

What to Know Before Conference

Where is SRMUN's virtual conference located?

SRMUN will host its virtual conference on Zoom. Faculty Advisors and Delegates will receive their Zoom meeting rooms links, IDs, and passwords shortly before the conference dates. The conference is scheduled for October 23-25.

We recommend participants download and regularly update the Zoom app. From a computer, you may download [Zoom's Client For Meetings](#), and download from either the [Apple App Store](#) or [Google Play Store](#) for the "Zoom Cloud Meetings" mobile app version.

We're new to the SRMUN scene, how do we know what Member State(s) are still available for assignment?

The Member State matrix can be found on the top menu [here](#) and you will see the Member States being offered for the upcoming conference. Those highlighted in yellow have previously been assigned to other schools.

How is my College/University's Member State(s) assigned?

The Secretary-General assigns Member States based upon preferences listed within your registration confirmation and the size of each delegation(s). Be aware that Colleges/Universities may not represent two Member States that are within the Security Council. Member State assignments, however, will not be officially released until the non-refundable \$150 registration fee is received and processed by the Executive Director of SRMUN, Inc. The Secretary-General will assign your Member State(s) via email confirmation.

We just registered for SRMUN - how long does it take to receive an email regarding our potential Member State assignment(s)?

The normal processing time should take no longer than three business days.

How many delegates am I allowed per delegation?

There is a minimum and a maximum number of delegates required for each Member State. Once the Secretary-General assigns your Member State(s), you must confirm your Member State allocation(s), which also represents your commitment to bring at least the minimum number of delegates required. The minimum number of delegates is defined as the number of delegates necessary in order to have at least one representative for the Member State present in each committee that the Member State is assigned to.

How do I know the minimum and maximum number of delegates required for certain Member States?

You may double-check the minimum and maximum number of delegates by referring to the Member State matrix found [here](#) or by emailing the Secretary-General.

I want to increase/decrease our delegation size - how do I go about doing this?

Please email the Secretary-General of the conference with your revised total delegate count and an updated list of the Member State(s) you now wish to represent.

We have just received our Member State assignment(s) email and notice that we did not receive our first choice. Could you give a little insight to how this may have occurred?

We do apologize that you did not receive your first-choice assignment, but we want to reassure you that when offering assignments we do so on a first-come, first-serve basis, which includes the payment of the school registration fee.

We were really looking forward to representing a certain Member State but notice it is not being offered at the coming conference. Could you explain as to how this may have occurred? When compiling our Member State matrix, we look at the Member States that are present in each committee and review this alongside the committees being offered. This extensive review of our matrix unfortunately does not allow for each Member State to be present in each committee.

We have recently been assigned with Member State(s) for the conference. How do we know what committees we are in?

The Member State matrix, found [here](#), lists the Member State itself, as well as the committees that your delegation will be simulating. These are also the same committees for which you are responsible for completing Position Papers.

We have been assigned our Member State(s) and are aware of what committees we are responsible for but do you assign our delegates to their committees?

No, the assignment of individuals to specific committees within your delegation is of your choosing. Please be cognizant of the committees that may be single-delegation only.

We noticed that SRMUN's Security Council seats do not match the actual UN Security Council - why is this?

When compiling our Member State matrix, we base it on the Security Council at the time the matrix is completed.

What are the costs associated with attending the virtual SRMUN conference?

The fees associated with SRMUN include the \$150 non-refundable College/University fee and the individual delegate fees. Our individual delegate fees are priced at \$40, per delegate.

I see you did not mention a fee for a Faculty Advisor - am I missing something?

Nope, you are not missing a thing - there is no fee for a Faculty Advisor's attendance.

Can we attend your conference without a faculty advisor for our delegation? Yes!

We have many MUN teams that participate without a faculty advisor.

Does the cost of registration cover any expenses for tech equipment or software? No, the fees associated with SRMUN do not cover any additional tech expenses.

