

Event Protocols

Moroccan Youth Council for Diplomacy and International Cooperation (MYCDIC)

Effective Date: April 27, 2025

1. Introduction

The Moroccan Youth Council for Diplomacy and International Cooperation (MYCDIC) hosts a range of events, including conferences, workshops, summits, and community initiatives, to advance its mission of empowering Moroccan youth in diplomacy and international cooperation. These Event Protocols provide comprehensive guidelines to ensure the seamless execution of MYCDIC events, maintaining professionalism, inclusivity, and alignment with the organization's values.

This document outlines the responsibilities of organizers, participants, and stakeholders, covering logistics, conduct, safety, and media interactions. Compliance with these protocols is mandatory for all individuals involved in MYCDIC events, as defined in the MYCDIC Code of Conduct and Diplomatic Protocols.

2. Scope and Application

These Event Protocols apply to:

- **Organizers:** MYCDIC staff, volunteers, or members coordinating events.
- **Participants:** Members, ambassadors, guests, speakers, and attendees.
- **Partners:** External organizations or sponsors collaborating on MYCDIC events.

The protocols cover all MYCDIC events, including but not limited to:

- In-person and virtual conferences, seminars, and workshops.
- International summits and diplomatic engagements.
- Community outreach programs and cultural events.
- Internal meetings and training sessions.

Non-compliance may result in disciplinary action, as outlined in the MYCDIC Code of Conduct.

3. Objectives

The Event Protocols aim to:

- Ensure events are organized and executed with professionalism and efficiency.
 - Promote a safe, inclusive, and respectful environment for all participants.
 - Uphold MYCDIC's reputation as a leader in youth diplomacy.
 - Facilitate meaningful engagement and collaboration among participants.
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4. General Principles

All individuals involved in MYCDIC events shall adhere to the following principles:

- **Professionalism:** Conduct activities with preparation, punctuality, and respect.
 - **Inclusivity:** Foster an environment welcoming diverse backgrounds and perspectives.
 - **Safety:** Prioritize the well-being of all participants and comply with safety guidelines.
 - **Alignment:** Ensure events reflect MYCDIC's mission, values, and cultural sensitivity.
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5. Event Planning and Logistics

5.1 Pre-Event Preparation

- **Event Proposal:** Organizers must submit a detailed event plan to MYCDIC leadership at least 60 days in advance, including objectives, budget, timeline, and target audience.
- **Venue Selection:** Choose accessible, safe, and culturally appropriate venues (in-person or virtual platforms). Ensure compliance with local regulations and accessibility standards.
- **Registration:** Use MYCDIC's online registration system (<https://mycdic.org/events>) to track attendees and collect necessary information (e.g., dietary needs, accessibility requirements).
- **Communication:** Share event details (agenda, dress code, protocols) with participants at least 14 days prior via email and the MYCDIC website.
- **Risk Assessment:** Conduct a safety and security assessment, including emergency procedures and health protocols.

5.2 Roles and Responsibilities

- **Event Coordinator:** Oversees logistics, participant communication, and compliance with protocols. Reports to MYCDIC leadership.
- **Volunteers:** Assist with registration, ushering, and technical support. Must complete event-specific training.
- **Speakers/Guests:** Provide content in advance for review and adhere to time limits and MYCDIC's apolitical stance.
- **Media Team:** Manages photography, videography, and social media, following MYCDIC's Media Policy.

5.3 Materials and Branding

- **Branding:** Use MYCDIC's logo, colors (red/green/gold), and approved templates for all materials (e.g., banners, programs, slides).
 - **Sustainability:** Prioritize eco-friendly materials and digital resources to minimize environmental impact.
 - **Distribution:** Ensure handouts, badges, and promotional items are prepared and distributed efficiently.
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6. Participant Conduct

6.1 General Expectations

- **Punctuality:** Arrive on time for all sessions and adhere to the event schedule.
- **Professionalism:** Dress appropriately (e.g., business formal or cultural attire, as specified) and communicate respectfully.
- **Engagement:** Participate actively in discussions, respecting speakers and fellow attendees. Avoid disruptive behavior (e.g., side conversations, phone use).
- **Compliance:** Adhere to the MYCDIC Code of Conduct and event-specific guidelines.

