



IFMSA

International Federation of
Medical Students' Associations

Call for Support Persons and Sessions Teams

August Meeting 2019



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Message from the Team of Officials

Dear IFMSA Members,

We would like to open the call for Support Persons and Sessions Teams for our next General Assembly, August Meeting 2019. As you know, IFMSA events are a great opportunity to contribute to our growth as a Federation, and to support equipping the members with the knowledge and skills they need to contribute to local and global issues. IFMSA Officials work tirelessly in order to provide you with the most quality sessions throughout the GA, but they need to help the Officials to provide our members with an unforgettable experience. The Support Persons spots we are opening are:

- Executive Board: 8 Support Persons (early fees)
- Regional Directors: 5 Support Persons (late fees)
- Standing Committee Directors: 12 Support Persons (6 early and 6 late fees)

Important information:

- Above mentioned are out-of-quota NMO spots;
- Members from all NMOs are eligible to apply;
- Fees are calculated based on your NMO, for both early and late fees.

Additionally, Standing Committee Directors are opening participation in Sessions Teams for those that will be a part of their NMO's delegation. The number of these open spots varies between Standing Committees.

Continue reading this document for detailed information about the requirements of each open position, as well as the application process. Please note that it is not the same for each position.

The deadline to apply is 5th of December at 23:59 GMT! Late applications won't be considered.

Warm regards,

Your Team of Officials



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Presidents' Sessions Support Persons

Dear Members,

I am very excited to soon be welcoming you in this year's first General Assembly. In the President's Session, amongst many other important things for our Federation, we will be discussing and evaluating the first phase implementation of our 17-20 strategy.

To make sure the session goes without a hitch, we will need the help of more than just the EB. We will need a person who will be ready to work with me to make sure our discussions goes smoothly and information is perfectly recorded for retrospective review and study of our session in the future. All done in an accountable, transparent manner.

Expected Workload is **Heavy**. It will be a task that requires commitment. The appointed support people will have to be present in the President Session without fail, and be ready to read important documents and pay attention to outcomes and key points that will come out of all our discussions.

Available spots: 3 early fees out of quota spots

Responsibilities at the August Meeting 2019:

1. Minute taking for the entirety of the Presidents' Sessions, highlighting the outcomes of each agenda item.
2. Assisting the VPM and the other EB members in preparing for the Presidents' Sessions and Plenary session (if necessary).
3. Miscellaneous Support for various tasks that might crop up over the course of the Presidents' Sessions.
4. Attending all of the President's Sessions unless agreed upon otherwise with the VPM

Qualifications required

1. Have a very good written and spoken English
2. Blind Typing Skills and Prior Experience Taking Minutes
3. Prior experience with Microsoft Word, Excel, and Powerpoint, and Google Suits (Google Docs, Sheets, Slides)
4. Preferably having attended a minimum of one General Assembly

I will need to see your **Curriculum Vitae (CV)** highlighting IFMSA and organizational experiences, **Motivation Letter (1 Page – Max. 200 Words)** on why you are applying in the first place, what special thing you will bring to the Presidents' Session, and **one sample Minutes you have taken** (if available), You will have to send your application to **vpm@ifmsa.org** by the **Deadline: 5th of May 2019**.

Warm Regards,
Ivan Fabrizio Canaval
Vice President for Members



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Social Media Support Person

August Meeting 2019 is swiftly approaching, and as such preparations for this magnificent event have kicked off. Being a support person will give you the chance to contribute to the success of the GA and its sessions. We are opening the call for a support person spot: **Social Media Support Person**. By applying to this spot, and if selected, you will be working closely with the Vice President for Public Relations and Communication in covering the GA on social media platforms. Moreover, you will be able to create promotional posters before and during the GA, so that IFMSAians are aware of what's going to happen and are always up-to-date. The Social Media Support Person must be very creative and attentive to the needs that might come from the meeting and VPPRC.

Tasks:

- Daily Coverage of the GA on IFMSA social Media (Instagram, Twitter, Facebook).
- Development of promotional material for the GA (before and during).
- Assist the VPPRC in setting up the live-streaming material for relevant sessions (plenary and theme event).

We will be allocating only **one early fee out of quota spot** to a Support Person as per IFMSA bylaws. The applicants will be selected based on:

- IFMSA experience (positions held, attendance of IFMSA GAs),
- Dedication of 100% time during the General Assembly to support the VPPRC,
- Motivation (Be committed and dedicated, and respects deadlines).

The deadline to send your applications is **5 May 2019, 23:59 GMT**. Late applications will not be accepted.

