



**MADRID EUDC 2021**  
**HOST TEAM**



# Welcome!

We are delighted you are interested and therefore considering applying to join the EUDC Madrid Host Team. The purpose of this document is threefold:

- Introduce you to the application process and its timeline.
- Outline the qualities, experience, and level of commitment we expect from a candidate.
- Answer some FAQs about the process.

→ The selection process form can be found [here](#).

→ The form should be completed by the 9th of August 23:59 Madrid Time

For any outstanding questions, feel free to email us at [hello@madrideudc.com](mailto:hello@madrideudc.com).

We thank previous EUDCs and WUDCs for their work on the application process, upon which this document and the application process itself are largely based.

# The Application Process

The timeline of the application process is as follows - all times are Madrid time, which is UTC+2. The schedule follows:

EVENT	START DATE	END DATE
Release of the Host Team application guide	27 <sup>th</sup> July	\
Applications open	28 <sup>th</sup> July	9 <sup>th</sup> August
Deliberation and online interviews	3 <sup>th</sup> August	12 <sup>th</sup> August
Host Team announced	15 <sup>th</sup> August	\

## IN DETAIL:

### 1. Applications open – 28<sup>th</sup> of July

The application form will be released. Interested applicants must fill in the form, and send it alongside their CV, by the 9<sup>th</sup> of August at 23:59 Madrid time. The application form is one of the main ways in which we gain insight into our applicants, so we encourage candidates to fill it in carefully and take appropriate time to do so.

### 2. Deliberation and online interviews – 3<sup>th</sup> of July August

Once we have start collecting the application, we will begin deliberating over our applicants. During this time, we may choose to approach some of the candidates to schedule an online interview with Álvaro R. Poblete and Isabel Martínez Rivas. Getting an interview or not getting an interview is not in any way indicative of the possibility of getting the position, we merely see it as another tool to obtain information on our applicants and get to know them better.

### 3. Host Team announced - 15<sup>th</sup> of August

Our chosen Host Team will be announced to the community! Yay!

**Caveat on dates:** It is our intention to stick to the deadlines, but if any unforeseen circumstances arise, we reserve the right to change any of the aforementioned dates should that become necessary and will notify the community accordingly.

# Who are we looking for?

We are looking for candidates that have experience, perspectives, and abilities that complement the current team. We are looking for candidates who have (in no particular order):

- **Organizational ability and teamwork:** members should have the ability to help with the running of the competition, as well as stick to deadlines and reply in a timely fashion. Running EUDC requires significant organization for its training programmes, applications, and general planning beforehand. Members should be able to work well within a team, and be expected to get along with, and work together with other members of the Adjudication team, tab team, language and equity teams, and OrgCom. This includes handling disagreements constructively and remaining professional in private and public communications.
- **Strong work ethic:** members should be highly proactive, responsible, and committed to working hard for the sake of making a great EUDC. This includes timely replies, taking on side projects that contribute to the event, showing up for meetings, sticking to deadlines, and being proactive in their role as A-team members.
- **Discretion and integrity:** members of the Host Team are trusted with a large amount of information regarding preparations for EUDC, but also to potentially sensitive personal information regarding participants, and the personal opinions of participants and members of the CA-teams, as well as motions. We absolutely expect you to value this trust at all times and will not take violations of it lightly.

Although we believe all of those skills are important for members of the Host Team, we are a team for a reason, and we encourage applicants with diverse sets of skills (including ones not listed above) to apply.

We have a preference for a diverse team, as we believe diversity will allow us to most appropriately decision and organizational making-process and be representative and accessible to all members of the international debating community.

We believe EUDC Host Team members should be approachable, and that they should be familiar with events organizations. To reach these goals, we expect members of the team to:

- Live in Madrid during the 2020/2021 academic year
- Availability to work in the team during the academic year 2020/2021
- Availability to be in Madrid the months prior to the event - be present the previous months: June and July in Madrid and during the event (august 2021)

We also know the preparation for a successful EUDC starts before the tournament itself. Therefore, we expect successful candidates to:

- Be available to start contributing and organize since they've been selected as part members of the host team.



- Contribute substantially to organize and for volunteer's recruitment and participate in reviewing all the organization process.
- Be available to work with the rest of the team: with the language and equity teams, as well as A-team.

**AS AN IMPORTANT CAVEAT**, we reserve the option to remove successful candidates closer to the time of EUDC should they fall short on their commitments and obligations. Any removals will be done by a joint and irrevocable decision by Álvaro R. Poblete and Isabel Martínez Rivas. Should an action become necessary, a replacement might be appointed in their stead.