We had a change in student contact or Faculty Advisor. Who do we contact to update this? Contact the Secretary-General directly and he/she will update our records accordingly.

Is SRMUN open to graduate and law students?

Yes! SRMUN welcomes any undergraduate, graduate, and law students to our conferences.

Is SRMUN affiliated with any College/University?

No, SRMUN is an independent nonprofit organization with no affiliation to any College/University.

We are a high school Model United Nations team - are we able to attend the conference?

Unfortunately, SRMUN is a collegiate conference and does not allow high school teams to participate.

We are an international Model United Nations team - do you offer any assistance in order for us to attend your virtual conference?

Yes! SRMUN's virtual conference does allow international schools to participate in our event.

I am interested in attending SRMUN as a single delegate from my College/University. Am I able to do so?

Yes, you are able to attend the conference as a single delegate. Please contact the Secretary-General for more information on how to do so.

Our delegation is having issues with funding, but we really want to attend SRMUN - do you offer any financial assistance?

If you have issues with attendance due to financial constraints, please contact the Secretary-General to see if we may be able to assist your delegation.

How are the committees, theme, and topics chosen for the conference(s)?

The conference theme, committees, and topics are chosen after thorough discussion and deliberation between our conference staff and Board of Directors. We do our very best here at SRMUN to ensure both a challenging and stimulating debate for our delegates.

What is your policy on plagiarism?

All materials, including but not limited to position papers, speeches, and working papers/draft resolutions are subject to a zero-tolerance policy regarding plagiarism or the unaccredited use of another's words. Any delegate found in violation of this stated policy will receive no credit for the entirety of their work, including receiving a score of zero for position papers found to include words that are not properly credited to the original author.

Since SRMUN will transition to a virtual conference, are there changes to the Position Papers process?

No. The Position Paper process will remain the same for delegates. Delegates should still upload and submit their Position Papers through the [SRMUN Position Papers website](#) by Oct. 2, 2020, at 11:59pm ET, in order to be eligible for Outstanding Position Paper Awards. Faculty Advisors will receive Position Paper scores via email on the final day of the virtual conference weekend.

I need a refresher on how to write my Position Paper. Help!

We want your SRMUN experience to be the best and have a series of [Delegate Preparation](#) materials ready including Position Paper guidelines, Draft Resolution and Report Writing guidelines, research links, and more.

How do I submit Position Papers?

Approximately one week prior to the Position Papers deadline, the [Position Paper Upload](#) web page will be accessible. One position paper should be uploaded for each committee in which your assigned Member State is represented. Once you successfully submit your Position Paper, an email confirmation, per committee, will be sent. Please save that confirmation email for your records. If you experience problems, please contact admin@srmun.org.

I missed the Position Paper submission deadline, what happens if I still submit it?

You may still submit Position Papers after the designated deadline. While our volunteer staff will still review and grade your Position Papers, it will not be eligible for Outstanding Position Paper Awards.

Where can I find the Position Paper Deadline?

The Position Paper deadline will be listed on the face of the conference's Schedule website. Also, if not posted there, then it will be listed within the Background Guide of each committee. For the fall virtual conference, the deadline is October 2, 2020, at 11:59 PM ET.

What To Know At Conference

What is the dress-code for the virtual conference(s)?

The standard delegate attire at SRMUN is considered to be western-business attire, which includes a business jacket, slacks (or skirts or a dress for women), dress shirt (with tie for men), and dress shoes. Shirts that expose excessive bare skin on the chest, stomach, or are otherwise revealing are inappropriate. Clothes that reveal undergarments are also inappropriate.

I'm really excited to represent my Member State, that being said, am I allowed to wear traditional garb or a pin to reflect and honor my Member State?

