



Visit this website: <http://hmcasia.org/>

# Student / Parent INFORMATION SHEET

What is the Harvard Model Congress all about?

**It is all about writing ...** Formal Essays - <http://www.waycross.edu/faculty/selby/1101/rules.html>

**White Papers** - <http://www.whitepapersource.com/writing/>

White papers originated in governments. Today, publishing a white paper signifies a clear intention on the part of a government to pass new law, to establish a new policy, and to explain the reasoning behind a proposed action to be taken. White Papers are a "... tool of participatory democracy ... not [an] unalterable policy commitment". "White Papers have tried to perform the dual role of presenting firm government policies while at the same time inviting opinions upon them." White Papers are used as a means of presenting government policy preferences prior to the introduction of legislation"; as such, the "publication of a White Paper serves to test the climate of public opinion regarding a controversial policy issue and enables the government to gauge its probable impact.

## **Suggested formatting for "White Papers" –**

1. The Problem (or Opportunity)
2. Proof the Problem Exists (provide statistical support.)
3. Additional Problems (identify possibilities, alternatives.)
4. The Basic Solution (what are common ideas regarding the matter.)
5. Your Solution (how is the problem solved in your opinion / what do you offer, that is unique and creative.)

White papers can include more than those five elements, but they're the most important, and the ones that should be included in any white paper you write. You might also choose to include a title page, abstract, illustrations (like charts and graphs), sidebars, a separate benefits section (instead of including benefits in your general solution), guidelines on how to choose a provider for the solution (before pitching yourself), and more. Since this is probably your first white paper though, let's focus on keeping it as basic as possible.

**It is all about speaking ...** Public Speaking - <http://www.aresearchguide.com/3tips.html>

Public speaking is the process of speaking to a group of people in a structured, deliberate manner intended to inform, influence, or entertain the listeners. It is closely allied to "presenting", although the latter has more of a commercial advertisement connotation.

**It is all about debating -** [http://www.actdu.org.au/archives/actein\\_site/basicskills.html](http://www.actdu.org.au/archives/actein_site/basicskills.html)

Debating or a Debate is contention in argument; dispute, controversy; discussion; esp. the discussion of questions of public interest in Congress, Parliament or in any assembly.

## **How to Get Started in Debate :**

There are two things you will have to study if you want to participate effectively in debate:

1. The principles of debate—logic, evidence, case construction, proof, refuting arguments, rebuttal, the brief, etc. Go online and read 3 or 4 articles / books on debating skills and study them thoroughly. If you can access it, view

the debate video put out by Home School Legal Defense (watch it several times). Observe as many debates as you can... look at YouTube, etc... This will be difficult for some, but you might look into attending some college debates or government high school debates or private school debates. The more you observe and study the more familiar you will become with the procedures and terminology of debate.

2. The current debate topic. Each year there will be a different topic. It is best if you can start studying in September/October the topics for the coming school year. Studying the current debate topic(s) is the most important part and the most time consuming part of debating. You must study the subject thoroughly, to learn all that is to be known about it. These topics will be the subject matter of your "White Papers." The more time and effort you give to preparation, the more effective debating you will do.

## Follow these four very basic steps:

1. Read for background information about the subject.
2. Prepare a comprehensive essay/white paper, etc ... on the topic.
3. Collect as much material as you can find, newspaper clippings, current periodicals, etc ... on the topic.
4. Read and study the material most recently discovered. There is nothing worse than having old data!
5. Master Robert's Rules of Order.... this really is the key to "working the committees."

Read more: [http://www.ehow.com/how\\_2092700\\_debate.html#ixzz28DoKcS18](http://www.ehow.com/how_2092700_debate.html#ixzz28DoKcS18)

**LEARN THE BASICS :** <http://votesmart.org/education/how-a-bill-becomes>

Assignment / Project #1 – Due around the second week in September.

