

# FORUM GUIDE



## SECOND ICAO NEXT GENERATION OF AVIATION PROFESSIONALS GLOBAL SUMMIT & MODEL ICAO FORUM

Shenzhen, China | 12-14 December 2018



| ICAO





ICAO



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# Welcoming letter: Secretary General of ICAO



It is my honour to welcome you to the second edition of the Model ICAO Forum, hosted by ICAO in conjunction with the Chinese Society of Aeronautics and Astronautics (CSAA), the Shenzhen Municipal People's Government of Guangdong Province, and with further support from Beihang University.

The event is taking place during the second ICAO NGAP Global Summit in Shenzhen, China and is intended to excite the best and brightest of our next generations about the amazing careers that await them in global aviation.

Our Model ICAO Forum has grown in prominence since it was first inaugurated, and this year you'll be among highly-qualified students from over 15 universities around the world. With them you'll gain insights into international civil aviation from a multi-sector perspective, and learn more about the role of ICAO as a specialized agency of the United Nations common system.

You will also learn about real life global aviation challenges across key areas of civil aviation, and have an opportunity to propose solutions to a panel of industry experts on a range of challenging topics.

It is my hope that, thanks to this Forum and the Model ICAO Case Study challenge it includes, each and every one of you will develop a much deeper appreciation for the role of civil aviation in fostering global peace, prosperity and socio-economic development, and that our sector's wide-ranging opportunities for next generation managers, leaders and technical experts will encourage you to pursue an aviation career path.

On behalf of the ICAO and its Member States, I thank you for your interest in civil aviation and wish you all a productive, exciting, and engaging Model ICAO Forum 2018.

Dr. Fang Liu  
Secretary General  
International Civil Aviation Organization



| ICAO

# Acknowledgement from ConMUN



On behalf of the Concordia Model United Nations (ConMUN), it is a great pleasure and privilege to congratulate the 2nd Model ICAO Forum hosted by the International Civil Aviation in Shenzhen, China.

Last year, ConMUN had the distinct privilege of partnering with the ICAO in creating the event known as the Model ICAO Forum. In its conception, ICAO and ConMUN built the Forum as means to provide students with a deeper understanding of current issues in the world of aviation and global diplomacy. Through analyzing cases, participants had the chance to present their solutions and insights into a complex nuanced field. Most importantly, they strived to look outside their traditional areas of expertise and demonstrated their passion and dedication as the next generation of aviation professionals.

So as the Forum departs from Montreal to a new host country, we wish the ICAO and its partners nothing but success and the best of luck to all participants.

Kind regards,

**Gabriel Guppy-Garba**  
Secretary-General of Concordia Model United Nations



# About CSAA

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Chinese Society of Aeronautics and Astronautics (CSAA) is a legally-registered academic, non-profit national legal entity based on voluntary membership of scientists and engineers in the field of aeronautics and astronautics. It is a member of China Association for Science and Technology (CAST) and a full Society Member of the International Council of Aeronautical Sciences (ICAS) on behalf of the Chinese aeronautical community.

Founded in February 1964, CSAA has been committing itself to the development of science and technology, the advancement of aviation industry as well as talents cultivation and awarding. Its mission has been fulfilled through a wide range of activities implemented by its headquarters and branches. As a well-organized society, there are 37 technical committees, gathering experts and carrying out professional seminars. Eight work committees steer its activities in academic exchange, international cooperation, talents recommendation, science popularization, education and training, science & technology consulting, achievements evaluation and appraisal, publishing, conference and exhibition. 3 special committees were set to highlight the UAS-related issues, awarding and aerospace engineering education accreditation. In addition, there are 19 local societies and six member stations to cater to its members. So far there are over 770 000 individual members and over 180 corporate ones. CSAA sponsors two magazines, five academic journals and publish books and proceedings yearly.

Professionals and students engaged in aviation and aeronautics are welcome to join us.  
For more information, please visit: [www.csaa.org.cn](http://www.csaa.org.cn).





# About Shenzhen Municipal People's Government of Guangdong Province

Shenzhen is a coastal city in South China. It is located on the eastern bank of the Pearl River, neighboring Hong Kong. Shenzhen has been a touchstone for China's reform and opening-up policy.

From 1979 to 2018, Shenzhen has skyrocketed from a tiny border town with a population of more than 30,000 to a metropolis with a population of more than 10 million. It has become a prosperous, chic, innovative, harmonious and beautiful city and established many firsts in the history of world industrialization, urbanization and modernization.

