



NTU MUN 2023



EVENT HANDBOOK



(virtual event edition)



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Brief Welcome Note by DSG Conference Management

Distinguished Delegates, Observers and Esteemed Guests,

On behalf of the Secretariat, it is my honour and pleasure to welcome you to Nanyang Technological University Model United Nations (NTUMUN) 2023. With the pandemic finally coming to an end, NTUMUN has returned with a hybrid conference format after 3 long years from 17th - 19th March 2023.

Having been a part of the previous two iterations of NTUMUN, I have learnt a great deal about hosting a virtual conference and hope that we can continue to deliver the same positive experience to our delegates. At the same time, we also strive to bring back our physical conference with the same level of grandeur and excellence and revive the unforgettable experience of a physical MUN right here at NTU!

This handbook will give you a detailed schedule of our conference as well as the rules and regulations which need to be followed by every delegate. Additionally, the handbook will also provide you with details of how we will be using Discord as the main platform to keep all of us connected. We have also provided all the contact information you might need in order to connect with the relevant department to find solutions to any roadblocks you may encounter.

The organising committee is excited for our very first iteration of a hybrid MUN, and we cannot wait to see you at the event.

Regards,

Anant Gupta - Deputy Secretary General (Conference Management)



Conference Schedule

NTU MUN Day 1 (17 March 2023)

13:00 - 14:30	Registration
14:30 - 16:30	Opening Ceremony
16:30 - 17:00	Break
17:00 - 18:30	Council Session 1
18:30 - 18:45	Break
18:45 - 19:30	Council Session 2



Conference Schedule

NTU MUN Day 2 (18 March 2023)

10:00 - 11:30	Council Session 3
11:30 - 11:45	Break
11:45 - 13:00	Council Session 4
13:00 - 14:00	Lunch
14:00 - 15:30	Council Session 5
15:30 - 15:45	Break
15:45 - 17:00	Council Session 6
17:00 - 17:30	Break
17:30 - 19:00	Council Session 7
19:15 - 20:30	Virtual Socials



Conference Schedule

NTU MUN Day 3 (19 March 2023)

10:00 - 11:30	Council Session 8
11:30 - 11:45	Break
11:45 - 13:30	Council Session 9
13:30 - 14:30	Lunch
14:30 - 16:00	Council Session 10
16:00 - 16:15	Break
16:15 - 17:30	Council Session 11 + Debrief
17:30 - 18:00	Break
18:00 - 19:30	Closing Ceremony



Basic Rules & Etiquette

Dos:

- **Familiarise yourself with the procedures before the event.**

Prior to attending the 3-day event, please ensure that you have read through the Delegate's Handbook to understand the flow of events and instructions.

- **Prepare well with research.**

To allow for an enriching and meaningful experience at NTUMUN, please do your due diligence in preparing for the actual event. Adequate research is very important for all delegates.

One way to manage your main topics would be to break them down into to smaller, digestible sub-topics. This helps you and other delegates better understand and flow through more easily.

- **Use only a laptop/PC for the entirety of the 3-day conference.**

Refrain from the use of mobile phones during sessions.

- **Maintain conference decorum with the use of formal English language.**

Avoid communicating in other languages so as to respect the various delegates from all over the world.

Use the official full title of your country for your introductions.

When called upon during a roll call vote, kindly identify yourself and address the Dias by raising your placards.



Basic Rules & Etiquette

Dos:

- **Maintain formal language in speeches during sessions.**

Refrain from speaking informally during your speeches.

- **Be punctual for sessions.**

All timings are to be adhered to closely so as to ensure smooth running of the event. The committee strives to meet timings and prevent any case of delays and extensions.

- **Share personal information at your discretion.**

- **Observe your allotted speech time strictly.**

The Dias will inform you if your time is up. Quickly conclude your speech, say thank you and proceed back to your seat.

- **Dress Business Casual.**

All delegates will attend the conference physically in business formals throughout the entire duration of the 3-day event. Do ensure that you are dressed appropriately.

- **Be polite and respectful towards others.**

With many delegates from different parts of the world and backgrounds, do respect other delegates and chairs. It is also courteous to thank as much as you can during speeches, caucuses and within your bloc.



Basic Rules & Etiquette

Dos:

- **Inform chairs should you need to leave any sessions for any reasons.**

In order to account for everyone's presence, please inform any of the chairs via note passing in the event that you will need to be excused for any sessions.

- **Most importantly, smile and have fun!**

NTUMUN is here to offer you a great learning experience together with other delegates from all over the world.

Allow yourself to enjoy the 3-day conference. We want it to be a worthwhile, memorable time for everyone joining us!



Basic Rules & Etiquette

Don'ts:

- **Do not use personal pronouns.**

As a convention, when delivering a speech, please refrain from the use of personal pronouns (e.g. I, you, he, she) in referring to any persons within the official committees.

The titles of 'Honourable Chair/Distinguished Delegates' should be used.

- **Do not arrange for any personal events during the 3-day conference.**

Having registered to be part of this year's NTUMUN, do avoid scheduling any personal events throughout the 3-day conference in order for you to gain most from your participation.

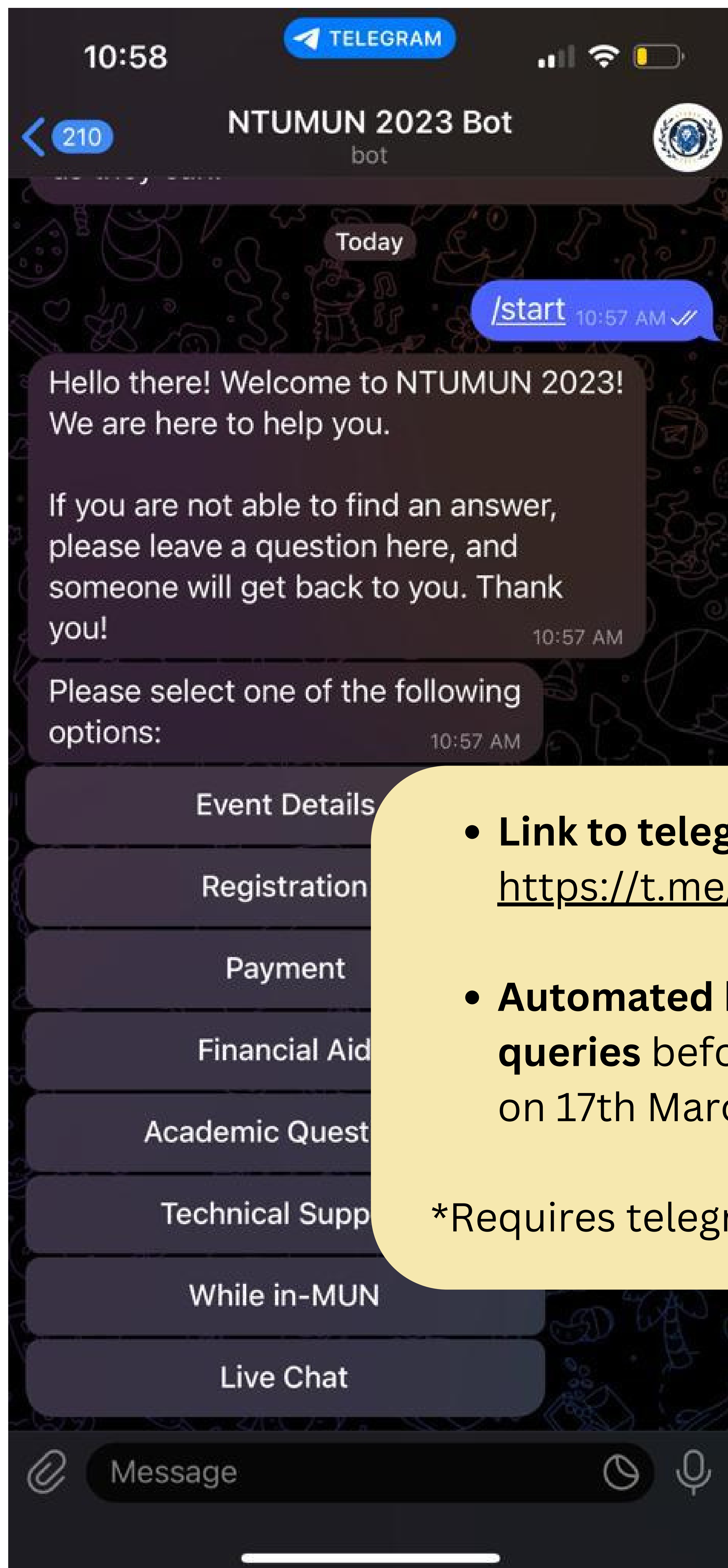
- **Do not use the various communication channels of NTUMUN (i.e. Discord) for any communication other than that related to the conference.**

- **Do not speak out of turn or when the Dais does not recognise you.**

Remain silent, raise your placard if you wish to be recognised by the Dais.