1. Go to the HMCA website and read all of the specifics. This is probably the single most important source of information on the HMC Asia 2015 operational aspects. See the link below:

<http://hmcasia.org/>

2. Become familiar with the Executive Board members...you will be working with them.
3. Identify at least two of the Committees (see the PROGRAM tab on the website) that interest you the most....Choose one from the Domestic list and one from the International list. (See the list of committees below on this site.) If you have a particular interest in one of the Specialized committees, see me for additional details. The PROGRAM tab information on the HMC website is subject to change. Check often.
4. Begin your basic research on the two Committees you have selected as your special interest.
5. Your first Formal Essay on the generalities, role, function, and overall purpose of your domestic selected committee, its subject matter, is due TBD.
6. Your second Formal Essay on the generalities, role, function, and overall purpose of your international selected committee is due TBD.
7. Participate in at least one of the fund raising events by TBD.
8. Study, learn, master Robert's Rules of Order (RRO) ... <http://www.roberts-rules.com/>

At the OAHS HMC practice sessions and at all committee meetings, business is conducted similar to the way it is done at the HMC utilizing Robert's Rules of Order... these rules dictate procedural matters. You absolutely must learn and apply them at both the practice sessions and, of course, at the Congress. Retain all of your work and handouts within your portfolio. Do not sit quietly and be a "non-participant". Those who speak up and engage in the procedural matters, utilizing the RRO, are those who demonstrate their ability to succeed.

9. Engage in all of the OAHS HMC practice sessions. Show your expertise of the content you have researched and your oration skills in utilizing the committee (RRO) procedures. Dates and times will be announced. Again, do not just sit quietly... earn your participation in the event!

10. Create an OAHS HMC PORTFOLIO of your work. See details on how to create a portfolio near the bottom of this section.

11. Deliver an oral presentation, a formal speech, on a topic assigned to you NLT Sept 15.

Assignment / Project #2 - Due around the first of October.

1. You are designated to represent OAHS at the HMC on a particular committee.
2. Begin your advanced research on the Committees / Topics for which you have been selected.
3. Your first "White Paper" fully describing, explaining the TOPIC / Item of Discussion that will be deliberated at the HMC is due TBD.
4. Your presentation and defense of your first "White Paper" will be held during the week of TBD. After your first presentation and defense.... you have learned more....write your second "White Paper" and prepare for your second presentation and defense. You should show improvement!
5. Your presentation and defense of your second "White Paper" will be held during the week of TBD. Dates and times will be announced.
6. Engage in all of the OAHS HMC practice sessions. Dates and times will be announced.

Show your expertise of the content you have researched, your public speaking/debating skills in utilizing the committee RRO procedures. Retain all of your work and handouts in a portfolio.

7. Deliver an oral presentation, a formal speech, on a topic assigned to you NLT Oct. 15.

Assignment / Project #3 – Due around the middle of October.

1. Congratulations! You have been selected as a semi-finalist/alternate. In order to be chosen as one of the FINAL 5 designated to represent OAHS on a particular committee at the 2014 HMC-A in Hong Kong, during the month of Jan 2015 , you must complete this project.

IF you are not selected as a finalist, you are still a member of the OAHS HMC-A program and should continue your participation in the activities to become better prepared for next year's Congress.

2. You must submit the following items: FEES, Copy of Passport, Copy of I.D. card, signed Code of Conduct form, signed Medical Form, signed Parental Permission forms, Level 1 Anti-Terrorism Training Certificate and anything else that will be needed at that time regarding documentation. Due No Later Than OCT 15 or TBD. Your failure to comply permits an alternate to take your place.
3. Demonstrate your proficiency at the OAHS HMC practice session(s) in full, appropriate attire. Dates and times will be announced.
4. Participate in the OAHS HMC Group Photograph for submission to the Congress officials. Dates and times will be announced.
5. Engage in all of the OAHS HMC practice sessions. Show your expertise of the content you have researched and your oration skills in utilizing the committee (RRO) procedures. Dates and times will be announced.
6. Deliver an oral presentation, a formal speech, on a topic assigned to you NLT Nov. 1.

\*\*\*\*\*

Failure to adhere to the program's assignments/projects, requirements, due dates, events... seriously jeopardizes the student's likelihood of being selected as a Final 5 OAHS Team Member to the HMC-A.

\*\*\* Specifics are subject to change.\*\*\*

Students must maintain hard copies of all of their work in a binder/portfolio ... this is an on-going obligation! This should not be a last minute, quickly thrown together, or re-hashed work from years past.