The Economist marveled at the "Miracle of Shenzhen," saying China's most extraordinary practice since its reform and opening up 40 years ago is the establishment of special economic zones and calling Shenzhen the biggest success of more than 4,000 SEZs in the world.

As one of the most important international cities in China, Shenzhen is one of the most economically dynamic cities in the world. The city is the high-tech and manufacturing hub of southern China as well as a State-level innovative city. It has set up new standards of Shenzhen Quality.

Shenzhen is the best example of China's historic leap from "getting on its feet" to "becoming prosperous." Its GDP has grown from 197 million yuan in 1979 to 2.24 trillion yuan in 2017, ranking only after Beijing and Shanghai, equalling Hong Kong and is among the top 30 cities in the world.

Shenzhen now has become an international metropolis with great influence and boasts the country's best market-based, law-based and international business environment. Shenzhen is the window through which China displays its achievements in reform and opening up to the world. Shenzhen is the window through which the international community observes China's reform and opening up.

In the future, Shenzhen will become an innovation-driven city known globally for its strong competitiveness and influence.

From Shenzhen to the world, Shenzhen offers its experience as a special economic zone to the special economic zones in other countries. Overseas visitors are coming to learn from Shenzhen and seek the key to China's reform and opening up.

The young city, whose residents' average age is 32.5, is implementing new concepts for development and is building itself into a demonstration zone for innovation for China's implementation of UN 2030 Sustainable Development Goals. Shenzhen is striving to become an important window to the world and a demonstration zone for practicing Xi Jinping Thought on Socialism with Chinese Characteristics for a New Era.



## About ICAO

The impetus behind the creation of the International Civil Aviation Organization (ICAO) was a recognized need to establish a means to promote international cooperation in the rapidly evolving field of civil aviation and to establish international regulations, standards and procedures regarding civil aviation matters. The functioning of ICAO differs from many other United Nations bodies in that ICAO focuses on technical aspects of its sphere of interest. A primary objective and process is the development of international civil aviation Standards and Recommended Practices (SARPs) which are formulated following four core notions (the four “C’s” of aviation): “cooperation in the formulation, consensus in their approval, compliance in their application, and commitment of adherence to this on-going process”.

### Structure of ICAO

The four main bodies of ICAO are: the **Assembly, Council, Secretariat, and Air Navigation Commission.**

**The Assembly**, comprised of all 192 Contracting States, is the sovereign body of ICAO. It generally meets every three years to review the work of the Organization, vote on the budget, make policy recommendations on the technical, administrative, economic, legal and cooperation fields, and vote amendments to the Chicago Convention.

**The Council** is the Executive body of ICAO. It is composed of 36 States elected by the Assembly for three-year terms. Those States represent those of chief importance to air transport, those that make the largest contribution to the provision of facilities for international civil aviation air navigation, and those whose inclusion will ensure that all major geographical areas of the world are represented.

The Council has the power, amongst others, to adopt SARPs and incorporate them in the Annexes of the Chicago Convention, convene the Assembly, appoint the Secretary General of ICAO, and manage the organization’s finance. The Council operates through a number of Committees, including the Air Transport Committee (economic issues), the Committee on Joint Support of Air Navigation Services, Finance Committee and the Committee on Unlawful Interference.

**Air Navigation Commission** (hereinafter, “ANC”) is the principal technical body concerned with the development of SARPs. It is comprised of 19 people nominated by contracting states and appointed by the Council who are all qualified and experienced in the science and practice of aeronautics.

**The Secretariat**, located in Montreal, is comprised of five main divisions: the Air Navigation Bureau, the Air Transport Bureau, the Technical Co-operation Bureau, the Legal Bureau and the Bureau of Administration and Services. The Secretary General is the Chief Executive Officer of the Secretariat and reports to the Council.

# SECOND ICAO NEXT GENERATION OF AVIATION PROFESSIONALS GLOBAL SUMMIT & MODEL ICAO FORUM



## Model ICAO Forum

### About

The Model ICAO Forum will be held during the second ICAO NGAP Global Summit (NGAP/2) in Shenzhen, China, from 12 to 14 December 2018. The Summit will raise awareness of issues relating to civil aviation and inspire a new generation of aviation professionals. Co-hosted by the Shenzhen Municipal People's Government of Guangdong Province, the Chinese Society of Aeronautics and Astronautics and supported by Beihang University, the Forum will engage young people from all seven continents of the world in discussions on current issues critical to the operations of ICAO and the international civil aviation community.