NTUMUN 2023 Telegram Bot

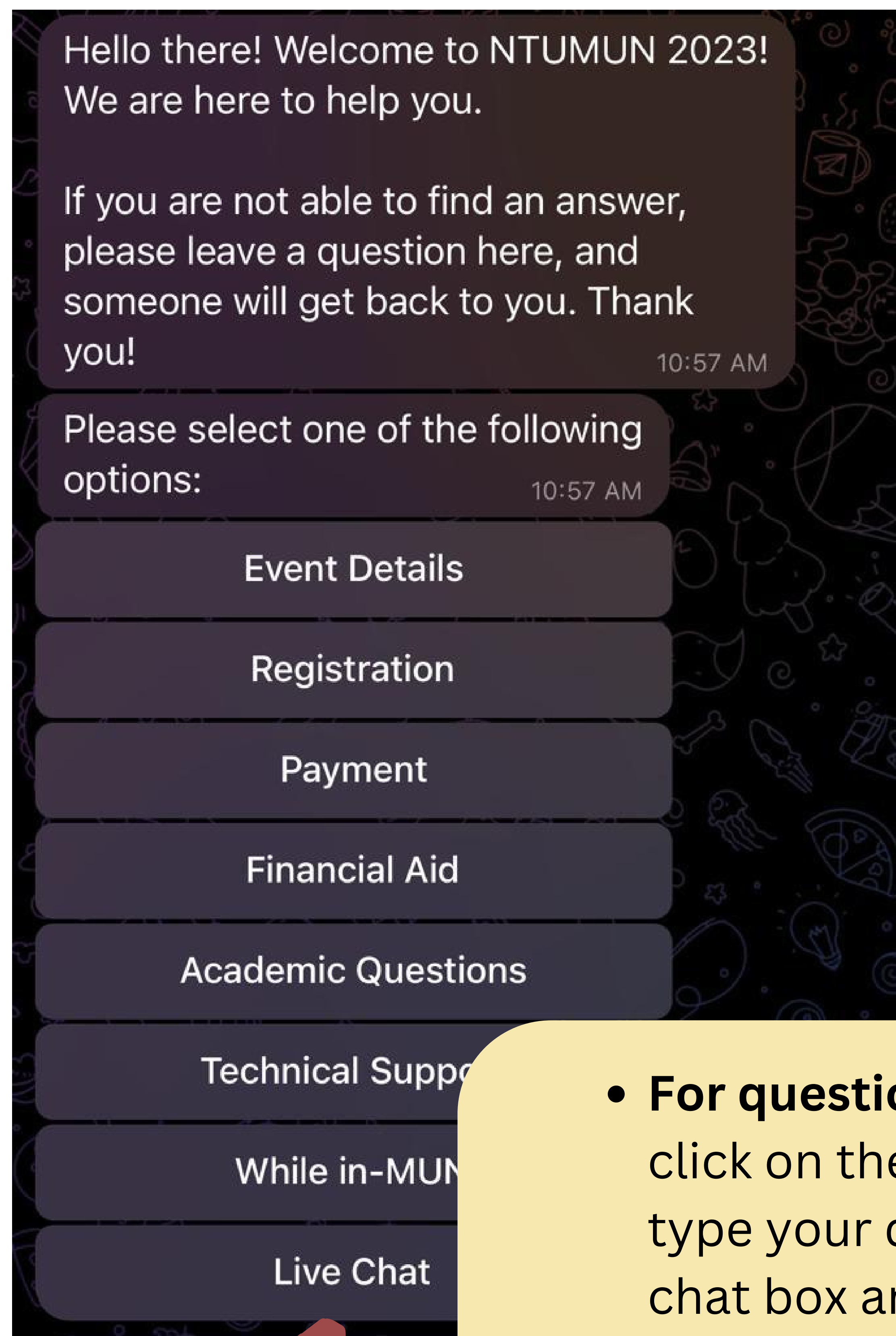


- **Link to telegram bot:**
https://t.me/NTUMUN_2023_Bot
- **Automated bot to answer common queries** before the Opening Ceremony on 17th March 2023.

*Requires telegram app/account to access.



NTUMUN 2023 Telegram Bot



- **For questions not found within the bot,** click on the **Live Chat** button or just type your question directly into the chat box and hit send.
- It is recommended to use the bot to quickly get your queries answered before and during the conference.



NTUMUN 2023 Telegram Bot

Here are some details pertinent to registration for NTUMUN 2023:

11:00 AM

Registration Process

Eligibility Criteria for NTUMUN 2023

How many delegates can represent an ins...

1. Delegates must be 15-25 years old at the time of the conference.

2. All participants must be registered at a formal educational institution.

3. If you are enrolled at National Service in the case of Singaporean students or are taking a gap year, you are welcome to apply. For example, in the 'Institution' section, you can select NS or Gap Year.

4. Only one representative from each institution is required to register on behalf of a delegation. Please note that delegations must consist of a minimum of 6 and maximum of 10 delegates. There is no limit to the number of delegations from each institution.

5. All participants must use an internet-connected device that allows for audio and video transmission. Students can make use of computer facilities provided by their schools and higher education institutes.

11:01 AM

- Alternatively, you can also **directly contact the respective departments via email**. Check the last page of the Handbook for contact information.



Steps to install Zoom Version 5.9.3 (3169) or later on Windows

Step 1:

Go to <https://zoom.us/download>

Step 2:

Click on **Download** under Zoom Client for Meetings (latest version 5.9.3)