**What is a Portfolio? It is a collection of all you have done so far on HMC-A and more...** A portfolio is a binder or book that shows off your work and abilities. It goes beyond a cover letter and a résumé. A portfolio is a tool that you develop that gives someone a picture of who you are—your experience, your education, your accomplishments, and your skills. Not only does it show the person who you are, but it also displays what you have the potential to become. It is designed to do one thing—to support you as you promote yourself!

### **Top Six Reasons to Have a Portfolio**

1. Distinguish yourself from the competition.
2. Turn the selection process in your favor.
3. Increase your standing, opinion of others about yourself.
4. It is tangible proof of your abilities.
5. It might help you get attention you might otherwise miss.
6. It can help you, or anyone else, find the position, assignment that is right for you!

**Where to Begin ...** You should start developing your portfolio by first doing a self-assessment. Evaluate what you have to offer and what the best ways are to demonstrate your skills, talents, assets. You should decide which skills, talents and experiences you have will relate to the needs of the person or interviewers, or what you would most like the selection committee, interviewers to see. If you don't have much work experience—most students don't—you'll need to mine your school work, volunteer work, and hobbies for evidence of the relevant skills you know you have. For example, if you did community service, or event promotions for a campus organization, include a copy of a flyer or poster you designed, or other such support of your abilities.

The following is a list of items you may want to include:

- Table of Contents (for easy reference)
- Career / Academic Goals: A description of what you do in your life, what you stand for (such as freedom, liberty, tolerance, hard work ethic, what are your organizational interests, government / public policy philosophy, etc.) and where you see yourself in two to five years, and so on... be creative and expressive.
- Traditional Résumé: A summary of your education, achievements, and work experience (if any,) using a chronological or functional format.
- Skills, Abilities and Personable Qualities: A detailed examination of your skills and experience as it relates to the OAHHS HMC Asia program. This section should include the name of the skill area; the performance or behavior, knowledge, or personal traits that contribute to your success in that skill area; your background and specific experiences that demonstrate your application of the skill. Show what you can do... or will do ... will contribute to our team of students and represent our school well at the Congress.
- Samples of Your Work: A sampling of your best work: Assigned projects (copies of original, revised, final products of the Essays, White Papers, research items, surveys you have conducted, etc..) including reports, papers, studies, brochures, projects, presentations, in other related courses such as Government, History, etc.
- Testimonials and Letters of Recommendations: A collection of any kudos you have received—from teachers, and others who know of your character, etc. Do not go back to elementary school please.
- Awards and Honors: A collection of any certificates of awards, honors, and scholarships or recognition that you have received in middle school or high school. If you are a senior and have been accepted at a college/university already, provide the details....name of institution, your major, etc...
- Special Functions / Conferences / Competitions and Workshops: A list of conferences, seminars, competitions and workshops you've participated in and/or attended. This may be both athletic or academic.
- Newspaper Clippings: Include articles and/or photos that address your achievement. A nice headshot photo of yourself is a good touch.
- References: A list of three to five people (including full names, titles, addresses, and phone/email) who are willing to speak about your strengths, abilities, and experience if called upon. At least one reference should be a former teacher within easy access.

# Organizing Your Portfolio

1. You should keep your portfolio in a professional three-ring binder or legal folder. Presentation is important.
2. Come up with an organizational system of categories to put your items together. Sample categories are as follows: Work Experience, Education, Awards and Certificates, Special Skills, Personal Accomplishments, Background. Use tabs or dividers to separate the various categories.
3. Your portfolio should be no more than 25 pages. But, not too short either.
4. Every page should have a title, a concise caption, and artifact. Captions should explain the process you went through and the resulting benefits, such as: "This is a flyer I designed for the promotion of the Student Government, the Red Cross, etc.... We gained over 50 new members that year." Use the same type of action verbs you would in a résumé.
5. Once you have put together your portfolio, you should create a title page, table of contents, and introduction. The introduction is your opportunity to tie together your portfolio contents and summarize your qualifications ... you should give special attention to why you think you can contribute to the OAHHS team and Congress.

**Finishing Ideas ...** Have a faculty member, military professional, or business professional review and critique your portfolio. Take their advice, they often know what is best for you!

- Make sure you do not include original materials in which you only have one copy!
- Again, a nice headshot photo of yourself in professional attire is highly suggested. See more about the Dress Code and dressing for success at the bottom of this link.