The Forum is particularly targeting students pursuing courses in airport or airline management, aeronautical engineering, aviation law, government, international relations, public policy, economics and environment, as well as other fields related to civil aviation. Case studies in the field of civil aviation, prepared by ICAO technical officers, will enable students attending the Forum to deliberate and present innovative initiatives that will increase enthusiasm among the younger generations in the varied sectors and operations the ever-changing field of civil aviation.



# Model ICAO Forum

## Forum Welcome

The first day of the Forum will begin with opening remarks from ICAO and the host organisations. There, guest speakers will address students on the contribution of ICAO to the United Nations Sustainable Development Goals and the Future of Aviation. The Forum will then be introduced by the organizers to explain the Forum's format and the rules to follow. They will be followed by the Stream Leaders, who will briefly present the topics of each stream and the specific schedule for the Forum during the next days. In addition, guidelines and parameters will be given for the final presentations to be given by each working group. Most importantly, during the briefing participants will be placed within their respective working groups and have meet and interact with other participants as well as stream workshop leaders and panellists.

## Stream Workshops

On the second day, the Stream Workshop Leaders and Panelists will make presentations on the respective case studies of each stream. A global overview will be given on the specific subject matter and present a current diagnosis of the issue at hand. During this time, participants will interact with the panel and pose questions and ask for clarifications, as they begin to strategize on developing their proposals.

## Working Period

Following the workshops, Working Groups will then be directed to separate rooms to begin working on their case study proposals. During this period, Working Groups are expected to assemble their respective knowledge and insights gained over the course of the Forum and collaborate in drafting a solution to their respective Case Study.

## Judging Rounds

Upon completing their proposal, Working Groups will then present before their Stream Workshop panel, who will act as a panel of judges. Their proposal will include a short brief outlining their proposed solution and shall be accompanied by a visual support in the form of a PowerPoint presentation. Using these presentations, Judges will determine the winning groups of each respective stream.

Once the winning groups have been announced, each winning group will have additional time, overnight, to modify and improve their final presentation. On the third day, each winning group will proceed to present before a final panel of judges, fellow participants and NGAP attendees.

## Closing Ceremony

Finally, the Model ICAO Forum will conclude with closing statements and a report by ICAO as well as the presentation of awards for the winning teams. The first place reward will be given to the working group that has displayed the most comprehensive and innovative presentation, and recognition plaques will be awarded for the selected working groups from round one judging.



# Programme, Streams and Study & Preparatory Guidelines



# Programme

## DAY 1 – WEDNESDAY, 12 DECEMBER 2018

### OPENING SESSION

11:30 – 13:00 Welcome to the Model ICAO Forum

- **Opening Remarks**
  - Fang Liu , Secretary General ICAO
  - Mr. Yao Yunchen, Secretary General of the Chinese Society of Aeronautics and Astronautics (CSSA)
  - Shenzhen Government
- **Keynote speech on Contribution of Aviation to the UN SDGs**
  - Jiarong Yan, Director of Office of the Secretary General (ICAO)
- **Keynote speech on The Future of Aviation**
  - Henry Gourdjji, Head, Strategic Planning, Coordination And Partnerships Office (ICAO)
- **Introduction to the Model ICAO Forum and Guidelines**
  - Diego Martinez, Trainair Plus Programme Manager (ICAO)
- **Introduction of Stream Leaders**

13:00 – 14:00 Lunch Break



### NGAP/2 OPENING SESSION

14:00 – 15:00 Welcome remarks and opening statements

15:00 – 15:30 Coffee Break



### PANEL 1: FAST FORWARD TO THE FUTURE

15:30 – 16:30 What do aviation jobs look like in 20 years? How will new technologies affect the role of the human in the aviation industry? How will the generation of today shape the future aviation workforce?