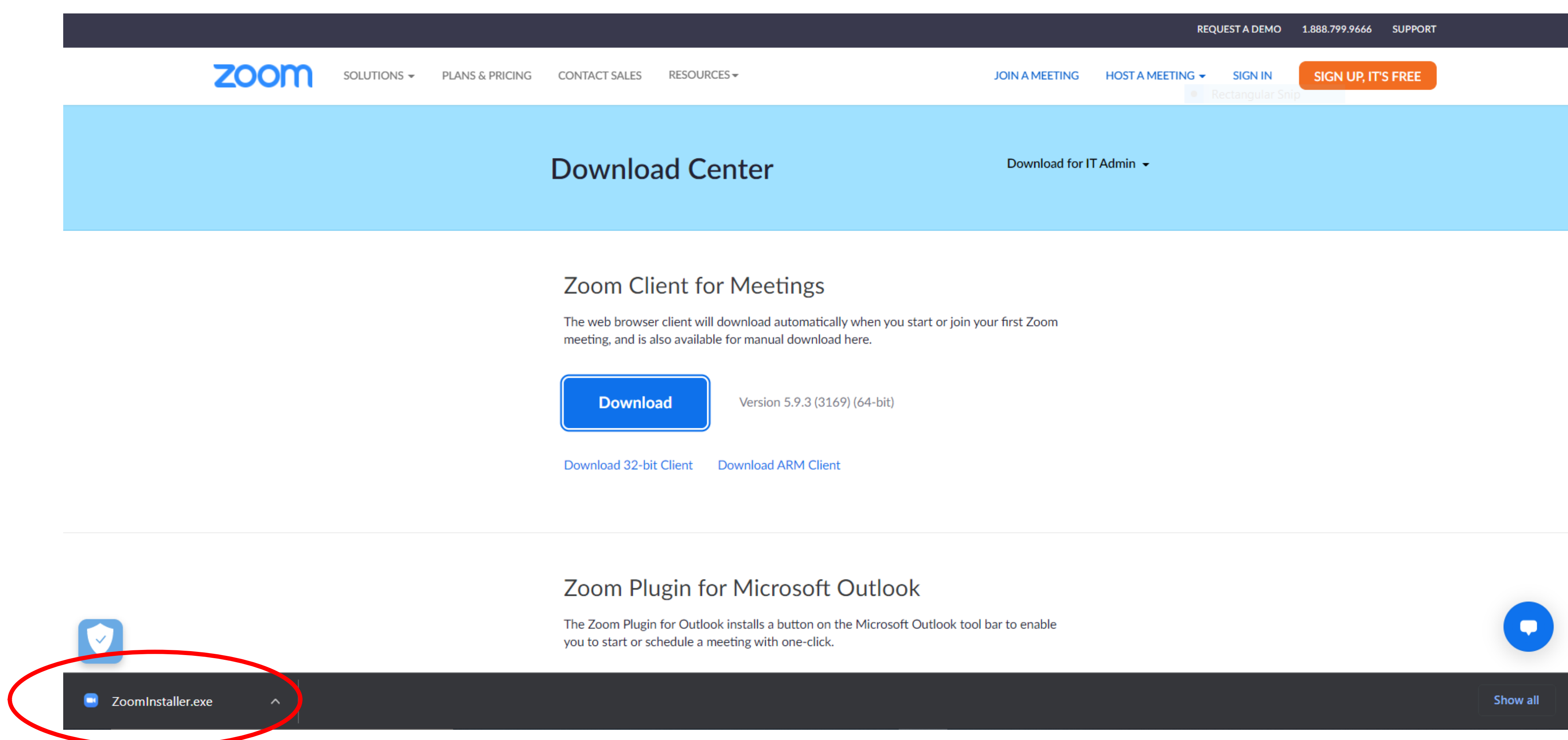
The screenshot shows the Zoom Download Center page. At the top, there is a navigation bar with links for SOLUTIONS, PLANS & PRICING, CONTACT SALES, and RESOURCES. Below this, the main heading is 'Download Center'. Underneath, there is a section for 'Zoom Client for Meetings' with a description: 'The web browser client will download automatically when you start or join your first Zoom meeting, and is also available for manual download here.' A blue 'Download' button is circled in red, and next to it is the text 'Version 5.9.3 (3169) (64-bit)'. Below the button, there are links for 'Download 32-bit Client' and 'Download ARM Client'. At the bottom, there is a section for 'Zoom Plugin for Microsoft Outlook' with a description: 'The Zoom Plugin for Outlook installs a button on the Microsoft Outlook tool bar to enable you to start or schedule a meeting with one-click.' A blue 'Download' button is visible next to the text 'Version 5.9.3.238'. In the bottom left corner, there is a small icon of a shield with a checkmark and the URL 'https://zoom.us/signin'. In the bottom right corner, there is a blue circular chat icon.



Steps to install Zoom Version 5.9.3 (3169) or later on Windows

Step 3:

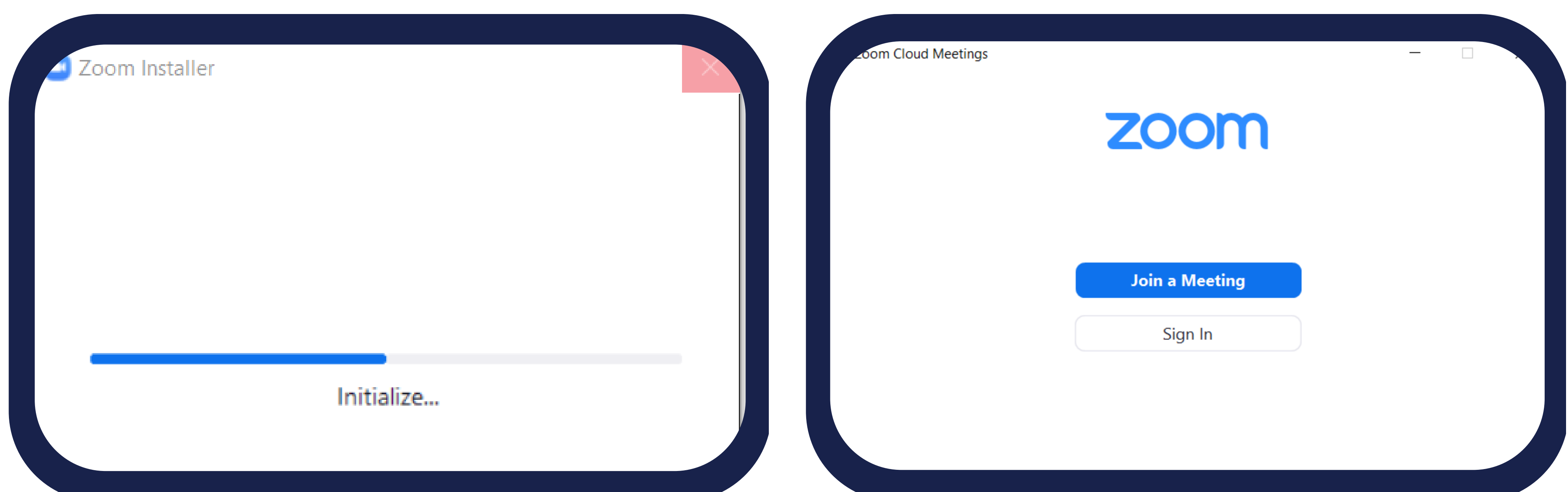
The installer will start to download. Once finished, double-click on zoominstaller.exe under downloads to run the program.



Step 4:

It will automatically install in your laptop.

After installation, it will redirect you to the home page for Zoom.