6.2 Inclusivity and Respect

- Foster an inclusive environment free from discrimination, harassment, or bullying based on race, gender, religion, or other characteristics.
- Respect cultural and religious sensitivities, accommodating needs such as prayer spaces or dietary restrictions.
- Address conflicts constructively, escalating to organizers if necessary.

6.3 Safety and Well-Being

- Follow venue safety protocols, including evacuation procedures and health guidelines (e.g., masks, sanitization).
 - Refrain from consuming alcohol or substances unless explicitly permitted by event organizers.
 - Report safety concerns or incidents to the event coordinator immediately.
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7. Media and Public Interactions

7.1 Photography and Videography

- **Consent:** Obtain participant consent before capturing or sharing images/videos. Provide opt-out options during registration.
- **Branding:** Ensure all media reflects MYCDIC's professional image and avoids sensitive content.
- **Storage:** Store media securely and share only with leadership approval.

7.2 Social Media

- Follow MYCDIC's Social Media Policy (<https://mycdic.org/documents/social-media-policy.pdf>).
- Use approved hashtags and tag MYCDIC's official accounts (@MYCDIC) in posts.
- Avoid real-time posting of sensitive sessions without permission from organizers.

7.3 Media Interactions

- **Designated Spokespersons:** Only authorized individuals may speak to the media. Refer inquiries to the event coordinator or MYCDIC leadership.
 - **Press Materials:** Distribute approved press kits or statements, available through media.presidency@mycdic.org.
 - **Crisis Management:** In case of controversy, direct media to leadership and refrain from commenting.
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8. Post-Event Procedures

- **Feedback Collection:** Distribute evaluation forms (online or in-person) to gather participant feedback on content, logistics, and inclusivity.

- **Reporting:** Organizers submit a post-event report to MYCDIC leadership within 14 days, detailing attendance, outcomes, and any incidents.
 - **Media Sharing:** Upload approved photos/videos to MYCDIC's media gallery (<https://mycdic.org/media>) within 30 days.
 - **Follow-Up:** Communicate outcomes, thank-you messages, and next steps to participants via email and the MYCDIC website.
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9. Training and Compliance

- **Organizer Training:** Event coordinators and volunteers must complete MYCDIC's event management training, covering logistics, safety, and protocols.
 - **Participant Briefing:** Provide participants with a pre-event briefing (virtual or in-person) outlining expectations and protocols.
 - **Compliance Monitoring:** The MYCDIC Compliance Committee oversees adherence to these protocols. Violations may lead to disciplinary action, as per the Code of Conduct.
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10. Reporting and Support

For event-related concerns or feedback:

1. **Contact:** Email events@mycdic.org or use the confidential form at <https://mycdic.org/contact>.
 2. **Details:** Include specifics (e.g., event name, date, issue description).
 3. **Confidentiality:** Reports are handled discreetly, with anonymity protected when requested.
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11. Amendments

These Event Protocols may be updated to reflect changes in MYCDIC's operations or external regulations. Updates will be communicated via email and the MYCDIC website. The latest version is available at <https://mycdic.org/documents/event-protocols.pdf>.

12. Acknowledgment

By participating in MYCDIC events, all individuals acknowledge their responsibility to adhere to these protocols and related policies. Non-compliance may result in disciplinary measures, as outlined in the MYCDIC Code of Conduct.

Contact Information

For inquiries about event protocols, contact:

Moroccan Youth Council for Diplomacy and International Cooperation (MYCDIC)

- **Email:** contact@mycdic.org
 - **Phone:** +34 6 14 14 48 14
 - **Website:** <https://mycdic.org>
 - **Address:** Rabat, Morocco
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Approved by the MYCDIC Leadership Council on April 27, 2025.