In order to apply you must send an email to vpprc@ifmsa.org with the following:

- 1) **CV** (modified for IFMSA related activities)
- 2) **Motivation Letter** (why you want to be the support person)

As support person, you need to be available before and during the GA. Therefore, you should not apply for other conflicting positions.

If you have any question, do not hesitate to contact me.

Jose Chen
Vice President for Public Relations and Communication



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Voting Support Person

Dear Members,

The August Meeting is swiftly approaching, and as such, preparations for this magnificent event have started. We are opening a call for Voting Support Person. As usual, this person will be directly in contact with the VPPRC and the Plenary Team. They should attend preparatory Plenary Team Meetings, as well as Voting Preparations with VPPRC before and during the GA, and controlling the Voting Procedures during the relevant Sessions. There is one early fee spot allocated for this person.

Responsibilities at the August Meeting 2019:

Voting support during Plenaries and other sessions

1. Support the EB with voting during all Plenary sessions, including the NemoVote and the old voting device system.
2. Assist the Plenary Team during all voting procedures.
3. Assist in votings in Standing Committees/ Regional sessions, as per needed.
4. Be fully present at the Plenary Sessions.

Qualifications required

1. Good communication skills.
2. Have a personal computer during the GA, running a Windows operating system and Microsoft Office applications.
3. Good knowledge with online platforms;
3. Good working knowledge of Microsoft PowerPoint.

Send your CV and motivation letter, stating your expectations and motivation (total up to 3 pages).

Please apply until the **5 May 2019** at 23:59 GMT at vpprc@ifmsa.org

José Chen
Vice-President for PR and Communication



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Capacity Building Support Person:

Dear Capacity Building Enthusiasts,

It's this time of the year again, where hundreds of young global health advocates are coming together for our biggest gathering, a place to learn, share and network. As a support person, you will be working closely with the IFMSA Vice-President for Capacity Building. Several ad hoc issues may arise, for which your support will be needed. In collaboration with the VPCB you will be responsible for ensuring high quality training sessions and an additional learning working environment during the GA. The spot for this support person has an early fee ensured and is out of quota for NMOs.

What is expected from you:

- Creating a list of training sessions (with setting goals and objectives) according to the needs of the NMOs;
- Finding trainers to deliver the sessions;
- Organizing logistics with the AM2019 OC;
- Evaluating the training sessions and providing feedback to the CB IT;
- Come up with ideas to create more learning spaces during the GA.

Required Qualifications:

- Extensive experience in training;
- Motivation to work for the GA before, during and after the event;
- Experience with goal and objectives setting;
- Experience with evaluation and impact assessment;
- Having attended a GA before is a plus;
- Being a member of the CB IT is a plus.

If you want to apply please send your **Curriculum Vitae** (2 pages maximum), **Motivation Letter** (incl. your ideas for the work of the spot) (1 Page – Max. 300 Words) to **vpcb@ifmsa.org** with a subject **[SUP PER] Your Name** until the deadline of **5th of May 23:59 GMT**.

Georg Schwarzl
Vice-President for Capacity Building



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NMO Management Support Person:

Have you ever wanted to be actively involved in the General Assembly Sessions organization? Do you want to co-create the next era of NMO Management Session? Look no further, and apply for NMO Management Session Support Person now! To create the most fruitful session possible we will look into previous years agendas and feedbacks to analyze possible improvements. Previous focus areas have been Internal Management, Capacity Building and Finances. We are looking for 2 advanced trainers that are able to create an ideal Non-Formal Education framework for participants. The 2 support person spots have an early fee ensured and is out of quota for NMOs.

What is expected from you:

- Analyzing previous NMO management sessions;
- Making a Needs Assessment prior the GA;
- Designing the session with clear goals and objectives, covering all learning styles;
- Create a follow up plan with participants;
- Evaluating the workshop and providing recommendations to the CB IT.

Required Qualifications:

- Profound understanding of Non-Formal Education;
- Motivation to work for the GA before, during and after the the event;
- Experience with goal and objectives setting;
- Experience with needs assessment, evaluation and impact assessment;

If you want to apply please send your **Curriculum Vitae** (2 pages maximum), **Motivation Letter** (incl. your ideas for the work of the sessions)(1 Page – Max. 300 Words) to **vpcb@ifmsa.org** with a subject **[SUP PER] Your Name** until the deadline of **5th of May 23:59 GMT**.