End of Day 1

## DAY 2 – THURSDAY, 13 DECEMBER 2018

### MODEL ICAO FORUM WORKSHOPS

09:00 – 10:30 4 Aviation Streams

- **Workshop 1** Unmanned Aircraft Systems (UAS)
- **Workshop 2** Dangerous Air Cargo
- **Workshop 3** The Socio-Economic Benefits of Air Transport
- **Workshop 4** Aviation Security

10:30 – 11:00 Coffee Break



## DAY 2 – THURSDAY, 13 DECEMBER 2018

### BREAKOUT WORKING GROUPS

- 11:00 – 12:30
- Students will be divided into 4 Working Groups (WG)
  - WG will be separated in different breakout room
  - Each WG will have 3 hours to complete the Case Study

12:30 – 13:30 Lunch Break



- 13:30 – 15:00
- Working Groups are expected to assemble their respective knowledge and insights gained over the course of the Forum and collaborate in drafting a solution to their respective Case Study.

15:00 – 15:30 Coffee Break



### ROUND 1 JUDGING: STREAM PRESENTATIONS (IN PARALLEL)

- 15:30 – 17:00
- Each Stream WG will present in front of a judging panel.
  - Each Stream WG will have 15-minutes to present.
  - Each presentation will follow with a 5-minute Question/Answer period and a 5 minute evaluation
  - Stream WG Winner to be chosen and announced
  - Stream WG Winner will have the chance to improve their presentation for round 2 judging

End of Day 2

## DAY 3 – FRIDAY, 14 DECEMBER 2018

### ROUND 2 FINAL JUDGING: WINNING STREAM PRESENTATIONS

- 08:30 – 10:30
- All Stream WG winners will present in front of a larger audience for a Round 2 judging.

10:30 – 11:00 Coffee Break



### NGAP/2 CLOSING SESSION

- 11:00 – 12:00
- Closing of ICAO Model Forum:**
- Summary/report results Model ICAO Forum
  - Award recognition of the Stream Working Group winners
  - Announcement of the overall Model ICAO Forum Working Group winner
  - Winning team and mentoring remarks

**Closing of NGAP/2 Global Summit**

- Communique
- Closing statement

End of Summit

## Unmanned Aircraft Systems (UAS): Aviation for Next Generation



### Brief

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Remote technologies have blossomed in the last few years, generating numerous ideas as to what can be done with drones, and providing incredible opportunities for technology developers, entrepreneurs, scientists, and police and fire fighters, among others.

The economic benefits of Unmanned Aircraft Systems (UAS) notwithstanding, they pose safety concerns for regulators the world over, whether deployed for recreational or other purposes.

The civil aviation authority is responsible for, inter alia, ensuring aviation safety and protecting the public from aviation hazards. Operators of aircraft, both manned and unmanned, are required to operate safely. The rapid rise of UAS raises new challenges that were not considered in historic aviation regulatory frameworks. Before devising any regulatory framework for UAS operations, the regulator should understand and assess the UAS situation in the State in which it operates.

In this stream, students will gain a more detailed understanding of the opportunities and challenges in this fast growing unmanned aviation industry.

### Stream Leaders

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- **Phil Dawson**, International Civil Aviation Organization (ICAO)
- **Wang Yingxun**, President of Yunnan Innovation Institute, Yunnan Innovation Institute
- **Filippo Tomasello**, Professor and Senior Partner, EuroUSC Italia

# Stream

# 2

## Dangerous Air Cargo



### Brief

Billions of dollars' worth of dangerous goods are shipped as cargo by air each day. These goods are necessary for maintaining our quality of life and, in some cases, sustaining it. They can, however, pose a significant threat to aviation safety if not handled and transported carefully. The May 11, 1996 crash of ValuJet Flight 592 is a sobering reminder of this. One hundred and ten lives were lost that day when a fire, initiated by the actuation of chemical oxygen generators, caused the aircraft to crash into the Florida Everglades.

Dangerous goods are defined as articles or substances capable of posing a risk to health, safety, property or the environment. Explosives and radioactive material are items that come to people's minds when they think of dangerous goods. Many may be surprised to know that lithium batteries are also classified as dangerous goods.

Lithium batteries have become an indispensable part of our daily lives. They can, however, pose a significant threat to aviation safety. Damaged or defective batteries have the potential to short circuit, catch fire and emit gases that create an explosive environment. Tests have demonstrated that aircraft cargo fire protection systems may not be capable of adequately suppressing a fire involving them and that this could lead to the catastrophic failure of an airframe. Billions of lithium batteries are shipped each year. They are known to have been involved in two fatal cargo aircraft accidents, and there have been hundreds of reports of dangerous goods incidents involving them. They have been prohibited from transport as cargo on passenger aircraft since 1 April 2016, but they continue to be transported in large quantities on all-cargo aircraft.