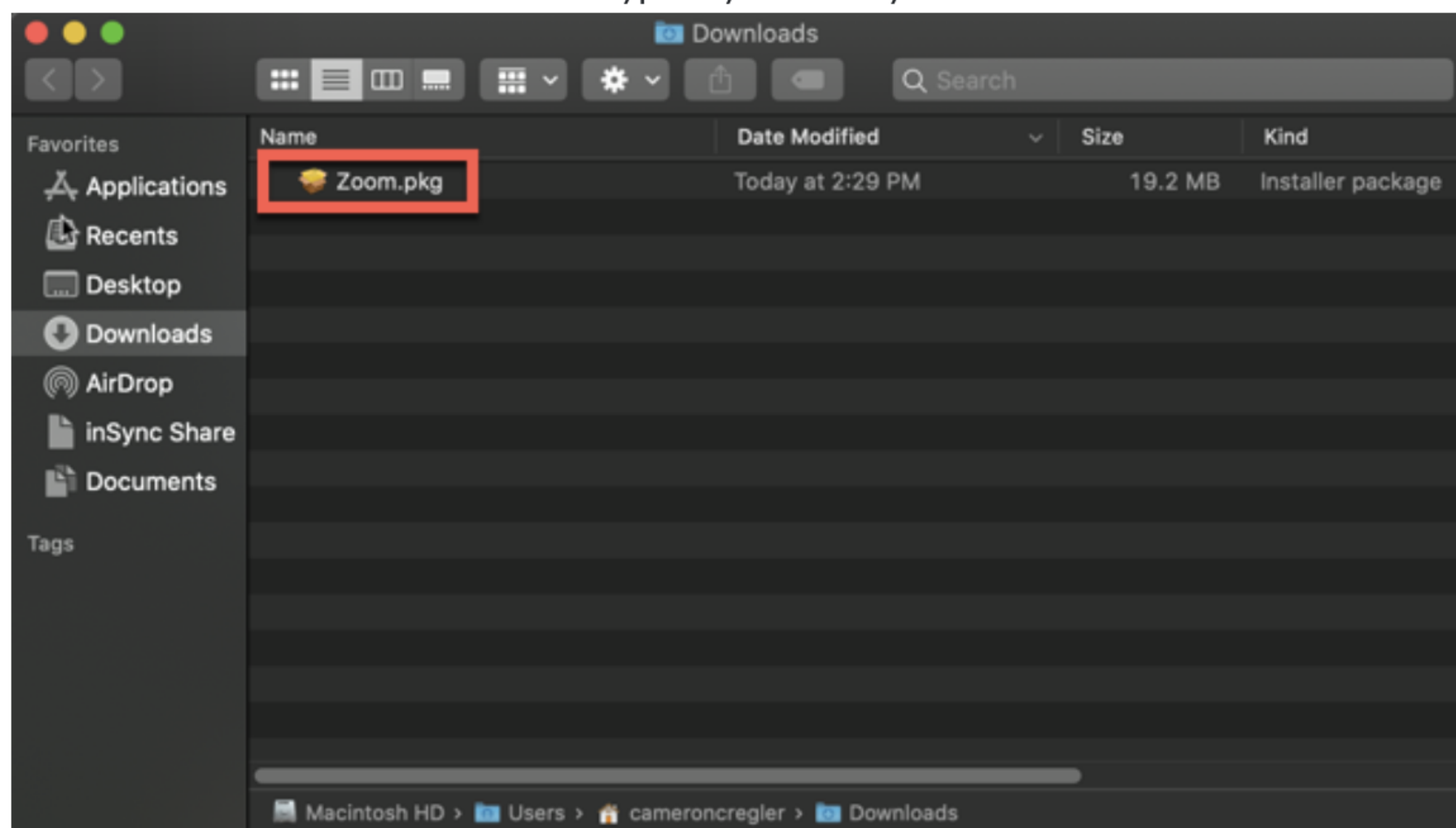




Steps to install Zoom Version 5.9.3 (3169) or later on MacOS

Installing the Zoom application

1. Visit our [Download Center](#).
2. Under **Zoom Client for Meetings**, click **Download**.
3. Double click the downloaded file. It is typically saved to your Downloads folder.



4. Once the installer opens, click **Continue**.

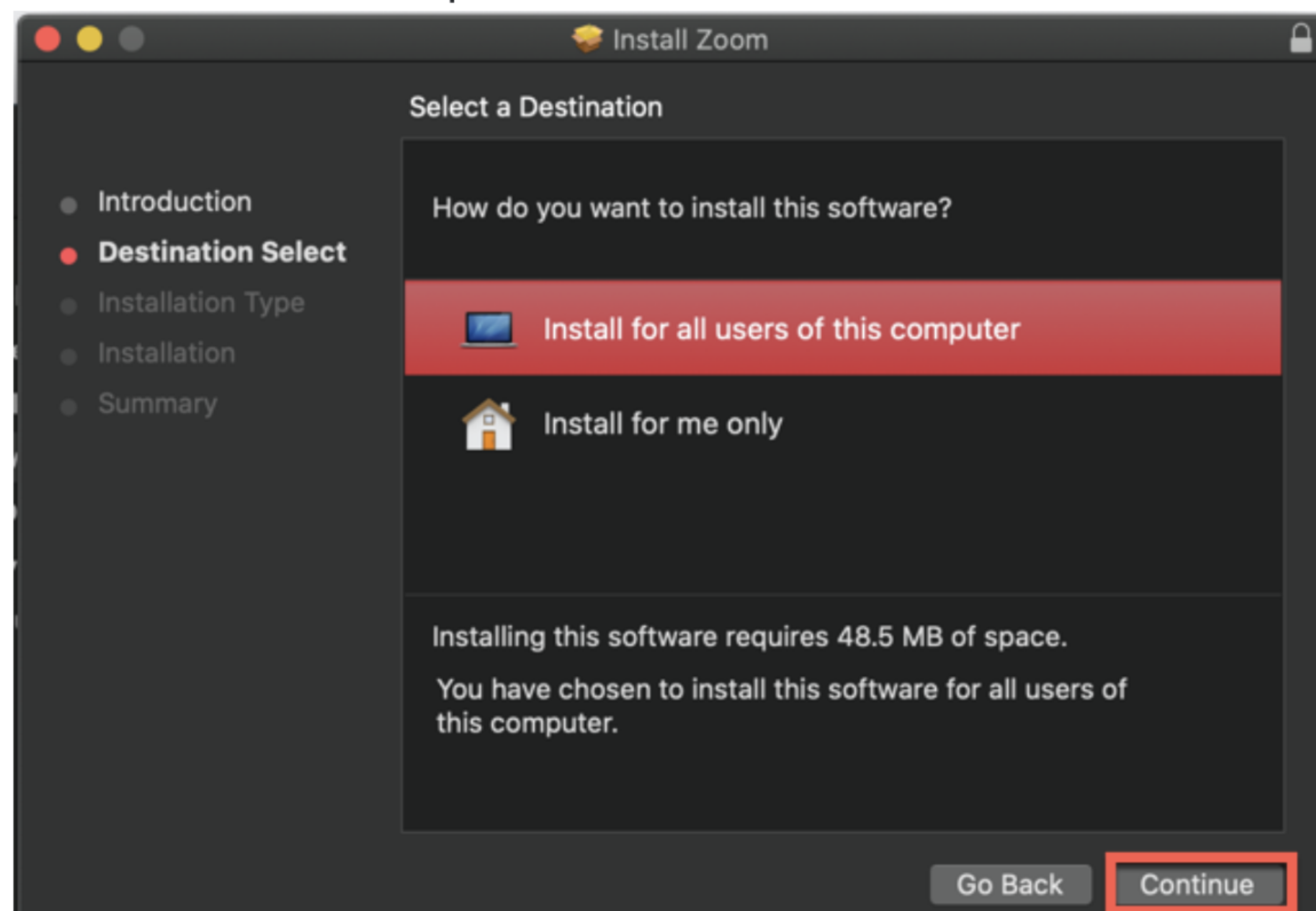




Steps to install Zoom Version 5.9.3 (3169) or later on MacOS

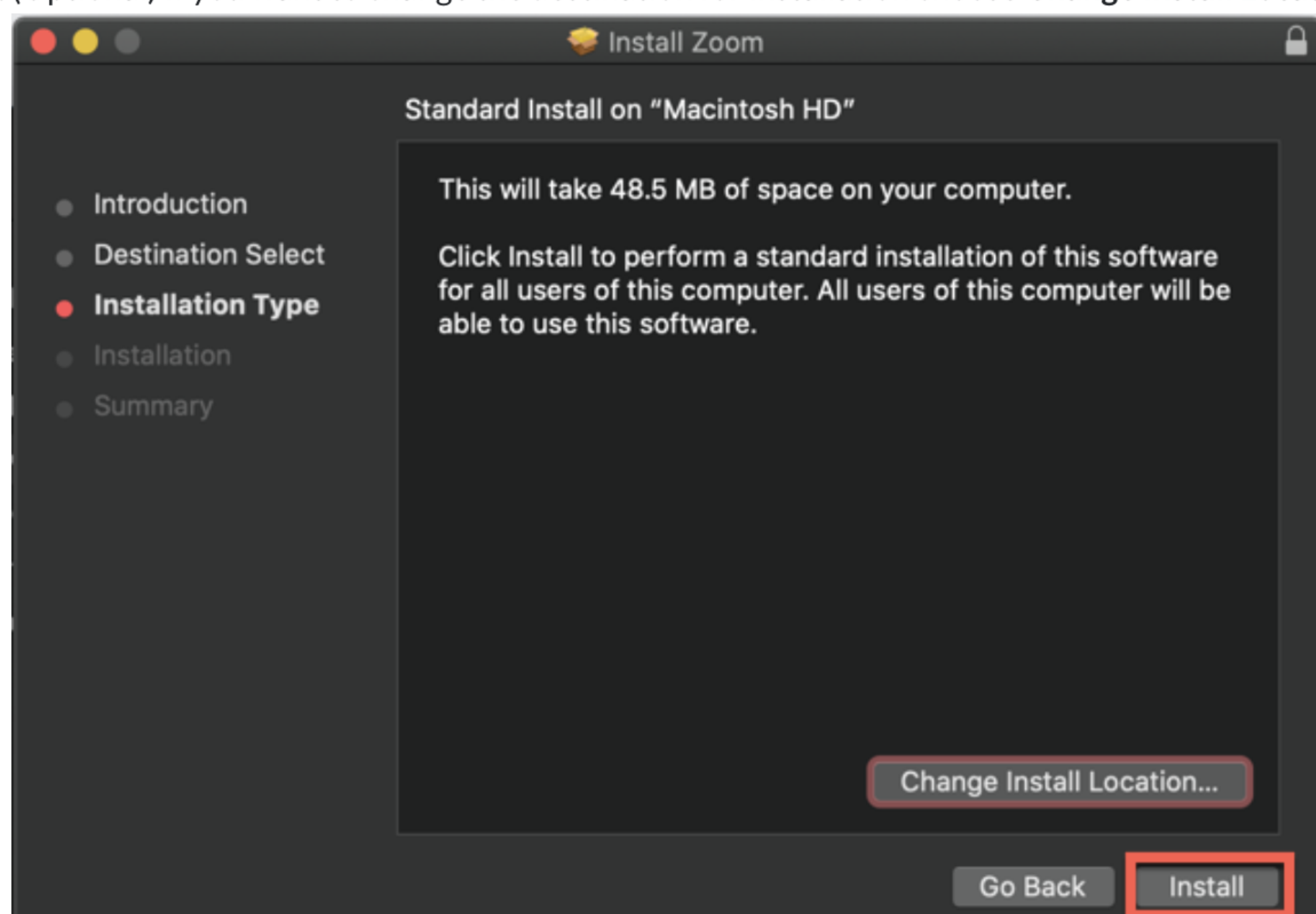
5. Choose the destination for installation:

- Install for all users of this computer



6. Click **Continue**.

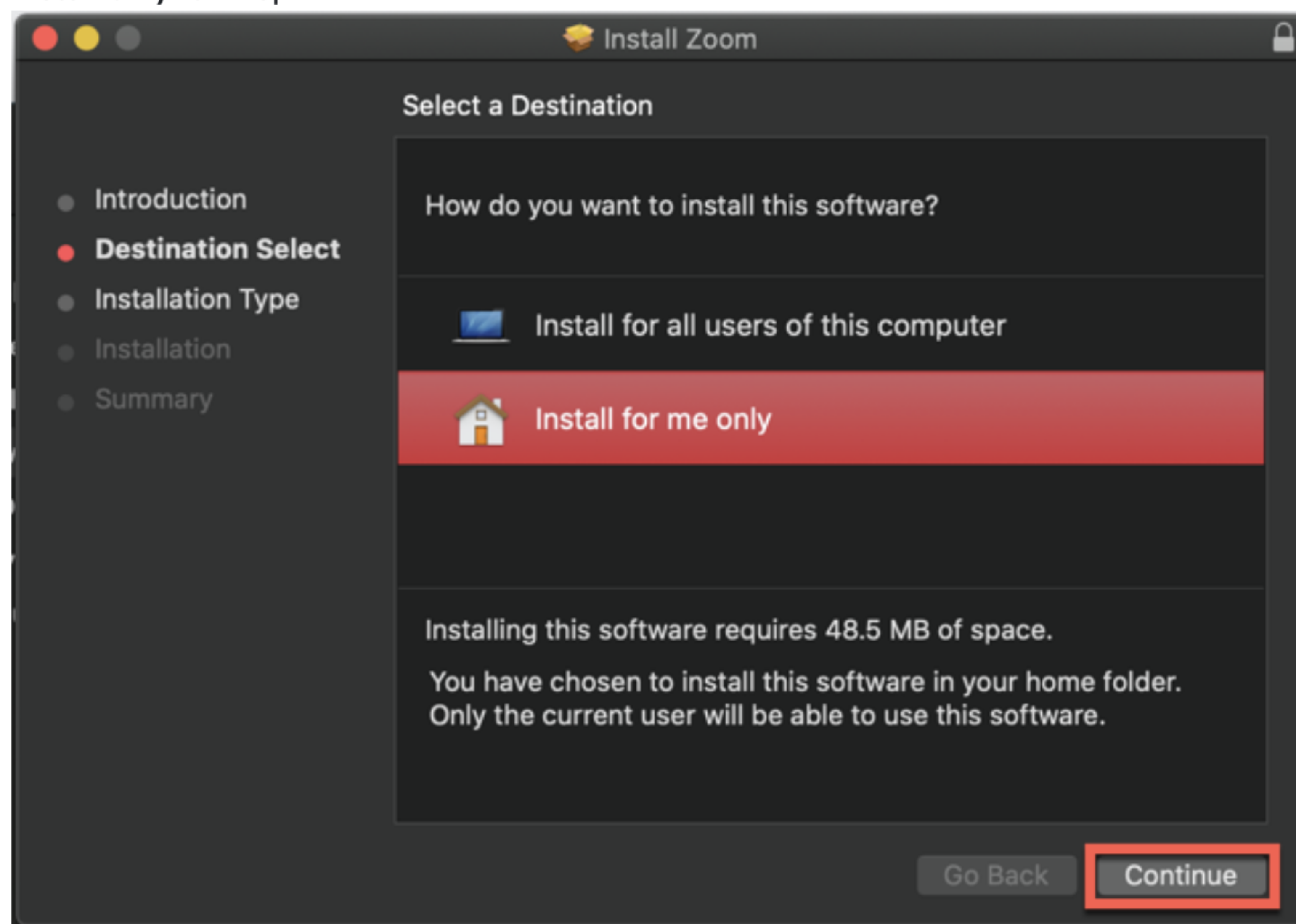
7. (Optional) If you want to change the destination for installation choose **Change Install Location**.





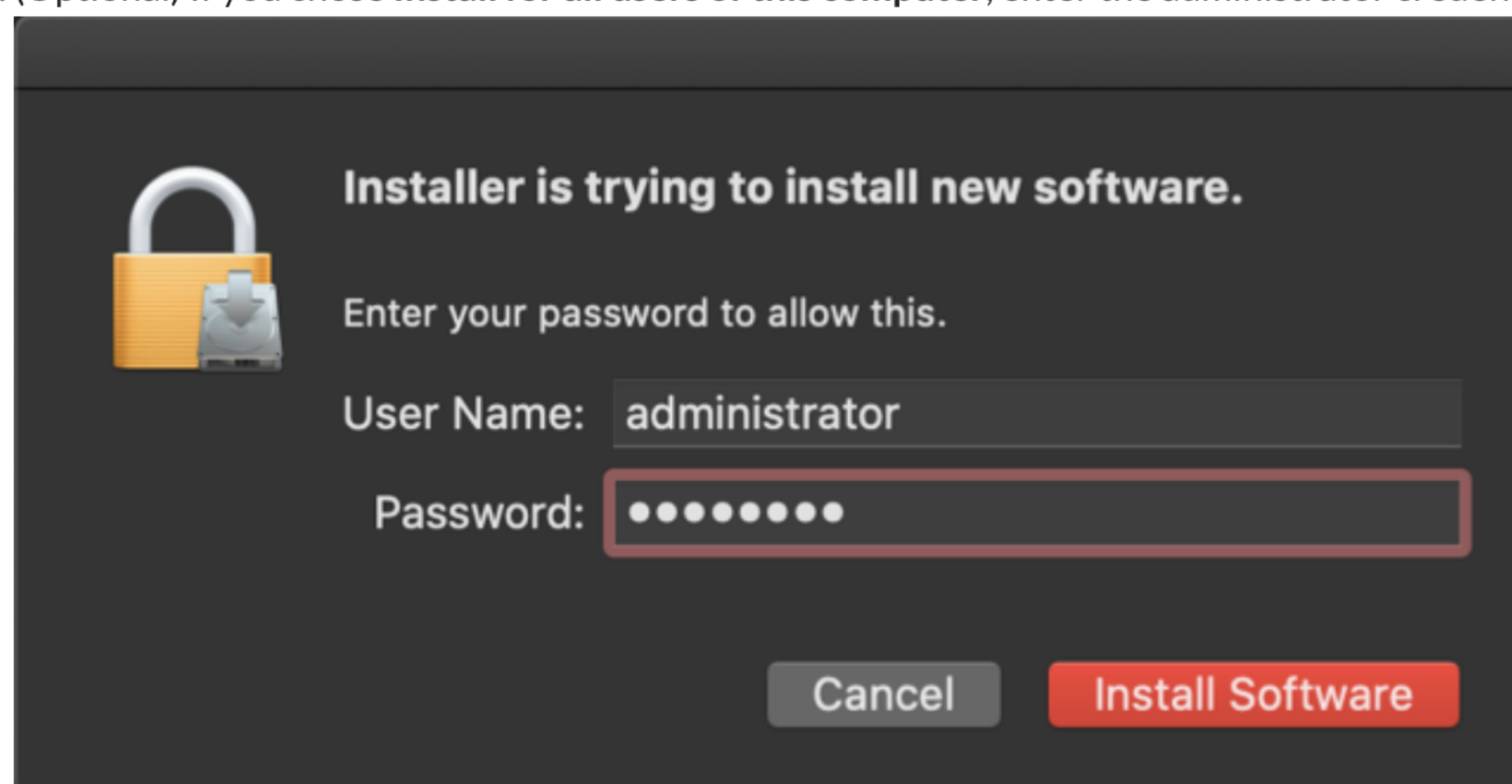
Steps to install Zoom Version 5.9.3 (3169) or later on MacOS

- Install only for me|



8. Click **Install**.

9. (Optional) If you chose **Install for all users of this computer**, enter the administrator credentials for the device.