Georg Schwarzl
Vice-President for Capacity Building



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RD Africa Support Person

Dear African Region,

The AM19 Slovenia GA is fast approaching, and the preparations have begun.

For the best sessions outcomes, the regional team is working hard to provide you with sessions that are beneficial, efficient, and memorable. In order to ensure high quality of these sessions, the African Regional team will be require support person during the GA. This is an opening of a call for one African Regional support person.

Spot available: 1 late fee out of delegation quota

Responsibilities of the RD Africa Support Person:

Being available to support the Regional Director and the African team in the regional sessions

Taking minutes of the regional sessions

Making sure all facilitators have the required materials for their sessions

Preparing a report of the regional sessions and submitting it to the RD, no later than one week after the end of the March Meeting

Being available to provide information about the regional sessions to the NMOs and members about the content of the sessions

Attending to any other tasks the RD or Regional Team may delegate to you

Requirements:

Attendance

Proficient in English (speaking and writing) and French is an added advantage (speaking)

Experienced with Google and Microsoft apps

Prior experience taking minutes

Full availability before the GA for the preparations, during the GA, and after the GA for the report

How to apply:

Send the following documents to rdafrica@ifmsa.org by the 5th of May 2019, @23:59 GMT.

Curriculum Vitae (no longer than 2 pages)

Motivation letter (no longer than 300 words) - why are you applying and how you would benefit the region by your selection

Feel free to approach me for any questions.

Best,

Parth Patel
Regional Director for Africa



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RD Americas Support Person

Dear Americas Region

I hope you are all doing marvellous. As the August Meeting is coming very soon, the preparations for the sessions are fundamental. For this, we might need extra help to prepare great and outcome - oriented sessions that enhance capacity building and gives us a progress on our Regional Priorities. With that being presented, this email is to open the call for one (1) Support Person for RD Americas for AM19.

1. General Information

- The support person spot is a late fee out of the NMO quota
- Will help the RD and the Americas Team in the facilitation of Regional Sessions

2. Responsibilities

- Taking Minutes of the Regional Session
- Assisting the Regional Director and the other International Team members in managing document entries related to the GA from the Region
- Helping in regional sessions preparation, organization & logistics.
- Writing a report of each instance of the Regional Sessions and submitting it to the RD, one week after the end of the March Meeting
- Providing information to the NMO Presidents and Members on the Content of the Regional Sessions prior to the GA with the Involvement Assistant
- Attending all the Plenary Sessions unless agreed upon otherwise with the RD

3. Requirements

- Attend AM19
- Good writing and speaking English skills
- Full availability for online meetings prior to the meeting, during the meeting your presence is essential and after to deliver the sessions' reports.
- Knowledge in Gsuite

4. Application

- Curriculum Vitae (2 pages max)
- Motivation Letter (1 page max)
- A document with the objectives and possible outcomes from your participation (2 pages max)
- Send the application to rdamericas@ifmsa.org until May 5th at 23:59 GMT.

Warmest regards,
Gabriela Cipriano
Regional Director for Americas



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RD AP Support Person:

Dear Asia-Pacific Region,

The General Assembly August Meeting in Taiwan is approaching fast, together with our first Regional Session during this term! In order to provide you with best quality sessions both in terms of content and organisation I am opening a call for one Support Person.

Spot available: 1 late fee out of delegation quota

Responsibilities of the RD AP Support Person:

1. Taking care that facilitators have their materials for the regional sessions,
2. Taking minutes during regional sessions,
3. Assisting the Regional Director and members of the International Team in managing documentation of the Regional Session,
4. Writing a report of each instance of the Regional Sessions and submitting it to the RD, one week after the end of the March Meeting.
5. Providing information to the NMO Presidents and Member on the Content of the Regional Sessions prior to the GA

Required Qualifications:

1. Good level on English both in speaking and writing,
2. Prior experience with google docs, sheets and slides,
3. Prior experience taking minutes will be an asset,
5. Full availability before the GA for the preparations, during the GA, and after to follow up on the evaluation and preparing the report.

If you want to apply please send your Curriculum Vitae (2 pages maximum), Motivation Letter (1 Page – Max. 300 Words) on why you think your application would be beneficial for the region and why you are applying in the first place.

Send the application to rdasiapacific@ifmsa.org by **5th fo May 2019 @23:59 GMT**.

If you have any problem, please do not hesitate to contact me.

See you all in Taiwan :)

On began of Asia-Pacific Regional Team
Po-Chin Li
Regional Director for Asia Pacific



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Dear EMR,

The August Meeting 2019 General Assembly in Slovenia is fast approaching, and the preparations are well underway.