**CONTACT US:** if you have any further questions regarding our application process, feel free to contact Álvaro R. Poblete and Isabel Martínez Rivas at [hello@madrideudc.com](mailto:hello@madrideudc.com) or visit our website [www.madrideudc.com](http://www.madrideudc.com)

# FAQs

## 1. CONVENORS (2)

- a. Álvaro Rodríguez Poblete
- b. Isabel Martínez Rivas

## 2. DIRECTOR OF THE EUDC MAD TOURNAMENT (1)

- i. **What is a Director of the EUDC Madrid Tournament?** Is responsible for overseeing the day-to-day operations of the event and of EDUC Madrid and are responsible for its performance.
- ii. **What are the duties and responsibilities?** An executive position, the Director of the Tournament answers to the convenors. Being a Director involves a variety of core tasks:
  - Run alongside the convenors the tournament and the pre-eudc
  - Implementation of the strategy of the event
  - Be as well as convenors the face of the event
  - Manage, oversee and develop the team during the EUDC
- iii. **What skills do you need for?** Decision makers, managing directors are comfortable taking responsibility for their decisions and thrive in a high-pressure environment. Being the Director of the Tournament requires strong soft skills and expert knowledge on organizing tournaments. They also have to be experts in the operational tasks associated with running a tournament's organization, as they have to oversee all the moving parts. It takes a cool head and the ability to think quickly to do well in this position.
- iv. **Qualifications include:**
  - Leadership skills
  - Strategic thinking and capacity-building
  - Communication skills
  - Operations management
  - Previous reliant experience on event managing

## 3. DIRECTOR OF LOGISTICS (1)

- i. **What is a Director of Logistics?** A Director of Logistics is a position, often the leader or a part of the top leadership group of the logistics department. People in this role make important decisions regarding logistics issues.
- ii. **What are the duties and responsibilities?** Logistics in general refers to the arrangement of the venue of the tournament, the accommodation venue, transport and materials. One of the



most important aspects of logistics is making sure all these are efficient, which can require working with a variety of third parties and resolving many unique issues.

Logistics directors work with internal resources, requirements, and deadlines and take those of providers, suppliers, partners, and participants into account. In general, day-to-day work can be a mix of developing new strategies and implementing them, fixing emergent problems, improving existing workflows and coordinating with third parties (e.g. like transport companies).

iii. **What skills do you need for?** Directors of logistics are problem solvers capable of using their analytic skills to develop solutions. They also need outstanding organizational skills to deal with the multitude of people and issues they encounter every day

iv. **Highlights of Qualifications**

- Hands-on experience in program development and coordinated events
- Profound knowledge of managing logistics resources
- Outstanding knowledge of current trends and information for the EUDC
- Solid understanding of maintaining confidential data



#### 4. DIRECTOR OF STAFF AND VOLUNTEERS (1)

- i. What is a Director of Staff and Volunteers? Director of Staff and Volunteers are responsible for organizing, training, and supervising the volunteer staff of the event. And must also be able to communicate effectively with volunteers, staff members and participants.
- ii. What are the duties and responsibilities? Make sure volunteers have a contact person to take any questions, issues or problems to when volunteering. Keep in touch with volunteers. Organized the Staff Team regarding the role during the EUDC.

The main goal of a Director of Staff and Volunteers is to ensure an organization has enough volunteers to fulfill its service mission. To meet that goal, a he/she/they must perform a variety of duties involving recruitment, training and program planning.

- iii. What skills do you need for? This position involves a great deal of contact with other people, so a Director of Staff and Volunteers must have excellent interpersonal communication skills.
- iv. Highlights of Qualifications
  - Hands-on experience in program development and coordinated staff/volunteer events
  - Profound knowledge of managing volunteer resources
  - Outstanding knowledge of current trends and information for the EUDC.
  - Solid understanding of maintaining confidential data

## 5. DIRECTOR OF MEDIA AND COMMUNICATIONS (1)

- i. **What is a Director of Media and Communications?** Ensure that the event effectively provide promotional information to clients, potential and existing, and even the general public. As well as manage social media strategies and campaigns, interact with customers and prospects via social networks, encourage the adoption of social media tools, write and curate content, monitor social media activity, and report to company management.
- ii. **What are the duties and responsibilities?** Their duties include conducting research, creating marketing strategies, helping to develop products, guiding staff, and liaising with clients.
- iii. **What skills do you need for?** Includes providing day-to-day support to the event's market; driving public relations outreach for public/private initiatives, achievements, events and other news; and using Analytics programs, marketing and branding findings and to track and analyze website traffic, among others. As well skills in managing social media apps, paying attention to details, decision-making abilities, writing and communication abilities, and teamwork.
- iv. **Highlights of Qualifications**
  - Hands-on experience in program development and coordinated events on media and communications.
  - Profound knowledge of managing media and communication resources.
  - Outstanding knowledge of current trends and information for the EUDC.
  - Solid understanding of maintaining confidential data

## 6. DIRECTOR OF REGISTRATIONS (3)

- i. **What is a Director of Registrations?** Responsible for collecting participants information, assigning beds, doing data entry work, managing admission and discharges, adhering to the events rules, and organized participants forms applications.
- ii. **What are the duties and responsibilities?** Common duties are keeping official participants documents, ensuring participants information security, ensuring compliance with academic and accreditation policies, and overseeing course registration in the event
- iii. **What skills do you need for?** Skills such as knowledge of the event, accommodation venue and the university policies, accuracy, attention to details, integrity, organizational skills, teamwork, and computer competences.
- iv. **Highlights of Qualifications**
  - Hands-on experience in program development and coordinated events.
  - Profound knowledge of managing registration resources.
  - Outstanding knowledge of current trends and information for the EUDC.
  - Solid understanding of maintaining confidential data