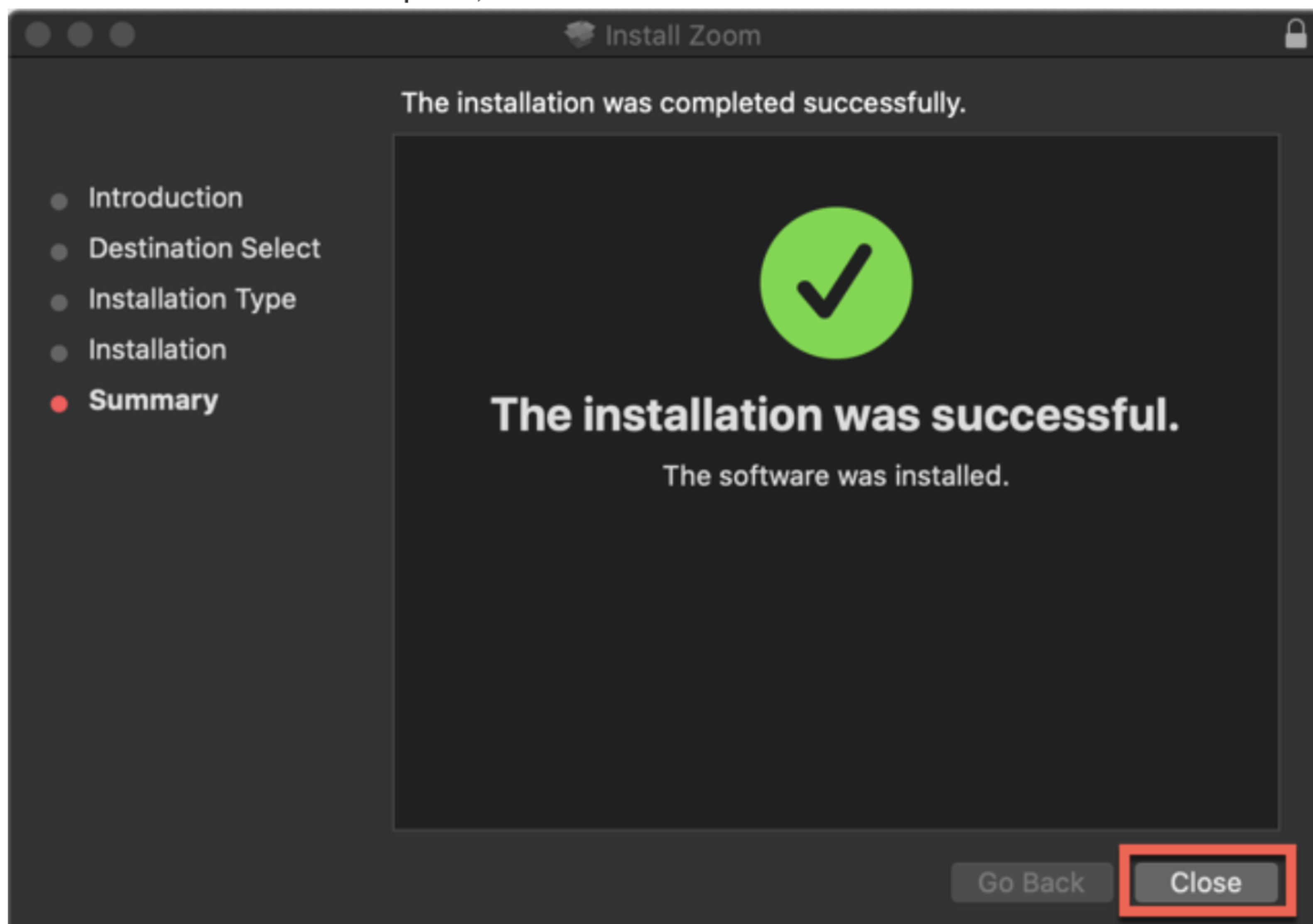
10. Click **Install Software**.