In line with our commitment to provide you with the best experiences, the regional team will be working hard to provide you with regional sessions that are beneficial, efficient, and memorable. In order to ensure the quality of those sessions, the EMR team will be needing an extra pair of hands during the GA. That is why I am opening a call for one EMR support person.

Spot available: 1 late fee out of delegation quota

Responsibilities of the RD EMR Support Person:

1. Being available to support the Regional Director and the EMR team in the regional sessions
2. Taking minutes of the regional sessions
3. Making sure all facilitators have the required materials for their sessions
4. Preparing a report of the regional sessions and submitting it to the RD, no later than one week after the end of the August Meeting
5. Being available to provide information about the regional sessions to the NMOs and members about the content of the sessions

Requirements:

1. Attendance
2. Proficient in English (speaking and writing) and Arabic (speaking)
3. Experienced with Google and Microsoft apps
4. Prior experience taking minutes
5. Full availability before the GA for the preparations, during the GA, and after the GA for the report

How to apply:

Send the following documents to rdemr@ifmsa.org before **5th of May 2019**

1. Curriculum Vitae (no longer than 2 pages)
2. Motivation letter (no longer than 300 words) - why are you applying and how you would benefit the region by your selection
3. (Optional) sample minutes

Feel free to approach me for any questions.

Best,
Adonis Wazir
Regional Director for EMR



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RD EU Support Person:

Dear friends,

We just concluded the European Regional Meeting, but the General Assembly, together with our regional sessions, is approaching really fast. To ensure smooth, outcome-oriented sessions I am opening a call for a support person that will help in the preparations before and during the meeting.

Spot available: 1 late fee out of delegation quota

Responsibilities of the RD EU Support Person:

1. Taking care that facilitators have their materials for the regional sessions,
2. Taking minutes during regional sessions,
3. Assisting the Regional Director and members of the International Team in managing documentation of the Regional Session,
4. Writing a report of each instance of the Regional Sessions and submitting it to the RD, one week after the end of the March Meeting.
5. Providing information to the NMO Presidents and Member on the Content of the Regional Sessions prior to the GA

Required Qualifications:

1. Good level on English both in speaking and writing,
2. Prior experience with google docs, sheets and slides,
3. Prior experience taking minutes will be an asset,
5. Full availability before the GA for the preparations, during the GA, and after to follow up on the evaluation and preparing the report.

If you want to apply please send your Curriculum Vitae (2 pages maximum), Motivation Letter (1 Page – Max. 300 Words) on why you think your application would be beneficial for the Region and why you are applying in the first place.

Send the application to rdeurope@ifmsa.org by May 5th at 23:59 GMT.

Warm regards,
Paulina Birula
Regional Director for Europe



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SCOPH Support Persons and Sessions

Dearest SCOPHERoes,

AM19 is right around the corner and it will be one of the most amazing experiences ever! To make sure everything goes as planned and the sessions go without a hitch, we will need some extra pairs of helping hands and it also means it is time we start preparing for the SCOPH sessions.

It is with great joy and excitement that I am opening the call for Support Persons (2) and the Sessions Team (2-5) for the August Meeting 2019 in Taiwan. Hint: This is where you come in and all you need to do is apply!

If selected as a Support Person or a member of the SCOPH Sessions Team, you will be working closely with the SCOPH International Team for the preparation of the General Assembly and you will be able to get a high-quality insight into what goes into the SCOPH sessions and what is happening behind the scenes. Being a part of the Sessions Team is a wonderful opportunity to share experiences and best practices, to network with other SCOPHERoes, to collaborate and learn from each other, or even just to enjoy the orange spirit present at the sessions.

Without further ado, I would like to invite you to keep on reading~

Available Positions

The SCOPH Sessions Team will consist of the following SCOPHERoes:

- **SCOPH International Team members** (who have a spot within their NMO's delegation or an out-of-quota SCOPH IT spot)
- **2 Support Persons:** Two out-of-quota positions are available – 1 with the early registration fee, 1 with late registration fee which is why, if accepted, you do not need to have a spot within your NMO's delegation. As a Support Person, you are a part of the Sessions Team but you will be expected to be available at all times during the meeting as you will have extra responsibilities. Therefore, you should not apply for other conflicting positions and you should not have any other obligations at the GA. All members applying for Support Persons will also be considered for Sessions Team and their possible attendance will be followed up on by the SCOPH Director.
- **2-5 general Sessions Team members:** If you are applying for being a part of the Sessions Team, you must already have a spot within your NMO's delegation. Most of your responsibilities will take place during the SCOPH sessions but there will also be tasks and meetings outside of sessions time. It is highly recommended not to apply for any other conflicting positions at AM19.

