

Requirements and Obligations for Delegates to IFMSA External Meetings

Dear IFMSA Member,

Attending External Meetings is a very rewarding experience. As delegate you have the chance to, get to know inspiring individuals from all around the world and improve your skills in external representation. As a delegate you will also have the chance to serve the IFMSA and its members, by preparing and reading statements, by following up on the outcomes of the meeting and much more. Delegates to IFMSA meetings are a vital part in bringing external representation forward in IFMSA. As such there is a need to make you aware of the requirements and obligations you will have to take on as a delegate to an external meeting.

Please be sure to have read through and agree with the requirements & obligations below, as well as the cancellation policy, before proceeding with your application.

For any questions, please do not hesitate to contact the relevant IFMSA Liaison Officer or the IFMSA Executive Board at eb@ifmsa.org.

All the best with your application!

Yours,

The IFMSA Team of Officials

Requirements & Obligations in preparation of the Meeting

- Read through any relevant documents provided to you (agenda, documents, etc.)
- Conduct a literature research on relevant topics for the meeting
- Check and respond to emails in a timely fashion
- Be available for possible online meetings for preparation
- Draft and edit statements and interventions (if applicable)

Requirements & Obligations during the Meeting

- Follow instructions and guidance of the head of delegation
- Send all statements, formal opinions and press releases to the IFMSA Executive Board for approval before presenting it.
- Be present and active during the whole meeting
- Present interventions & statements (if applicable)
- Update the IFMSA Blog (if applicable)
- Attend personal meetings on behalf of IFMSA (if applicable)

Requirements & Obligations in follow-up of the Meeting

- Follow-up on activities and outcomes from the meeting
- Be available for possible follow-up email discussions or online meetings
- Write a personal experience statement

Cancellation Policy

In case you need to cancel your attendance to an external meeting after you have been selected as a delegate for an IFMSA meeting, especially if your cancellation is last-minute or if it

is for minor reasons, this will be noted and may influence your future applications negatively for IFMSA external meetings.