Steps to install Zoom Version 5.9.3 (3169) or later on MacOS

10. Click **Install Software**.

11. Once the installation is complete, click **Close**.

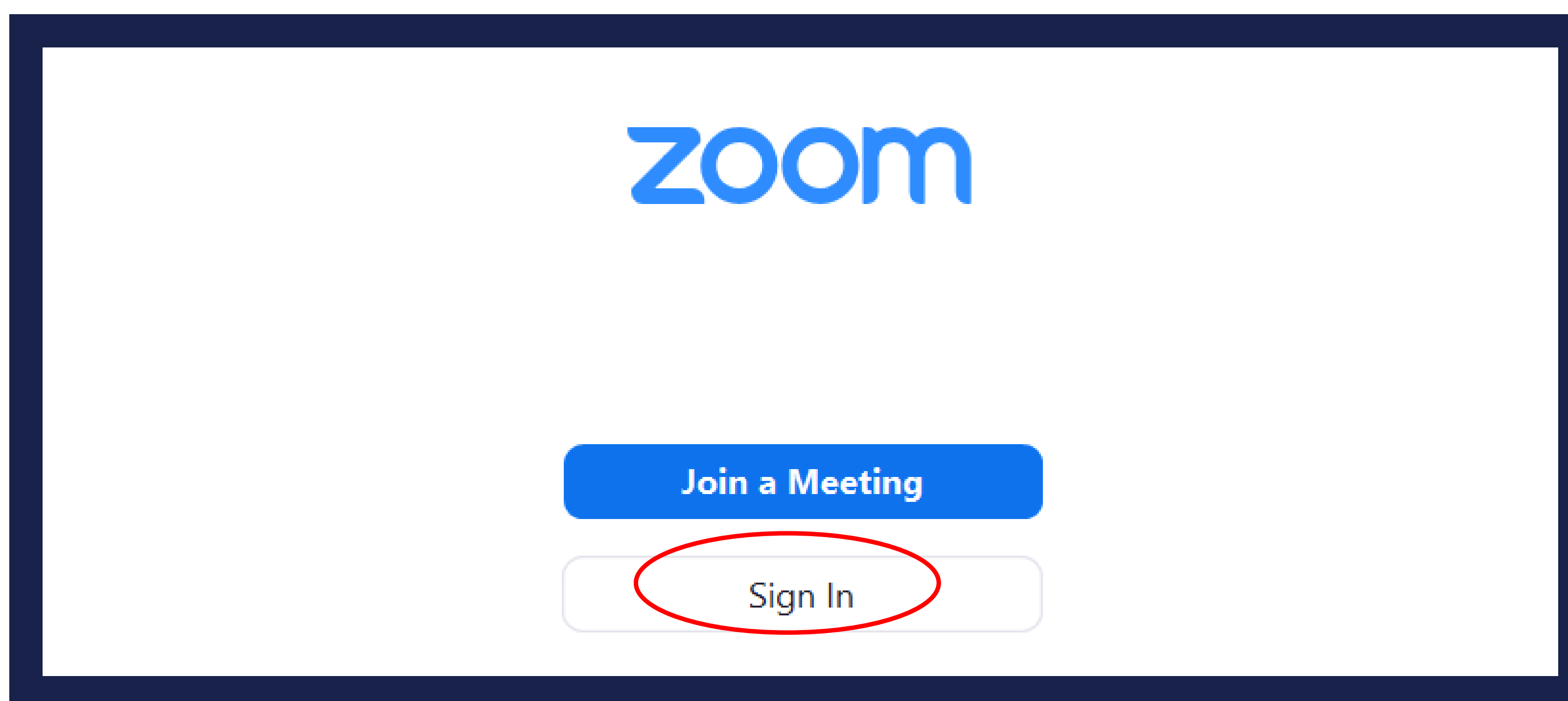




Steps to sign up for a Zoom account

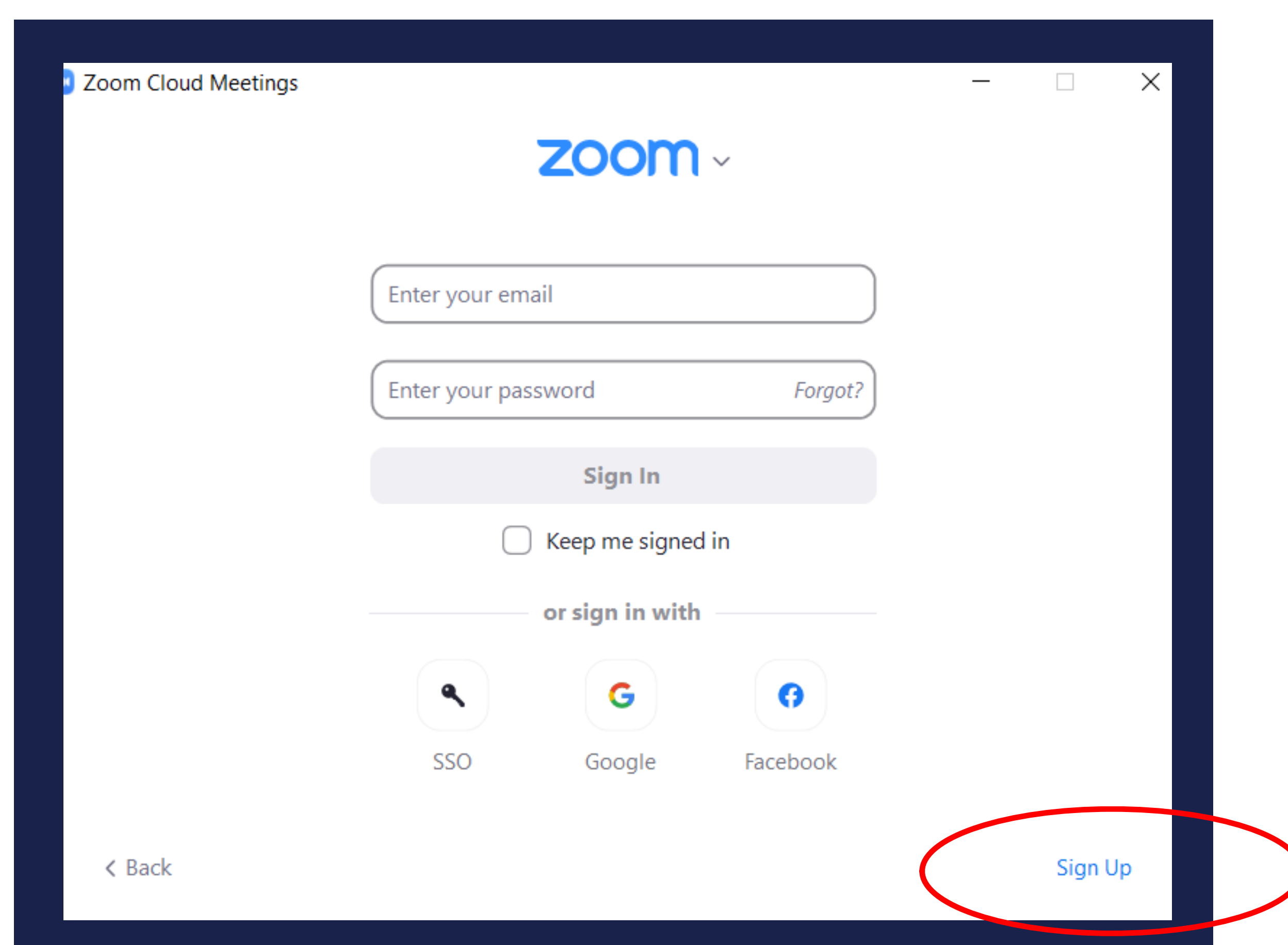
Step 1:

Select “Sign In” on the home page



Step 2:

If you have a Zoom account, sign in using one of the options on the screen. If you do not have Zoom account, select “Sign Up” on the bottom right portion of the page. You will be redirected to the registration page.





Zoom User Interface

Joining a Meeting

Choose ONE of the audio conference options

Phone Call Computer Audio

Join With Computer Audio

Test Speaker and Microphone

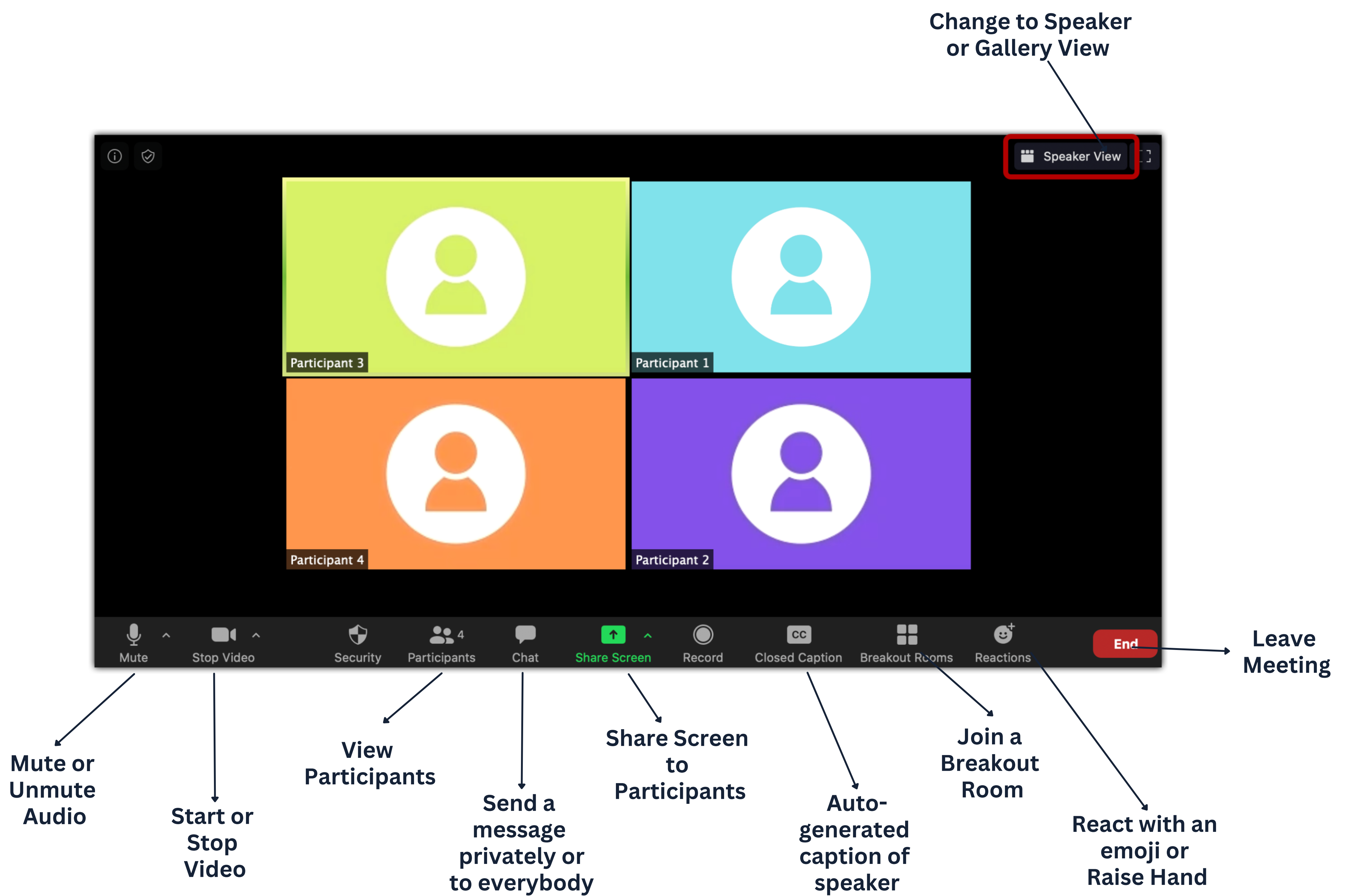
☒ Automatically join audio by computer when joining a meeting