We admire your commitment to your assigned Member State, but unfortunately SRMUN does prohibit the use of cultural dress as it may be an attempt to mock traditional cultural attire or abuse it as costume. However, cultural dress is permitted for international delegates, in whose native country's professional business dress includes traditional cultural dress. These delegates are the only individuals to whom this applies. Any delegate attempting to use a cultural costume to portray a "character" will be asked to leave their committee and change into clothing that is more appropriate. Lastly, the only

acceptable symbol or pin for delegates to wear during the course of the conference are that of the UN symbol or the SRMUN pin.

What is your policy on pre-written resolutions?

SRMUN does not allow for pre-written resolutions, as a pre-written resolution does not allow for collaboration, negotiation, consensus, and all of that is done during the committee sessions. If a prewritten resolution is submitted, or if any portion of a working paper is pre-written, it will not be accepted by your committee's dais.

What is the official language of the conference?

English is the only official and working language of the conference, and its committees, at all times.

I know the conference schedule is not yet finalized but, generally speaking, what time does the conference begin?

Generally, the virtual conference itself will begin at 11 a.m. ET. Please [click here](#) to view our tentative conference schedule."

Similarly speaking, when does the conference typically end?

Each day, the conference's committee session will end by 7pm ET. The Head Delegates' meeting will occur shortly after. On the final day, the conference ends at the conclusion of the Closing Ceremony, which will start at 7:30pm ET.

I'm finally participating in the virtual conference. Any advice on where I can find information on a specific issue? I just heard something called "sovereignty" and I am lost.

You have two options available. The first is Conference Services, managed by the conference's Under Secretary-General (USG) and Assistant Under Secretary-General (AUSG), where if you're having any tech issues or questions, you can come ask here. If available, there is also Home Government, where Faculty Advisors of attending college/universities are great resources that will answer questions from any and all delegates.

Does SRMUN entertain Moderated Caucuses?

Yes we do! The SRMUN Rule of Procedure allows Suspension of the Meeting for either Moderated Caucus and Unmoderated Caucus. Compared to our usual SRMUN conferences, the virtual SRMUN conference does have new limits to the maximum amount of time for each type of the Suspension of the Meeting. You're allowed to move for up to a 30-minute unmoderated caucus, and up to a 15-minute Moderated Caucus. It is up to the Chairperson's discretion to increase or decrease the suspension time.

What if I'm in a double-delegation?

If you're representing the same Member State with a partner in the same committee, communication prior and during the conference is important. Prior to the conference, you and your partner should decide who will be recognized as the "Voter" of the team. The "Voter" should have the sole control of using the Raise Hand (placard) feature and voting on procedural and substantive matters. The "Voter" should rename their Zoom name to *"Insert Your Member State Name: Voter,"* while the other delegate

should have only the name of the Member State. For example, if there are two delegates for representing Argentina in the General Assembly Plenary, one partner should be labeled as “Argentina: Voter,” while the other partner is simply “Argentina.” This, and communication with your partner, should curb partners from voting twice for the same motion and both using the Raise Hand simultaneously. The partners are free to alternate their “Voter” status, preferably changing at the start of a session.

What if I’m in a single-delegation?

To maintain consistency among those with "voter" status, single-delegations should also add the "Voter" label to their Member State name.

I am a double-delegation, do we both have to be present during formal debate?

No, but at least one delegate from your delegation should be present during formal debate.

I’m a graduating senior and this is my last SRMUN. I am heartbroken but I hear being a staff member seems just about the best opportunity, EVER! How do I get involved?

Great question, delegate! Announcements will be made throughout the conference about staff applications. The application can be [filled out online](#). We encourage you to ask staff members about their experience. You may email your committee or a member of the Executive Staff, such as the Secretary-General, Under Secretary-General, or Director-General). We guarantee it will change your life!

I’m thinking about applying for staff, what are some added benefits besides being a great resume builder?

We’re glad you asked, as staffing at SRMUN is a unique experience unlike any other! We say this as not only are we focused on professional development of our staff, but we truly become a SRMUN Family. SRMUN's volunteer positions will enhance your professional attributes and network with fellow staffers with similar or diverse fields.

