

INTERNATIONAL DIPLOMACY FORUM 2019

FREQUENTLY ASKED QUESTIONS (FAQ)



1. *What is the Applicant Guidelines?*

Applicants can either be nominated by faculty members or apply independently to the IDF Secretariat at ldf.secretariat@humanitarianaffairs.org

Please find below information regarding both independent, and nominated application processes and relevant criteria.

The International Diplomacy Forum (IDF) 2019 welcomes both undergraduate and graduate students, young researchers and other academics. We seek candidates who are dynamic, motivated, creative, and those who have strong interpersonal and academic skills. Students from a variety of faculties/schools are encouraged to apply, however, it is recommended that students hold a strong interest in diplomacy, international relations and foreign affairs. It is expected that delegates will have at least a basic foundation in these skills, as they will be utilised and developed upon at the Forum.

2. *What is the nomination process for universities?*

- The university may choose to internally hand-select outstanding students to nominate. Whilst we provide some guidelines as to what is considered an eligible delegate, nominated student applications will be accepted automatically, and will not undergo a screening process.
- How students apply is up to the discretion of the university. Nominated students should submit their expression of interest directly to the university, who will then further coordinate with the IDF Global Partnership Associate.
- If it is preferable for the University, or they do not wish to review student Applications, then students are welcome to send an expression of interest email directly to the IDF Secretariat. Our Global Partnership Associate will then work with the student in accordance to their acceptance and participation to the forum.

3. *What is the Application Process for individuals?*

In the case that independent individuals wish to apply directly to the IDF Secretariat for consideration, the Secretariat will then connect the independent individual to the Global Partnership Associate, who will further assist with the process for the participation to the forum. Successful applicants will receive a **Letter of Acceptance (LoA)** from the IDF Secretariat via email within 7 working days, which will also include the next administration steps, such as payment of the Registration Fee.



4. What documents are required for the Application Process?

The required documents will be Applicant's most updated CV and a Passport size photo. In addition, you may also wish to send a cover letter of why you wish to join the International Diplomacy Forum 2019 and how your participation will help contribute to your Community and for your future Career Development Plans. Email can be sent to the IDF Secretariat at idf.secretariat@humanitarianaffairs.org or to the IDF Global Partnership Associate you are in communication with. After receipt of the documents, successful applicants will receive a Letter of Acceptance (LoA) via email from the IDF Secretariat within 7 working days.

5. Is it possible for a faculty observer to attend?

Many of our partner universities choose to send faculty observers with the nominated students, whom are more than welcome at the IDF 2019. The fee for faculty observers is the standard rate of USD 870 (this excludes the 7%VAT), plus the upgrade to a single occupancy room of an extra charge of USD 480.00 (this excludes the 7%VAT).

6. Is there a deadline for Application?

Deadline for application is 30 June 2019. However applications can close earlier if all seats at the United Nations Conference Centre are full.

7. Can I attend only one day of the forum?

There is no one day participation fee to the forum. The forum fee covers full three days program and Participants are encouraged to attend the full programme of the forum which will also enable them to receive the Certificate of Participation to the Forum.

8. Does Humanitarian Affairs Asia offer scholarship or subsidies?

Our organization does not provide any financial assistance. We suggest you check with your University Scholarship and International Exchange Program or local organizations, such as the Lions or Rotary clubs in your area for sponsorship opportunities. In addition, a number of local and international non-governmental organizations and foundations support youth training. By doing an online search, you can find numerous NGOs, Foundations which can support you financially.

9. When will the forum take place? Where is it located?

Date: Wednesday, 10 July, Thursday, 11 July and Friday, 12 July 2019 (3 days)
Venue: United Nations Conference Centre (UNCC), Bangkok, Rajdamnern Nok Avenue,
Khet Phra Nakhon, Bangkok, 10200, Thailand



10. What is included in the Registration Fee?

The Registration Fee is paid per person and is at USD 930.90 (inclusive of 7%VAT). We would like to emphasize that the registration fee includes:

- 4-nights' Accommodation at the Marriot Marquis Queens Park (MMQP) Hotel, Bangkok, on a twin-sharing basis (09 to 12 July 2019)
- Bus Transportation to and from the UNCC and MMQP Hotel (for delegates staying at MMQP Hotel)
- Meals include: 4 Breakfasts (for delegates staying at MMQP Hotel); 3 Lunches and 4 Coffee Breaks (provided at UNCC)
- Invitation to Black Tie Gala Event at Bangkok Marriott Marquis Queen's Park Ballroom
- Lecturers from Key Thought Leaders within the global diplomacy space
- Interactive Workshops in diplomatic soft skills
- Certificate of Participation at the forum
- Exclusive Networking Opportunities

11. Who will shoulder the cost of my flights and visa to the Forum?

International travel arrangement, visa cost and other related expenses will be the sole responsibility of the participant. The forum fee covers the cost as is stated above in point no. 10.

12. Do I require visa to enter Thailand?

Applicants are to check with their local embassy with regard to the passport they are holding and if they will require visa to enter Thailand. All cost is borne by the applicant. Upon confirmation of visa requirement and request from the individual, the Secretariat can provide an official letter documentation to support your visa application process. Please note, the Secretariat will only provide this letter once you have already paid the full forum fee as this payment will confirm the status for your participation to the forum.

Please note that the acceptance notice does not guarantee the issuance of visa or admittance to the host country. Visa issuance is entirely the contingent upon the Embassy's and Consulate's discretion and admittance upon the immigration authorities' discretion at the point of entry.

13. Will we get breaks and free time throughout the forum?

There will be Coffee and Tea breaks in the morning and afternoon at the forum venue. These are designed to give students ample time to create new contacts, and foster a global network. There will also be free time in the evenings after all Official Events have concluded.

If you have further queries apart from the FAQ Guide above, please contact the IDF Secretariat @ idf.secretariat@humanitarianaffairs.org