Attending all advisors’ sessions** during the Training Sessions and it is greatly appreciated if advisors participate in interviews.
4. Telling the students about their assigned classes before entering TS1.
5. Respecting the **deadlines** with regard to registration forms and other important tasks.
6. Informing students of attendance policy and therefore **ensuring their attendance** on the first training session and presenting valid excuses if they should miss any other sessions.
7. The presence of the advisor is not mandatory during the training sessions; however, attending the advisors and Head delegates’ meeting during these sessions is highly recommended as the Secretariat always seeks the advisors’ feedback.
8. **Observing the training sessions** to make sure that their students are benefiting from the training but, naturally, **without any intervention** during the holding of the sessions.

To ensure their comfort during the training sessions, advisors may be seated in the university’s Cafeteria in the Byblos campus.

A school’s esteemed advisor is a highly appreciated asset for the success of the benefit of the school’s delegation and for the success of the LAU MEU program. This is why, as noted above, a school’s registered advisor will receive an Advisor’s certificate after the Conference in recognition and appreciation of his/her efforts.

In case the advisor is not present, the **Head Delegate** performs the tasks of the Advisor. The Head delegate is a current MEU delegate that also holds the responsibility of **leading the school delegation**, speaking on behalf of the remaining students, and **attending the Head Delegate meetings**.

G. LAU Rules

Since your students will be hosted in our campuses, we provide below excerpts from the Lebanese American University **“Student Code of Ethics and Code of Conduct”**.

“A non-exhaustive list of misconducts includes:

1. Cheating, fabrication, falsification, forgery, multiple submissions, plagiarism, complicity, or other forms of academic dishonesty.
2. Disruption, or interference, which impedes, impairs or obstructs teaching, research, administration.
3. Failure to provide proper identification upon request by University officers.
4. Conduct or discourse which is disorderly, obscene, or indecent use of Cellular phones in classrooms.
5. Tampering with or misuse of fire or any other safety equipment, or disregarding, circumventing, or disabling any security or safety device or system.
6. Possession, use, or distribution of alcoholic beverages.
7. Manufacturing, possession, use, exchange, trafficking in, or distribution of narcotics or other controlled substances.
8. Disruption of the normal on-campus operations or activities through direct or indirect prohibited activities defined herein.
9. Violation of the Lebanese law on University premises or at University sponsored or supervised activities.
10. Placing of notices, posters, signs, handbills, etc., anywhere on University premises without proper authorization”.

In addition to the above, and as of 2011-2012 Academic Year, the Lebanese American University became a non-smoking academic institution, thus smoking is prohibited within university campuses and premises.

H. LAU Byblos Campus Map



I. LAU Beirut Campus Map



IV. LAU Model European Union Directory

Executive Directory:

Name	Position	Email Address
Prof. Elie Samia	AVP of Outreach and Civic Engagement Simulation Models Program Director	esamia@lau.edu.lb
Ms. Ghina Harb	Outreach & Leadership Programs Manager	ghina.harb@lau.edu.lb
Mr. Richard Sanyour	Model European Union Program Coordinator Leadership & Civic Engagement Coordinator	richard.sanyour@lau.edu.lb
Mrs. Dana Hibri Ashi	Executive Assistant Central Communication Officer	dana.hibri04@lau.edu.lb

Student Leadership Directory:

Name	Position	Email Address
Angela Lynn Atik	Director General	angelaatik@gmail.com
Cham Kezbari	Deputy Director-General	chamkezbari@gmail.com
Aya Charaf	Director of School Relations	ayacharaf98@gmail.com

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