

LYMEC guide

Tips for new International Officers

1. Keep all your official MO data updated

Based on our Statutes, the LYMEC Bureau and Secretariat only update the data of LYMEC MOs, including contact data for official processes or correspondence, when official representatives (those that were last recorded as such following official correspondence) send an email to office@lymec.eu and bureau@lymec.eu specifying changes. Please, ensure that all the contact details of Presidents, Vice-Presidents, Secretary Generals and International Officers be always up to date to receive all correspondence and to continue to have a voice when it matters.

2. Get on the loop

The first step to take is to sign up for the LYMEC newsletter. You are also strongly advised to follow LYMEC on Twitter, Instagram and Facebook and to encourage your members to do so too. Don't forget that the minutes of LYMEC Bureau meetings are public and available on our website. It is definitely a relevant way to stay updated on latest developments in our organisation. Should you require further information, don't hesitate to contact your Bureau Member.

3. Attending events and selecting delegations

Being present at as many events as possible is very important. That said, the key to keeping up a good standing for your organisation in LYMEC is not to merely attend events, but to actually put up quality performance when participating, engaging a good number of your own members and ensuring that your delegates know what they need to do and fulfill their commitments. We strongly advise you not to register anyone that cannot fully commit to making it to events. Last-minute cancellations reflect badly on your organisation and usually mean that someone else will not be able to attend the event as a consequence. Furthermore, it also brings negative externalities to the organizers and LYMEC. Please note that the working language of LYMEC and at all events is English, and all participants should be able to communicate sufficiently in English to make the most out of their participation.

3. bis Registering for events

Only the international officer can sign up members of a member organisation to events.

Please make sure to have your internal processes in place to avoid people signing up as IMS and registering themselves just because they didn't know who will register the attendees from your MO.

Make sure you keep the login information for your MO safe, and that the credentials are passed on from one IO to the next. Double check the validity of your credentials well before the deadline to register for an event. If you for some reason do not have the login information of your organisation, please contact office@lymec.eu. Make sure to have all the relevant information for all the people you're signing up at hand when signing them up - it is especially crucial that you provide personal, working email addresses to all the people you are signing up as the practical information will be sent to the delegates/participants directly. Also note that no attendees under the age of 18 will be accepted due to insurance reasons.

Make sure that all delegates/participants from your MO are aware that they should only book their travels after they get an official email from the LYMEC office stating that they've been accepted to the event. We often have more applicants than spaces so there is a possibility that not everyone can be accepted, and LYMEC can't be responsible for tickets bought before a confirmation was sent. In rare occasions we might also have to cancel events.

4. Prepare your delegation for LYMEC congresses and adopt good practices

- As congress spots are limited, register ASAP to secure your participation. Late registrations will not be considered.
- Please note that even if you register on time it is not certain that all your delegates can be confirmed, so make sure to indicate the priority in the delegation for each delegate you register.
- Do not book any tickets before you get an official confirmation of participation from the LYMEC office.

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- Ensure you are present at all parts of the congress. If members of your delegation attend an ELF seminar happening before any of our congresses, please ensure they attend all parts of the seminar. For the sake of our partnership with ELF and to ensure you get all pertinent expenses reimbursed, please submit all ELF forms on time with all original documents attached (*boarding passes are very important*).
- To keep up a good standing for your organisation, the ultimate aim should not be to present as many resolutions as possible, or speak as much as possible, but rather to ensure all of your contributions are politically relevant, technically sound and communicatively clear. Please liaise with the LYMEC Policy Officer if you ever have policy-related questions.
- Please, remember that we have a Policy Book adding up all (unarchived) resolutions approved by the LYMEC Congress. For the sake of having coherent policy, it is essential that every time you write a resolution, you search for similar resolutions in the Policy Book and archive (and refer to) previous policy when necessary. You can find the latest version of the Policy Book in the LYMEC [documentation page](#).
- Keep in mind that LYMEC's scope of impact, as opposed to IFLRY, is targeted at European political reality and institutions. For the sake of LYMEC-IFLRY collaboration, it is not good practice to overstep our boundaries.
- Resolutions and amendments **can only** be submitted through the Resolution Tool. You can find information on how to operate the Resolution Tool on [our website](#).
- Prior to any LYMEC Congress (as well as for any LYMEC event), the Secretariat creates a page with practical information. These are usually sent by email to all International Officers, as per the latest contact details informed by each Member Organisation, and can be openly accessed on our website.

5. Pay your membership fees on time

Paying your membership fees on time is of utmost importance. Doing so will ensure your organisation keeps all membership rights. If, for some reason, your organisation's capacity to pay was limited in some way, get in touch with your Bureau Member. Payment plans are available in some cases, for LYMEC full member organisations only. If you for any reason need to pay your membership and/or participation fees in cash, contact LYMEC office and the treasurer as soon as possible.

For further information, approach your Bureau Member and follow LYMEC's profiles.

When in doubt, please don't hesitate to ASK QUESTIONS.

Any questions, the Secretariat is there for you at office@lymec.eu