## Harvard Model Congress – Asia

Program of Events

Sample

### Thursday, January TBD

16:00 – 20:00 HMC Asia Office Hours and HKU Campus Tours

21:00 – 22:00 HMC Asia Harvard College Panel

22:00 – 23:00 Early Registration

### Friday, January TBD

8:00 – 9:00 Registration

9:00 – 10:00 Opening Ceremonies

10:00 – 10:45 Congressional Party Caucuses, International Caucuses, and Committee Intro

10:45 – 13:00 Committee Meetings for All Programs

13:00 – 15:00 Lunch

15:00 – 18:00 Committee Meetings for All Programs

20:00 – 22:00 HMC Asia Social Night

### Saturday, January TBD

8:00 – 9:00 Committee Meetings for All Programs

9:00 – 11:00 Full Session of Congress & International Summit

11:00 – 12:30 Committee Meetings for All Programs

12:30 – 14:30 Lunch

14:30 – 16:15 Committee Meetings for All Programs

16:15 – 16:45 Breakout Session

16:45 – 18:30 Committee Meetings for All Programs

### Sunday, January TBD

9:00 – 10:30 Committee Meetings for All Programs

10:30 – 12:30 Full Session of Congress & International Summit

12:30 – 13:30 Closing Ceremonies

13:30 Schools Depart

## Domestic Committees

House I

House II

Presidential Cabinet

Senate I

Senate II

## International Committees

ASEAN  
G20  
Historical Committee  
ICC  
UNSC  
WHO  
WTO

~~~~~

**HMC- Asia** ... While all students are welcome to participate in the weekly, monthly, yearly program of activities... be aware that ONLY 5 OAHS students will be selected to attend the annual meeting, the HMC that will be held in Hong Kong during the month of January 2015. Basically, students EARN their right to attend the HMC through successful completion of the various assignments, projects, and through successful participation in practice sessions, fund raising events and community service. A minor degree of additional consideration is given to students who have successfully participated in and contributed to the OAHS HMC program in past years. No student should expect to attend the Congress just because they are experienced in the program. OAHS will take to the HMC those students that deserve the most consideration ...those that are most likely to contribute to the success of the HMC, to represent our school with the utmost respect and professionalism, as evidenced in their work during the present academic year as a member of the program at the school level. In addition, all students must maintain OAHS Far East ELIGIBILITY in their academic work across the curriculum throughout the year for continued participation in this extra-curricular activity.

**ACCURACY \*\*\* NEATNESS \*\*\* COMPLETENESS !**

Students' work/portfolios will be evaluated by Doc Holley on a periodic basis and finally by a team of OAHS teachers experienced in Model United Nations and Harvard Model Congress programs. The students' work/portfolios will be used in determining final student selections and, if selected, will be used by the student at the HMC. The top 5 students who have consistently presented the best work/portfolios as instructed, continually met all requirements, and do not fall afoul of integrity and respectfulness worthy of a member of the OAHS HMC program will be selected as Final OAHS HMC participants to the annual conference. Two alternates will also be selected in the event an opening becomes available.

**YOU MUST HAVE THESE DOCUMENTS SUBMITTED BY OCT 15<sup>th</sup> :**

**VALID PASSPORT, ID, MEDICAL RELEASE FORMS, CODE OF CONDUCT FORMS, ANTI-TERRORISM TRAINING FORMS, Eligibility, Permission To Be Absent Form, etc...**

Parental permission for participation in this program is required. Parents: Feel free to contact me anytime at... [ronnie.holley@pac.dodea.edu](mailto:ronnie.holley@pac.dodea.edu) or [docholley@docholley.com](mailto:docholley@docholley.com) Cell: 010 7312 6318 Fees and costs pertaining to a student's participation will be forthcoming. The cost for the student is generally limited to room & board and after-hour functions. Basically, the tuition / registration cost of the Congress itself and the transportation costs are covered. A super deal ! But again.... the student will EARN this premier academic enrichment activity. Due to changes from the HMC officials that happen rather unexpectedly at times, resulting changes may affect the dates listed above and the topics to be researched/discussed. Thus, my advice is to be pro-active... get it done as soon as possible, DO NOT wait till the last minute in case our due dates get moved up a few days/weeks.

**GET STARTED NOW !**

Begin here.... Read.... study....master....present....