In this stream, students will be provided the opportunity to consider whether lithium batteries can be transported safely by air and, if so, how. They will be provided with a more detailed description of the risks they pose and measures being considered to mitigate them. Students will be contributing to the resolution of a problem that has been the subject of intense discussions among experts in the fields of dangerous goods, operations, airworthiness and safety management at ICAO and within the aviation community for many years.

### Stream Leaders

- **Lynn McGuigan**, Technical Officer, Cargo Safety, International Civil Aviation Organization (ICAO)
- **Tai Feng**, Chief of the Dangerous Goods Management Center and Former Second Vice President of ICAO Air Navigation Commission, Civil Aviation Administration of China
- **Zhao Xiaochen**, Manager of Dangerous Good, China Southern

## The Socio-Economic Benefits of Air Transport



### Brief

Over the course of the past year, aviation continued its return to strength, marking new heights in 2017, with the carriage of 4.1 billion passengers and 56 million tonnes of freight. Together with the rise of new markets for aviation, more people than ever are connected to global market opportunities.

Aviation is in the business of connecting people, overcoming oceans and borders, creating economic growth, and contributing to sustainable development. Aviation provides freedom to travel, enables access to foreign markets, and allows the exchange of cultural experiences. A strong and affordable global air transport network helps to improve quality of life, while spreading knowledge of different societies and cultures, to deliver better services and aid to the public. This enhances access to remote and least-developed areas, regardless of location.

Directly, aviation supported 10.2 million jobs in 2017, with an economic impact of USD704.4 billion. With over 1,400 scheduled airlines, 26,000 aircraft in service, 3,900 airports, and 173 air navigation centres across the world, aviation permeates all sectors of the global economy.

Additionally, the value of indirect, induced, and tourism-related benefits from the sector is far larger: The total economic impact of the industry is some 3.6 per cent of world GDP – USD2.7 trillion – with the creation of 65.5 million jobs.

This stream will provide students the opportunity to quantify the economic benefits of air transport and contribute to the work on the socio-economic benefits of air transport.

### Stream Leaders

- **Antonin Combes**, Associate Aviation Officer (Data Management), International Civil Aviation Organization (ICAO)
- **Jiang Hai**, Professor, Tsinghua University
- **GAO Fei**, Captain and General Manager of Safety Supervision Division, China Southern Air Holding Company Ltd.



## Brief

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In an inter-connected global aviation security system, a vulnerability anywhere is a threat to traveling passengers everywhere. Resolving such a security concern requires a tailored approach that is based on State needs and capabilities. Identifying existing deficiencies in aviation security is only the first step to fully addressing the issue.

It is then possible to apply practical assistance tools ranging from programme development, enhancing skillsets, through to the delivery of targeted training activities. All of this must be done in a way that addresses the deficiencies in a timely manner while making the best use of limited resources. When successful, the outcome of such assistance and guidance is strengthened aviation security through compliance with global standards, and the implementation of effective security measures.

This stream will provide students the opportunity to further explore the various levels of aviation security and the required capacities to ensure a secure aviation environment.

## Stream Leaders

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- **Walter Parks III**, Assistance Coordinator, Implementation Support And Development Section - Security, International Civil Aviation Organization (ICAO)
- **Yu Kun**, Deputy Director (Law and Standards), Security Bureau, Civil Aviation Administration of China (CAAC)
- **Gao Zhijie**, Quality & Safety Department Business Manager, Beijing capital international airport group



# Study & Preparatory Guidelines

## Delegation of Tasks

Working groups competing on the Model ICAO Forum shall be consistent of 8 to 10 members. In order for the team to work effectively within the time frame given, it is suggested for all members to have a specific role within the team. The roles consist of the following:

- **Speakers:** the individuals responsible for presenting the group's case solution. They should possess strong oratory and communication skills. Ideally, an individual with public speaking experience.
- **Secretary:** the individual responsible for keeping notes of all discussion within the group and ideas presented. They should possess strong writing and organizational skills. Ideally, they should be able to condense the key points of discussions and summarize them in a coherent fashion.
- **Technicians:** the individuals responsible for providing technical insight for the case study. They should possess a wide arrange of knowledge surrounding the topic. Ideally, they should be undergoing studies in a field related to the topic.
- **Graphic Designers:** The individuals responsible for the graphic design of the presentation. They should possess a strong working knowledge of media design and Microsoft PowerPoint. Ideally, this person should be either studying or have past experience in media design.
- **Researchers:** The individuals responsible for coordinating group research during the working period. They should have strong critical thinking and time management skills as well as attention to detail. Ideally, this person should have extensive experience conducting research.