List of Tasks

As a member of the SCOPH Sessions Team, your tasks may be the following (the list of tasks will be distributed amongst Sessions Team members):

A - Before the GA:

- Be required to attend preparatory Online Meetings;
- Give input to the SCOPH sessions agenda and provide creative ideas;
- Be assigned sessions to facilitate (this includes preparation of outlines, session materials and presentations);



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- Be assigned other specific tasks based on your skill and interest which you will be responsible for during the GA;
- Help create preparatory documents and Survival Kit to be published;
- Work on and attend the Preparatory Webinar for SCOPHeroes;
- Help participants in their preparations for the August Meeting.

B - During the GA:

- Motivate and help participants;
- Keep participants informed about general info (meeting points, agenda, announcements);
- Take minutes and photos of the sessions;
- Film SCOPH Talks;
- Create Facebook posts to summarize the sessions at the end of each day;
- Take photos and notes of flipcharts at the end of each day;
- Ensure the room is organized at all times;
- Ensure the materials are ready, available and distributed correctly at all times;
- Communicate with the OC about respective needs of SCOPH sessions;
- Gather feedback and document it;
- Facilitate sessions or discussions;
- Organize the Orange Eve for teambuilding of members;
- Gather materials for the Follow-Up Kit;
- Meet with the Sessions Team for morning briefs and evening debriefs.

C - After the GA:

- Contribute to the Follow-Up kit
- Prepare folders to share with the participants
- Finalize SCOPH Talks videos
- Finish up any assigned tasks that were not completed during GA

Required Qualifications

- Experience in SCOPH;
- Be consistent in written and oral English;
- Ready to take responsibilities within a team;
- Be fully physically present during the meeting from the 1st to 7th of August;
- Ability to work throughout the AM19 including long hours and on-the-spot meetings;
- Prior experience with Google docs, sheets and slides;
- Prior experience taking minutes (preferred);
- Logistics skills (time management and punctuality, the organization of materials, etc.)
- Love for SCOPH and lots of energy that you are ready to transfer to the participants.

Selection Criteria

The applicants will be evaluated according to the following criteria:

- Experience within SCOPH;
- Experience in facilitation;
- Motivation;
- Concrete plans for contribution to the team and the sessions;
- Creativity;
- Level of English;
- Availability to work in the team before, during and after the GA;



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- Regional and gender representation will be taken into consideration (if needed) as additional criteria for adjustment of the final selection.

Application Process

If this sounds like something for you, then do not hesitate to apply by the **5th of May 2019, 23:59 GMT**. Please note you must send the necessary documents to scophd@ifmsa.org before the deadline for your application to be valid. No late applications will be considered. Please state in the subject of your email whether your application is for a Support Person or a Sessions Team position.

Required Documents

- CV (adapted to the position, highlighting SCOPH-related experience and facilitation experience) - max. 2 pages
- Motivation letter - max. 1 page
- Document containing:
 - List of sessions you want to facilitate (including why you want to facilitate them and what are your skills relevant to these sessions) – max. 1 page
 - Three preferred tasks you would like to be assigned during the GA (from the above List of Task, section B)
 - One task that you do not feel comfortable with the most (from the list in the above Tasks-section)
 - What you hope to achieve/gain from the Sessions Team experience – max. ½ page
 - How would you improve SCOPH sessions – max ½ pageIn the application and/or email please state if you are applying for Support Person or Sessions Team.

Best of luck and I am very much looking forward to reading your applications!

Warm orange hugs,
Katja Čič
SCOPH Director



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SCOME Support Persons and Sessions Team:

Dear SCOME members,

IFMSA General Assemblies are an opportunity to know what are medical students doing all over the world, to be part of the decision making processes of our Federation and to feel empowered by the environment and synergy between people from all over the world. To make this experience all come true, the Team of Officials and International Team needs help from members working on a local or national level and eager to get more involved.

With August Meeting 2019 fast approaching, the SCOME International Team would like to open the call for Sessions Team and Support Person. We're looking for a motivated and available member to work with us before, during and after the meeting. If you have worked on some sessions of your own and you have a vision for what these SCOME Sessions can be, what are you waiting for?! We're looking for you!