**LEARN THE BASICS :** <http://votesmart.org/education/how-a-bill-becomes-law>

**Robert's Rules of Order** - Your understanding of the rules MUST BE DEMONSTRATED at all of the practice sessions.

See ...<http://www.roberts-rules.com/>

**For First Year Participants:** There are several highly informative HMC videos on YouTube. Watch several of them. They are a great way to see how to "do" HMC.

<http://www.youtube.com/watch?v=8y98Gr7QY9s>

<http://www.youtube.com/watch?v=-xJTOiAWrxg>

<http://www.youtube.com/watch?v=q4DAHI7iEO4>

<http://www.youtube.com/watch?v=p4E3vh6i05U>

**Hotel & Travel Information** - Will be presented to the participants on an individual basis prior to the HMC Asia.

## **DRESS FOR SUCCESS**

There is a dress code! Coats and ties with collared shirts for young gentlemen, no denim, no tennis shoes, no athletic wear, no exposed "out of pants" shirt tails, etc... Dark colored jackets, pants and shoes with light colored shirts are recommended. No wild ties please! Dresses and skirts of appropriate lengths, jackets and similar professional shoes are required for the young ladies. Dark and / or solid colors, void of "wild prints" like the image below... please! Both young gentlemen and young ladies are asked to have their hair styled conservatively with no "excessive" makeup and jewelry. You can be as "liberal" thinking and debating as you want .... go for it....but your appearance must be "professional" ... business-like during our travel days and at the Congress.

### **BUSINESS Professional Attire during BUSINESS HOURS! Comfortable Shoes are a MUST !**

Seriously, there this a dress code at the Congress. In the past, unfortunately students failed to bring enough appropriate clothing and were PROHIBITED by program directors to participate in the daily activities. Students who fail to adhere to all rules of the program may be forced to return to their home schools at considerable cost to the parents. Just dress professionally, please. IF you do not know what that means, or if you have any doubts whatsoever of whether or not something is inappropriate, ask me now, before we get to the Congress. A more relaxed, yet school sanctioned, attire will be permitted after the day's official functions.

### **Other Online Sources of Information:**

CongressLink Historical information about Congress, explanations of basic congressional procedures, and selections written by scholars and subject matter experts. Online from CongressLink.

Presentations and Activities from the Library of Congress A teaching unit on the Constitution, Congress, and current events using documents from THOMAS and the Documents of the Continental Congress and the Constitutional Convention, an American Memory collection at the National Digital Library of the Library of Congress. Online from the Learning Page of the Library of Congress.

Glossary of Senate Terms Defines terms used in the Senate and the legislative process. ... Online from the U.S. Senate Web Site.

A Map of Capitol Hill Online from the U.S. House of Representatives.

112 Congressional Pictorial Directory, 111, 110, 109, 108 Congressional Pictorial Directory The 104th, 105th, 106th and 107th Congressional Pictorial Directories are also available. Online from the Government Printing Office.

Temple of Liberty: Building the Capitol for a New Nation Online from the Library of Congress.

The United States Capitol Home Page Online from the Architect of the Capitol.

A Virtual Tour of the United States Capitol Online from the U.S. Senate.

\*\*\*\*\*

**Final words of advice:** Your selection will be competitive. With all things considered, your portfolio will be the hard evidence for the justification of your selection as a participant or your rejection as a participant. Yet, your timely oral presentations will be the most important criterion. This site is updated regularly as needs, information, requirements from the HMC directors and school procedures change. It is your responsibility to stay current on all matters regarding the OAHHS HMC.

IF you have any questions at any time, do not hesitate to contact me.

Thanks,

*Doc Holley*

Ronnie Lynn Holley, Ph.D.  
Osan American High School  
Osan Air Base, Republic of Korea  
U.S. Department of Defense Education Activity

\*\*\* Specifics are subject to change.\*\*\*

<http://dodea.edu/Pacific/newsroom/pressreleases/DoDEA-Pacific-students-gain-international-government-leadership-experience-at-Harvard-Model-Congress-Asia-2015.cfm>