\*It should be noted that the distribution of these tasks, especially that of the speaker can held by multiple individuals. As such, during the working period, it is recommended to decide who will be presenting each part of the presentation. In this way, the working group can ensure cohesiveness throughout the entire presentation.

## Time Management

### Preparation Time:

- Working Group Presentation (15 Minutes)
- Judging Panel Q&A (5 Minutes)
- Judge Evaluation (5 Minutes)

Time is of essence during the model ICAO Forum. Therefore, tasks must be distributed evenly and efficiently within the members of a team. Prior to executing any tasks, it is essential to fully comprehend the topic at hand. Participants should divide their time in four quarters; first quarter should be to research the topic, the second quarter should be executing the tasks to the best of each members abilities, the third quarter should be to revise other members work to ensure it is comprehensive and concise. It is important to remember to be inclusive in group work, as each member brings their own expertise to the case. The final quarter should be dedicated to preparing and finalizing the presentation.

**\*Please note, participants will be required to bring a laptop with functioning Microsoft Office.**

## Presentation Suggestions

### Dress Code

Ensure good posture by making sure you are comfortable in your clothes; example of this include dress shirts having enough room for you neck, shoes being snug but not tight and fabrics being comfortable. The day of competition is going to be a long day, so make sure you have worn the clothes before and feel comfortable in wearing them all day. The dress code is western or traditional business attire, ensure all ensembles are appropriate, as you will be in the presences of ICAO Delegations. Consequently, you need to wear your jackets, shoes and ties all day. The Model ICAO Forum is a professional environment and will be hosting international delegations, ensure you are well rested.

### Speaking

When presenting, your voice should project across the room without yelling; your voice should be clear, and you should take the time to enunciate each word. Eye contact is very important with the crowd and judges, take the time to engage with them. Eye contact should last between 4-8 seconds, anything shorter will make you look anxious and longer can make a person uncomfortable. If you are too stressed to make eye contact, one trick is to see where the furthest person is and look just above them at the wall. Using this technique, you can look at different points on the wall to make it seem like you're engaging the crowd. Don't forget to use your hands while speaking and point your chest towards the crowd, shoulders should be back; this is to make sure you seem open and expressive whilst being confident.

### Communication

Finally, make sure your arguments are clear and concise. Arguments that are not well structured tend to be too long and do not have an order. Proper arguments follow each other and present each fact relevant to the argument. Avoid presenting facts that do not build upon previous arguments. The recommended structure to follow is:

1. Introduction to the case
2. Background information
3. Proposed solutions
4. Execution of steps
5. Expected outcomes

## Visual Support

The goal of a presentation is to demonstrate the groups understanding of the case to the panel of judges. It is important to have a memorable title, easy to read bullet points, relevant images, and modest formatting to not distract the eyes. Use formatting to draw attention and not distract. The text should take the space of the between a third to half of the page without being too big or so small that it is hard to read. Titles, headers, and key words are a few basic elements that every PowerPoint should contain. Participants must be knowledgeable on the placement of each element of the presentation and their order to ensure the cohesiveness of the presentation.

Be cautious of spelling mistakes as they draw attention and distract; if groups members see the spelling mistake it could be distracting to them and lower the quality of the presentation. Avoid bright colours as they are hard on the eyes use easy to read fonts and do not have dark backgrounds. Every PowerPoint presentation must have an opening slide and closing slide. The opening slide should contain the group name and the participant names in alphabetical order.

The concluding slide should end with a memorable sentence and a sign of appreciation. Bring a USB Key, put all photos you use in the PowerPoint on the USB Key. There is no guarantee that the computer used in making the presentation will be the one projected, as such be prepared and always carry a copy on USB. Avoid all technical issues by double checking everything before you go to present.