The SCOME Sessions Team will consist of the following:

2 Support Persons

As Support Person, you will be expected to be available at all times during the meeting and you should not have any other obligations at the GA. If you apply for a Support Person spot, this means you do not already have a delegation spot with your NMO and therefore need an out-of-quota spot in order to attend the GA. There is 1 early fee spot and 1 late fee spot.

You will be part of the Sessions Team and you will be responsible for:

- team dynamics (teambuilding, scheduling online meetings, organizing the session team's folder, keeping track of deadlines,...)
- Logistics (OC contact person, material preparations, room environment)
- Communication (email participants, assembling survival and follow up kit, preparing the handout)

2-3 General Sessions Team Members

As a general sessions team member, you must already have a spot within your NMO delegation, and be motivated to contribute to the SCOME Sessions. Most of your responsibilities at the meeting will take place during the SCOME Sessions but there may be some tasks outside of sessions time.

You will be part of the Sessions Team and you will be responsible for:

- Creating, designing and developing SCOME sessions
- Contributing to the publications (survival kit and follow up kit)
- Develop the evaluation methods and elaborate the outcomes of the Sessions

If this sounds like something for you, then apply through <<[THIS LINK](#)>> by May 5th at 23:59 GMT.

Please keep in mind that the Google Form must be filled and submitted before the deadline for your application to be valid, no late applications will be considered.

Should you have any questions, please email me at scomed@ifmsa.org



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Looking forward to your applications!

Hugs,
Catarina Pais Rodrigues
SCOME Director





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SCOPE Support Persons and Sessions Team:

Dear SCOPE family,

The March Meeting is rapidly approaching and it is time to open the call for the **SCOPE Support Persons and Sessions Team** for the August Meeting 2019, in Taiwan.

The SCOPE International Team is working tirelessly to organise the most amazing SCOPE sessions, but we need **YOUR** help to make this dream come true. If you are planning to attend MM2019 and you are enthusiastic to live the full SCOPE experience, **THIS** is your chance!

As a member of the Sessions Team, you will be working closely with the SCOPE International Team and will also help with the logistics of the SCOPE sessions during the General Assembly (GA). You will be a part of the team and have to be ready to be heavily involved in the preparation of the SCOPE sessions before, during, and after the GA.

The **SCOPE Sessions Team** will consist of the following people:

- SCOPE International Team members (who have a spot within their NMO delegation or an out of quota SCOPE IT spot)
- **2 Support Persons** (there are **2 out-of-quota positions** available: **1 with early registration fee, and 1 with late registration fee** - it means you don't need to have a spot within your NMO delegation if you are accepted as SCOPE Support Person)
- **2-5 additional Sessions Team members** (who must have a spot within their NMO delegation)

Task description

As Support Person or member of the Sessions Team you are required to accomplish the following **tasks**:

- Attend a few preparatory Online Meetings
- Help participants in preparing for the meeting (Survival Kit, webinars, etc.)
- Give input on the agenda/SWGs/trainings
- Prepare the sessions and the materials needed for the GA (ppts, flipcharts, etc.) together with the SCOPE IT
- Take photos of the sessions + notes of flipcharts (to integrate in the follow-up kit)
- Take minutes of the sessions
- Help in the communication with the OC to make sure the room is ready with all the materials every day (before the beginning of the sessions), and prepare the room before the beginning of every activity
- Possibly facilitate the sessions (according to skills and experience) and collect feedback from the participants
- Create Facebook posts with the summary of the sessions at the end of each day
- Work on the follow-up kit

Selection criteria

The applicants will be evaluated according to the following **criteria**:



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- Motivation
- Experience in SCOPE
- Experience in facilitation
- English level
- Availability to work on the sessions before, during, and after the GA

Regional and gender representation will be taken into consideration (if needed) as additional criteria for adjustment of the final selection.

How to apply?

Do you think you are ready for the challenge?

If so, you can apply for the SCOPE Sessions Team through [<<THIS LINK>>](#).

The **deadline** to send your applications is **5th OF MAY 23:59 GMT**. Late applications will not be accepted, therefore you must fill in the form before the deadline for your application to be deemed valid.

As Support Person or member of the Sessions Team, you need to be available at all times (100%) during the GA. Therefore, you should not apply for other conflicting positions.

If you have any question, do not hesitate to email scoped@ifmsa.org.

Warmest hugs,

Tanya Zebrova,
SCOPE Director



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SCORA Support Persons and Sessions Team:

Dear SCORAngels,

It is with great excitement that I am sharing this call for SCORA Support Persons and Sessions Team with you for the upcoming August Meeting 2019 in Taiwan.