What to Know in Committee

How will I enter my virtual committee room?

Approximately a week before conference, all registered Faculty Advisors and Head Delegates will receive the Zoom Meeting ID and password for each committee. Your Faculty Advisor and Head Delegate should relay the meeting room information to their delegates. All Faculty Advisors and Head Delegates will also receive details for other meetings rooms such as the Head Delegates’ Meetings and the Faculty Meeting.

What should I do once I enter my committee?

Remember to rename your Zoom name to reflect the Member State you are representing. Please remain on *mute* at all times until you’re recognized by the dais or to issue a Point of Order. If you’re having login or tech issues, please email your committee’s dais.

What if I'm in a double delegation?

If you're representing the same Member State with a partner in the same committee, communication prior and during the conference is important. Prior to the conference, you and your partner should decide who will be recognized as the "Voter" of the team. The "Voter" should have the sole control of using the Raise Hand (placard) feature and voting on procedural and substantive matters. The "Voter" should rename their Zoom name to "*Insert Your Member State Name: Voter,*" while the other delegate should have only the name of the Member State. For example, if there are two delegates for representing Argentina in the General Assembly Plenary, one partner should be labeled as "Argentina: Voter," while the other partner is simply "Argentina." This, and communication with your partner, should curb partners from voting twice for the same motion and both using the Raise Hand simultaneously. The partners are free to alternate their "Voter" status, preferably per session.

What if I'm in a single-delegation?

To maintain consistency among those with "voter" status, single-delegations should also add the "Voter" label to their Member State name.

Could I use a virtual background on Zoom?

Delegates have the option of using a virtual background but it must be the SRMUN Virtual Background, which can be downloaded from the [SRMUN Virtual Conference website](#).

How should I proceed with a Point of Order?

Usually at a normal conference, you would raise your placard and say "Point of Order" if you noticed a mistake was made regarding the Rules of Procedure. For SRMUN's virtual conference, if you noticed an error was made with the Rules of Procedure, you may unmute yourself, press "Raise Hand," and say "Point of Order." Please wait until the chair officially recognizes you, and then proceed with the reason for the Point of Order.

Is there Point of Inquiry or Point of Personal Privilege at SRMUN virtual conference?

No, but if you do have a question that is not clearly understood in committee, please send a private Zoom message, or an email, to your dais.

Since the virtual conference won't have placards, what's the virtual equivalent?

On Zoom, you may press the "Raise Hand" feature. Remember to press "Raise Hand" once again to put down/turn off your raised hand.

I'm next on the Speaker's List and ready to say my formal speech, when should I start speaking?

Once the Chairperson recognizes you are next on the Speaker's List, please unmute yourself. The Chairperson's timer won't start until you say the first word of your speech. When you're done with your speech, please mute yourself, and then the Chairperson will proceed with the next order of business. There is no "Yielding" to another delegate at SRMUN.

I suddenly encountered tech issues (i.e., a problem with my microphone or loss of Internet connection) during my speech. What should I do?

Tech issues might happen, and it's ok, we understand. If you're interrupted during your speech, you will have the right to resume your speech once the issue(s) is resolved and you'll have the remainder of the Speaker's Time. For example, if the Speaker's Time is 60 seconds, but a tech malfunction occurs 15 seconds into your speech, you will have the right to use the remaining 45 seconds upon your return.

We usually vote with our placards, but how will voting work in SRMUN's virtual conference?

When you're voting on procedural matters, delegates will be instructed to use Zoom's "[Nonverbal Feedback](#)" feature, which allows delegates to simultaneously and electronically vote either "yes" or "no." We will use this feature instead of the traditional raising of the placard vote.

When voting on substantive matters, such as the Draft Resolutions, delegates will have three voting methods, which includes the traditional motions to Vote by Acclamation and the Roll Call Vote. The third voting option, if there's dissent to the Acclamation Vote and no Roll Call Vote motion was made, will be Zoom's "Nonverbal Feedback" feature, which will also allow you the option to click "more" and select either the "need a break" cup symbol to Abstain your vote.