## Evaluation

When it comes down to evaluating participants it is important to note that all judges will have a similar grading system to ensure the selection process is conducted fairly. It will touch upon the areas:

### Introduction & Conclusion:

1. Clear introduction of the key points and purpose of presentation
  - a. Path of presentation clearly laid out
  - b. Clear thesis stated upfront
2. Clear conclusion and wrap up
  - a. Key points & takeaways clearly highlighted

### Analysis:

1. Quality and relevance of analysis
  - a. Clear and relevant conclusions drawn from analysis
  - b. Clear application to recommendations for action

### Recommendations:

1. Clear and relevant recommendations drawn from your analyses
2. Justified by and clearly back to relevant analyses
3. Feasibility of recommendations given firm and environmental constraints
4. Implications of recommendation

### Presence & Style:

1. Professional appearance and demeanor (posture, movements)
  - a. Appropriate eye contact and engagement with audience
  - b. Polished deliver of material
  - c. Articulation in speech
2. Confidence and comfort in front of audience
3. Use of pacing, pitch, tone, volume, etc. to support presentation

### Visual Support:

1. Presentation visuals support and enhance spoken presentation
  - a. Visual support, rather than inhibit, comprehensive
  - b. Readability, relevance
2. Professionalism of slides

## Code of Conduct

### Expectations of Conduct

Our goal is to create an environment at the Model ICAO Forum that supports our educational mission. Respect in communication, action and appearance are all necessary requirements.

Professionalism in speech, actions, and appearance by all participants (participants, chaperone, topic leaders, volunteers, guests and ICAO staff) is a requirement of the Model ICAO Forum. These guidelines are provided to help establish clear expectations.

Concerns about individual behavior in the Forum should first be addressed to the volunteer staff in your working group. Staff may refer larger concerns, such as sexual harassment or discrimination issues, to the Forum organizers. Organizers may also be contacted directly through the Forum services staff.

ICAO reserves the right to bar violators from further participation and/or restrict future registration for any participant or school unable to uphold their responsibility to the Forum's Code of Conduct.

### Everyone

- Treat everyone with the highest level of courtesy and respect at all times, including on social media and in electronic communications.
- Disruption of workshops, events or causing problems in the building will not be tolerated.
- Respect academic integrity; plagiarism will not be tolerated.
- Alcohol is not allowed in any of our events.
- Possession or use of illicit drugs is prohibited at all times. Any issues related to illicit drugs may be directed to the attention of local authorities.
- Follow the Dress Code while attending conference events.
- Respect the property of the International Civil Aviation Organization. Keep in mind, ICAO has its own separate policies that include the potential for removal from their property.

### Participants

- Remain consistently engaged in the panels, workshops and other activities over the course of the Forum. To do so entails displaying respect for the opinions and ideas of fellow participants and staff, even if these opinions and ideas conflict with your personal opinion.

### Faculty

- Serve as information resources when appropriate, but do not participate in the actual writing of briefs, visual supports or any other related content; participation in the working must be left to the participants and the Forum's staff.
- Refrain from using academic credit and grading policies that force participation beyond participant's personal interest; awards should not be the main emphasis.

### Sexual Harassment & Discrimination

The Model ICAO Forum will not tolerate any instances of sexual harassment or discrimination based on race, gender, sexual orientation, national origin, religion, age, or disability. Anyone who believes they have encountered sexual harassment or discrimination, which results in a hostile working environment or disparate treatment, may bring it to the attention of a staff member. We will investigate the allegations and respond appropriately. Outcomes may include taking no action, issuing a verbal reprimand, separating individuals from the conference, or any other action deemed appropriate.

### **Dress Code**

- All clothing must adhere to guidelines that portray professionalism and modesty. If your attire is deemed inappropriate by the Forum's staff, you will be asked to leave temporarily and return with appropriate attire.
- Standard attire for the conference is business jacket, slacks/skirt, dress shirt (with tie for men) and dress shoes.
- Dress sweaters, shorts, ball caps, jeans and sneakers and sunglasses are considered too casual. Clothes that expose excessive bare skin, reveal undergarments, or are otherwise revealing are inappropriate.
- Western business dress is preferred. However, traditional dress is permitted for international delegations in whose native countries professional business dress includes traditional cultural dress. The Model ICAO Forum will not tolerate any attempt dress or attire considered to be unprofessional.

### **Safety and Security**

- Safety and Security is your personal responsibility. Take full advantage of this unique opportunity in a responsible manner. Please do not leave your computer or other personal electronic devices unattended. Remove conference badges when leaving the Forum. Refrain from any sort of substance abuse.
- In the event of an emergency please follow staff member instructions. Emergency preparedness experts recommend having a designated meeting spot outside the building and sharing cell phone numbers amongst members of your working group.





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