The SCORA sessions are an amazing opportunity for SCORAngels from all over the world to get together, share experiences, and learn from one another. This wonderful experience is carried by an ensemble of motivated individuals who will be delivering sessions addressing a multitude of sexual and reproductive health topics in inclusive, interactive and comprehensive manners.

The AM19 Sessions Team is composed of:

- The SCORA International Team members attending AM19
- The SCORA Program Coordinators attending AM19
- 3-5 Sessions Team members (including support persons)

What is the difference between a support person and a sessions Team member ?

A support person is an out of quota spot, which means the support person is not a member of their own NMO delegation. In opposition, a member of the Sessions Team has a secured spot with their NMO and are a full member of their delegation.

But is it different when it comes to the tasks assigned to each of them?

Absolutely not. All members of the AM19 Sessions Team are expected to contribute to the success of the sessions by delivering a set of tasks before, during and after the meeting.

These tasks include :

- Attending and contributing to the AM19 preparation OLMs
- The preparation of the agenda
- The preparation of the AM19 SCORA Survival Kit and Follow Up Kit
- The preparation and conduction of SCORA sessions, joint sessions and regional sessions
- Taking minutes of the SCORA Sessions
- Assisting with logistics, media coverage and team building during the meeting
- Collecting feedback and attending daily feedback meetings during AM19

And most importantly :

- Engaging our lovely SCORA Members before and during AM19

What are the needed and recommended qualifications?

Needed Qualifications:

- Motivation
- Facilitation experience
- SCORA experience (national, local, international, others)
- Being hardworking and responsible with deadlines

Recommended Qualifications:



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- Participation and/or Facilitation in at least one SCORA Session during a General Assembly or Regional Meeting.
- Having international experience within SCORA

What are the selection criteria ?

- Quality of application
- SCORA Experience (Positions, IFMSA Meetings, Session Facilitation, Advocacy Experience, Trainings, Experience with relevant SRHR topics ..)
- Originality and relevance of the suggested session
- Regional representation, Gender Balance and LGBTQI+ representation

Okay, I want in. How can I apply ?

Send the following to scorad@ifmsa.org by **May 5th 2019 at 23:59 GMT**

1. **A CV** - maximum of 2 pages with the relevant SCORA experience
2. **A Motivation Letter** - maximum of 1 page
3. **A description of a 1 hour session** that you would like to deliver if accepted - maximum 1 page
4. **Please indicate in the email if :**
 - You would like to be considered only for a support person spot
 - You would like to be considered only for a Sessions Team member spot
 - You would like to be considered for both

I am looking forward to reading all of your amazing applications, and please do not hesitate to reach out to me if you have any questions.

Love,
Iheb Jemel
SCORA Director



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SCORE Support Persons and Sessions Team:

Dear SCOREnegades from all over the world,

The August Meeting 2019 in Taiwan is coming really fast! For this reason, the SCORE IT is gearing up and prepping to have some amazing SCORE Sessions alongside all of you! To help support the SCORE IT in the biggest event in the IFMSA, we are looking for empowered and driven SCORE-lovers to be a part of the SCORE Sessions Team.

If you want to share your passion for SCORE by contributing with your extensive experience in research exchanges and take the lead in the SCORE Sessions, this is the right call for you!

The Sessions Team will work very closely with the SCORE IT in the process before, during and after the General Assembly (GA) so be prepared to dedicate time and effort to it. You will take part in the planning and preparations of sessions, logistics during the meeting and follow up on outcomes.

The SCORE Sessions Team will consist of the following:

2 Support Persons

As Support Person, you are part of the Sessions Team but will have extra responsibility. If you apply for a Support Person spot, this means you **do not already have a delegation spot with your NMO** and therefore need an out-of-quota spot in order to attend the GA. There is **1 early fee spot and 1 late fee spot**. As Support Person, you will be expected to be available at all times during the meeting and you should not have any other obligations at the GA.

3-5 General Sessions Team Members

As a general sessions team member, you must already have a spot within your NMO delegation, and be motivated to contribute to the SCORE Sessions. Most of your responsibilities at the meeting will take place during the SCORE Sessions but there may be some tasks outside of sessions time.

