

ISRMUN



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**Digital Guide for Delegates
and Advisors**

Digital Platforms

Zoom is the video conference software where the simulation sessions will be held. It guarantees exceptional clarity and quality and ensures that everyone can participate equally using a computer, tablet or smartphone. It enables all participants to follow the debate within their committee, carry out negotiations in real-time and vote for resolutions, just like in a standard MUN simulation.

Google Docs is an online word processor that enables users to create and format documents and work with other people. It will be used by participants to brainstorm, write and revise the resolution paper.

Participants and advisors are asked to not share Zoom links and login information with non-participants. Prior to the simulation, students will be emailed the login information for their assigned committee. Advisors will be sent a master file in case of an emergency and to be able to view the sessions.

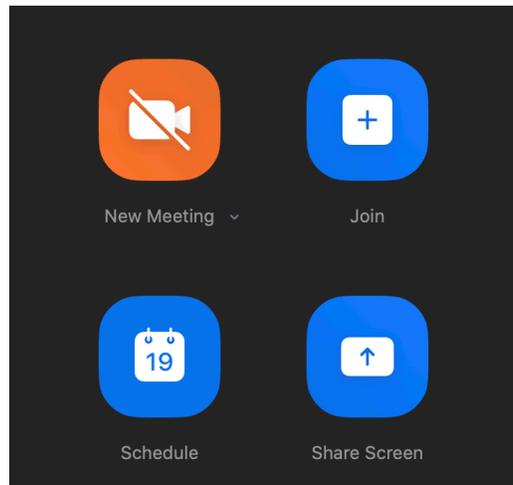
Joining the Sessions

Each committee will be Chaired by three individuals, the Moderator, the Director and the Sub-Director. When participants are logging into Zoom, they will be expected to join the session with their username listed as "Country - Committee" or "Role - Committee". For example, "Canada - UNICEF" or "Xue Hanqin - ICJ".

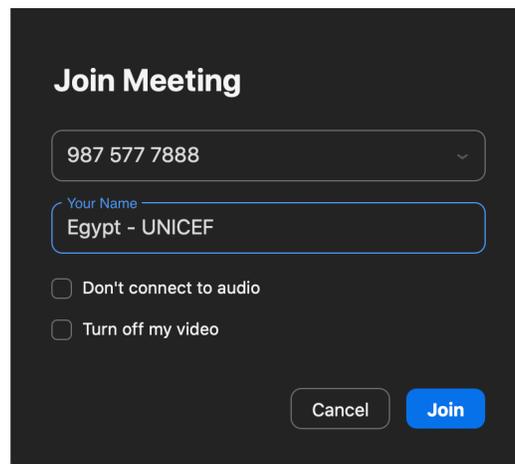
Advisors are invited to join sessions in order to observe their students. Advisors should join the session with their username listed as "Advisor - Last Name - School." For example, "Advisor - Atamanuk - ISRSA." All advisors should have their cameras turned off and microphones muted.

Participants and advisors can change their Zoom usernames prior to joining the session by:

Opening their Zoom application and clicking the "Join" button.



Then writing the Meeting ID number and updating their username.



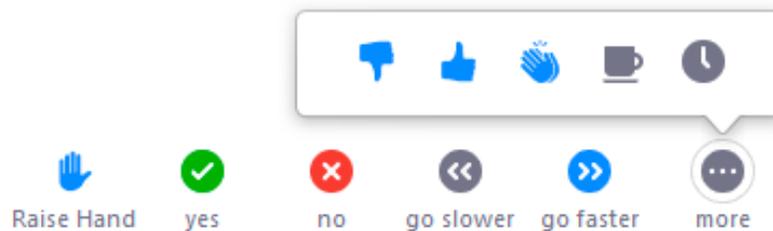
The Waiting Room feature on Zoom will be used to screen participants joining the session and ensure the safety of all participants. Once a participant has joined the session, they will be expected to have their camera turned on and their microphone muted until selected by the Chair to speak.

Virtual Backgrounds

During the simulation, delegates are expected to use a professional background. Zoom backgrounds are permitted as long as they are of a solid colour. All delegates will be sent a special ISRMUN background to use, however, it is completely optional.

Buttons to Use During ISRMUN

The nonverbal feedback feature on Zoom enables delegates to select buttons or icons in order to participate or vote during the simulation. The buttons can be accessed by selecting the "Participants" button. This button is located in different areas of the Zoom screen depending on the device being used. Typically, it is part of the main toolbar at the bottom of the Zoom screen for laptops and in the top right corner for tablets.



Raise Hand: The Raise Hand button will be used to make a motion and second a motion. Delegates are requested to lower their hands after being selected by the Chair or when a motion has been passed.

Yes/No Buttons: The Yes or No buttons will be used during voting procedures. Delegates will use the “Yes” button to vote in favour and the “No” button to vote against a motion or resolution paper.

Public and Private Chats

Delegates are invited to use the chat feature on Zoom to send “notes” to fellow delegates and the Chair. A message in the public chat can be seen by the entire committee, while a private message can only be seen by the Chair and specific delegates. All participants are encouraged to review the rules involving the chat feature here.

Absence from the Debate

Like a face to face debate, it is expected that delegates will remain present unless there are extenuating circumstances. If a participant is unable to continue the debate, they are to sign out, and the Director will make note of the departure.

Technical Problems

If a delegate loses connection or a computer crashes, delegates should simply sign back in using their link. They should send a message to the Secretariat via email (isrmun@sanroberto.edu.mx) if they need additional assistance and are for some reason locked out of the debate.