We will provide video tutorials, both on the SRMUN website and our YouTube, on how to use these and other Zoom features. Please stay tuned and subscribe to [SRMUN's YouTube page](#).

How will Unmoderated Caucuses work?

We will use Zoom's "Breakout Rooms" for any Suspension of the Meeting for an Unmoderated Caucus. We strongly recommend participants download and regularly update the Zoom app. From a computer, you may download [Zoom's Client For Meetings](#), and download from either the [Apple App Store](#) or [Google Play Store](#) for the "Zoom Cloud Meetings" mobile app version.

Once the committee chairperson calls for any points or motions, delegates may move for a Suspension of the Meeting for an Unmoderated Caucus with a time limit that does not exceed 30 minutes. If delegates vote in favor, the committee dais will then activate the "Breakout Rooms" feature. Once the feature opens, and if using either Zoom computer or mobile apps, delegates are able to automatically enter any of the multiple open Breakout Rooms.

If a delegate is using Zoom from a web browser (Chrome, Firefox, Safari, etc.), the ability to automatically enter any open Breakout Rooms is currently not available. In this scenario, the delegate must message the committee dais with the Breakout Room name they want to enter. The committee dais, serving as the Zoom hosts, will then move the delegate into the requested Breakout Room.

For more about SRMUN's Unmoderated Caucus, [watch here](#).

Are there changes to your Moderated Caucuses?

There are no significant changes. You'll motion for a Suspension of the Meeting for a Moderated Caucus as you would at our normal conference. If the motion passes, the Chairperson will call upon Member States wishing to speak to press the "Raise Hand" feature and keep the "Raise Hand" on until you're called. Once you're called to speak, please lower your "Raise Hand" and start your speech. Once the

Moderated Caucus' time has elapsed or no further Member States wishes to speak, the Chairperson will end the Suspension of the Meeting and proceed with other points or motions on the virtual floor or resume the committee's Speaker's List. The Moderated Caucus will take place within the main committee meeting room.

Could you elaborate the virtual Working Papers/Reports process?

Absolutely! The Working Paper and Report Writing templates will be available on the [SRMUN Virtual Conference](#) website. Delegates may save a copy into their Google Drive or download the file.

We recommend delegates share and collaborate on Google Docs. Zoom also allows delegates to Share Screen, which will be available during informal sessions. Once you're ready to submit a Working Paper(s) or Report, you must email it to the committee email address listed on the SRMUN website, and also located in your committee Background Guide. Please CC: your fellow Working Paper/Report Sponsors when emailing the document to dais. The dais will electronically provide edits onto your Working Paper and will return it to the group with feedback. This process will continue until the dais accepts your Working Paper or Report as a Draft Resolution or Report. The accepted Draft Resolutions or Report will be distributed, by the dais, to all committee delegates.

Will SRMUN's virtual conference still offer awards?

Yes! On the final day of the virtual conference, during SRMUN's Closing Ceremony, we will announce the delegations that have won Outstanding Position Papers, Honorable Delegation Awards, Distinguished Delegation Awards, and Outstanding Delegation Awards. We will also contact the winning schools to provide us with their preferred mailing address in order for us to mail the awards. SRMUN will only mail awards within the United States. An electronic version of the award will be sent to any winning international school. SRMUN will not penalize delegates or delegations that encounter any tech difficulties or sudden personal events that may suddenly prevent them from participating in conference sessions — should such issue(s) occur, please contact the conference Secretary-General or Executive Director. For more information about awards at SRMUN, [click here](#).

The logo for SRMUN is displayed in a large, light blue, semi-transparent font. It features the letters 'SRMUN' in a bold, sans-serif typeface. To the right of the text, there is a stylized graphic of a laurel wreath, also in a light blue color, which is partially obscured by the text.