As a member of the SCORE Sessions Team, you may have the following tasks:

Before the GA:

- Attend OLMs to discuss preparations for the sessions
- Give input to the agenda/SWGs/Trainings
- Be assigned sessions to facilitate and prepare for these
- Help prepare documents and manuals to be published before the GA

During the GA:

- Taking minutes of the sessions
- Creating Facebook posts to summarize the sessions at the end of each day
- Taking photos + notes of flipcharts
- Ensuring the room is organized at all times and materials are ready and available
- Gathering feedback for the sessions and documenting them
- Facilitating sessions or discussions
- Motivating and helping participants
- Gathering materials for the follow-up kit



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After the GA:

- Wrap up tasks from the GA
- Contribute to the follow-up kit

If this sounds like something for you, then apply through <<THIS LINK>> by May 5th at 23:59 GMT.

Please keep in mind that the Google Form must be filled and submitted before the deadline for your application to be valid, no late applications will be considered.

Should you have any questions, please email me at scored@ifmsa.org

Really excited to receive your applications!

Warm Blue Hugs,
Erwin Barboza-Molinas
SCORE Director



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SCORP Support Persons and Sessions Team

Dear SCORPions,

I am filled with excitement to open this call for August Meeting 2019 SCORP Support Persons and Sessions Team!

Who are the SCORP Session Team?

The SCORP Sessions Team are the diversely skilled, passionate, creative, motivated SCORPions who create our amazing SCORP Sessions at IFMSA General Assemblies. The SCORP Sessions Team ensure SCORP Sessions are as fun and meaningful as possible, both for the participants and for SCORP as a whole. If you are a motivated SCORPion looking for a different experience and a new way of contributing to the international SCORP Community, this might be your chance! You have to be ready to work hard, but you will find new friends from all over the world, and of course, we will have a lot of fun as well!

The SCORP Sessions Team will consist of:

- The SCORP International Team Members
- Support Persons
- Session Team Members

What the difference between a support person and session team member?

A Support Persons is out of quota, which means they do not have a spot within their NMO delegation whereas a Session Team member will have a spot within their NMO delegation. SCORP has **2 Support Person spots** (one out-of-quota early fee, and one out-of-quota late fee)*. In addition to this, we will select **1-2 Session Team members**.

What do we expect of you?

Before the Meeting:

- Prepare SCORP Sessions and related activities
- Attending SCORP Session Team online meetings once a week,
- Reply to emails regularly and provide your input when requested
- Communicate with the members to help them get ready and excited for the meeting through Facebook or other channels;
- Contributing to the creation of the Survival Kit through writing, and proofreading;
- Being ready to support facilitators outside of the sessions team in preparing and organizing their materials;
- Planning and facilitating SCORP sessions, Joint Sessions, Regional Sessions or Small Working Groups according to the need and your experience.

During the Meeting:

- Helping with logistics (moving chairs, cutting papers, etc);
- Taking photos, videos and minutes when relevant, writing updates in the Facebook group;
- Leading games and energizers, supporting the members and sharing your positive energy;
- Arranging team building opportunities also outside of SCORP sessions, for example through a party, a competition or similar.

After the Meeting:

- Collect feedback, contribute to the creation of the Follow Up Kit after the Meeting;
- Other tasks as required by the SCORP Director;



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Please note: As support person, you need to be available full-time during the GA. Therefore, you should not apply for conflicting other positions. If you apply only as SCORP sessions team member, please state in your application at which times during the GA you will not be available (eg during NMO hours). Whether you apply as a Support Person or Sessions Team Member we highly advise you to inform your NMO about your application.

Who are we looking for?

The ideal SCORP Support Person or Session Team Member should:

- Be passionate about SCORP related topics.
- Have preferably attended at least one GA previously.
- Feel comfortable with most of the tasks described above.
- Be available for the whole duration of the General Assembly (not only during sessions time)
- Preferably have no other responsibilities or roles at the GA outside of being part of the SCORP session team (this is mandatory if applying as a Support Person!)
- Be available to work on GA preparations starting in Dec, until the follow up ending in April.

Selection Criteria Selection will be based on experience working in SCORP at both International and National level as well as motivation, skills, ideas and regional and gender representation.

How to apply:

- CV - max 2 pages, highlighting SCORP related experience and training/facilitation experience.
- Motivation Letter - max 1 page.
- Please also answer the following questions in a separate the:
 - o How would you improve SCORP Sessions at General Assemblies? (200 words max)
 - o What do you hope to achieve/gain from the Session Team experience? (200 words max)
 - o Out of the tasks mentioned, which excites you the most and why? (200 words max)
- Please also state if you are applying for Support Person or Session Team.

Deadline: 5th of May 2019, 23:59 GMT.

In case anything is unclear, don't hesitate to contact me at scorpd@ifmsa.org
I'm looking forward to receiving your applications!

Hugs and glitters,

İdil Kına