

# MOAS COMMUNICATION CENTER



The Communication Center constitutes the internal press corps of the MOAS, charged with producing a daily “Newsletter” to inform all participants about the activities and discussions being conducted during the committee sessions, as well as information about MOAS official events. The information issued by the Communications Center must follow the basic principles of objectivity, impartiality, veracity, clarity and accuracy. (Art. 32, Rules of Procedure)

The MOAS Communications Center staff is in charge of taking pictures of the sessions and official events during the Model.

It also disseminates information on cultural matters and tourist attractions of the host country (in the case of the MOAS for universities).



## MOAS for High Schools MOAS COMMUNICATIONS CENTER



The **functions of the Communication Center** are:

- a. Issue a daily Newsletter with information about the development of the Model and other articles on specific issues, including: coverage of meetings and official MOAS activities; interviews with MOAS authorities, delegates, faculty advisors, special guests and OAS staff participating in the exercise; photographs of the MOAS sessions, special guests and participants; reports on important news happening in the Americas during the MOAS. Consult with the MOAS Coordination for final approval, before issuing the Newsletter.
- b. In consultations with the counterpart institution's staff assigned to the coordination of the MOAS, publish articles related to tourism or cultural activities that may be of interest of the participants in the Model.
- c. Organize and coordinate press conferences on the request of the MOAS Secretary General or President, or both, and function as the point of contact for any other press conference to be requested by another MOAS authority, Chiefs of delegation, or Public Information Officer from any of the attending delegations.

A group composed by ten (10) students and one (1) faculty advisor is required for the efficient development of the Communications Center of the Model.

#### **Chief Communications Officer**

The Chief Communications Officer should be a faculty advisor, or a staff member of the press or communications department of the counterpart institution. His responsibilities are the following:

- a. Staff the MOAS Communications Center with the appropriate personnel, assign the writers to the committees, and supervise the work of the entire staff of this group.
- b. Define the scheduling and deadline for the submission of articles and announcements to be published on the daily newsletter and determine the means of distribution of the publication.
- c. Keep the MOAS Coordination up-to-date on all activities carried out by the Communications Center.
- d. Determine the articles and material to be included in the newsletter and review the contents and format of all publications issued by the Communications Center.
- e. At the end of the Model, provide the MOAS Coordination with all the Newsletter issues, special announcements, special stories and any other publications issued by the Communications Center, in both hard and electronic copies.

#### **Committee Staff Writers**

Are responsible for reporting on the debates and discussions that take place in each of the preparatory committees to which they have been assigned, through the development of the following duties:

- a. Prepare reports and articles about each of the sessions of his respective committee and present them to the Chief Communications Officer for review, approval and publication in the daily newsletter.
- b. Write articles about interviews with participants in the Model (students and support staff) of his assigned committee, as well as feature articles as assigned or authorized by the Chief Communications Officer.

- c. Write articles about any event, happening or important news occurring in the Americas, related to the topic of his assigned committee during the MOAS.
- d. In consultation with the staff of the hosting institution write articles about cultural and tourism matters for the information of the MOAS participants.

#### Feature Staff Writers

- a. Write articles about interviews with participants in the Model (authorities, students, faculty advisors or coordinating and support personnel) as well as other articles as assigned or authorized by the Chief Communications Officer. The staff writer should find interesting stories related to the Model that are worthy of special coverage.
- b. Write articles about any event or important news occurring in the Americas, during the MOAS.
- c. Prepare objective, well-researched reports of press conferences as assigned by the Chief Communications Officer.
- d. In consultation with the staff of the hosting institution write articles about cultural and tourism matters for the information of the MOAS participants.
- e. Present his reports and articles to the Chief Communications Officer for review, approval and publication in the daily newsletter.
- f. The newsletters must be written in Microsoft Word or a compatible program.

#### Editorial Assistants

Support the committee staff writers with the final versions of their articles and format and include all approved articles and reporting in the daily newsletter. Responsibilities include:

- a. Ensure the highest quality and clarity of all documents produced by the Communications Center.
- b. Maintain an up-to-date running record of all Communications Center staff assignments to ensure efficient, well-organized coverage of all MOAS events. This record should include staff member name, event being covered, and status of coverage.
- c. Support the work of the writers during the production of the final versions of their articles, reports and announcements approved for the daily newsletter.
- d. Ensure that all typed material is adequately written with no grammar errors or typos.
- e. Present all the finished material to the Chief Communications Officer for approval and publication.

#### Photographers

In charge of taking the photographs and/or videos to be published in the electronic and hard copy issues of the daily newsletters, in relation to the articles presented by the writers. Responsibilities include:

- a. Be completely aware of the MOAS schedule of events in order to ensure the best possible photographic coverage.
- b. Maintain a record of all photographs taken, to be turned in to the MOAS Coordination at the conclusion of the MOAS, along with electronic copies.
- c. Cooperate with staff writers and other communications center staff member to ensure coordination between photographs and stories.