☒ Always show video preview dialog when joining a video meeting

Join without Video Join with Video



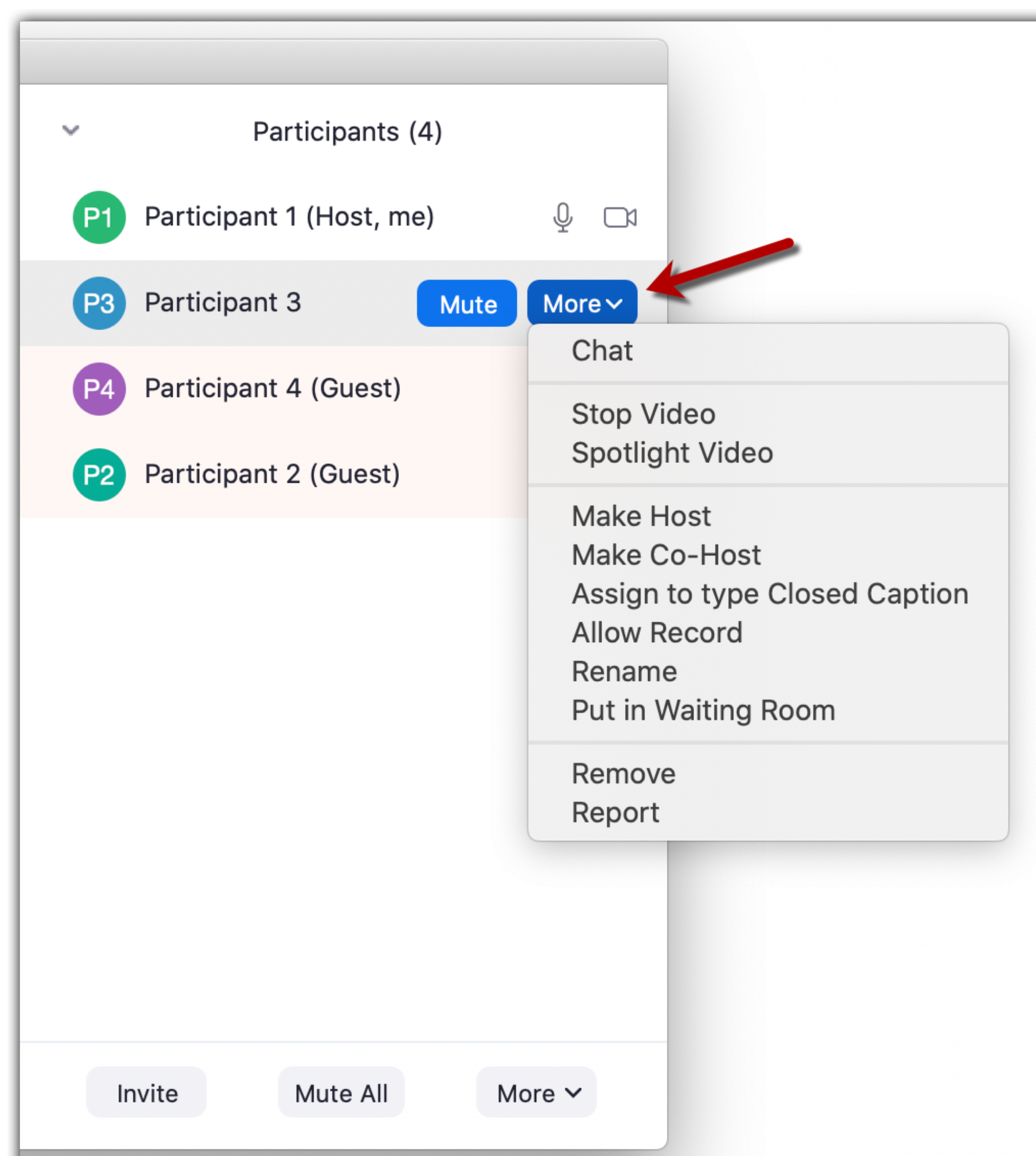
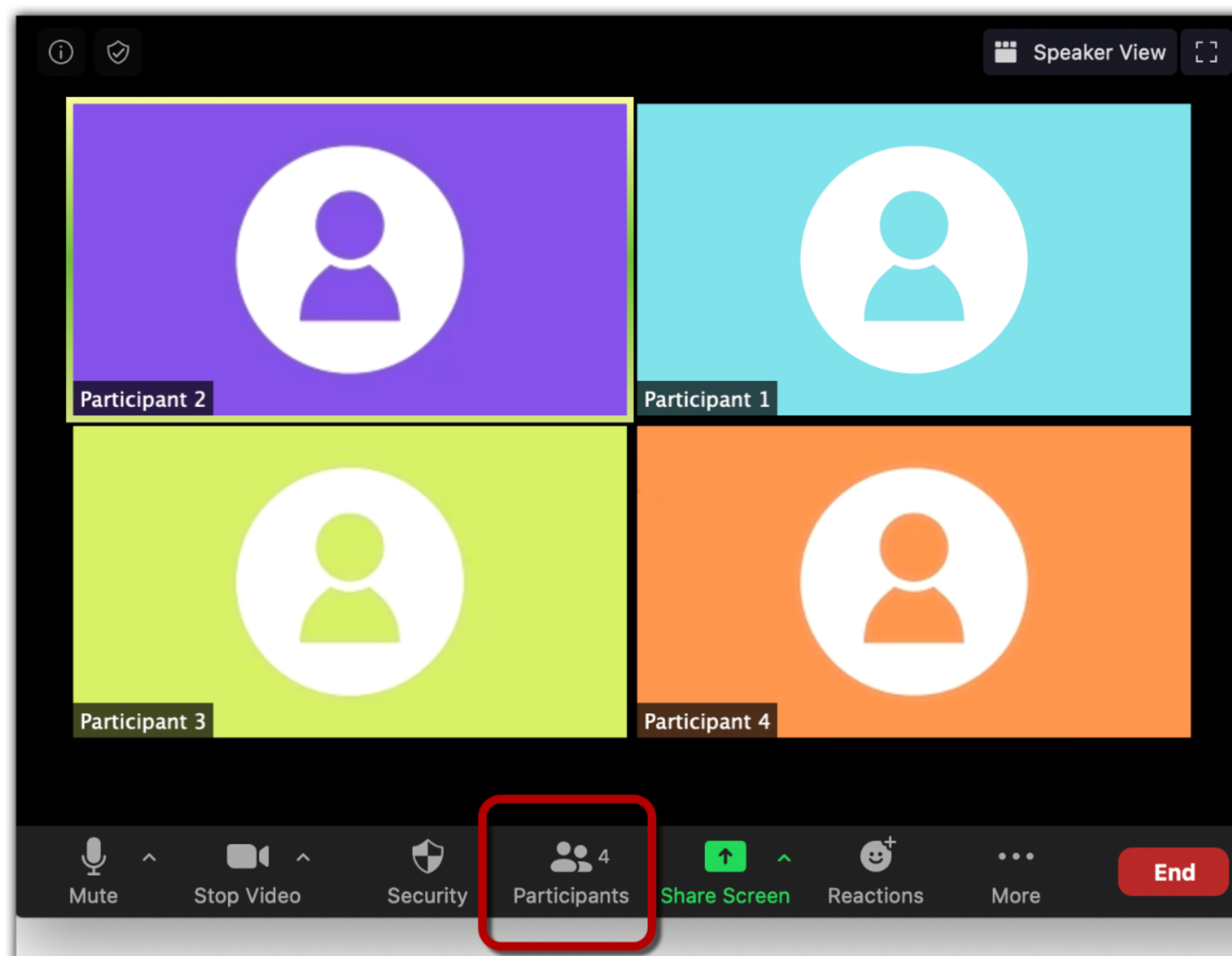
Features of Zoom User Interface





Features of Zoom User Interface

Renaming





Troubleshooting in Zoom User Interface

Frequent issues and their solutions

I am unable to access the zoom meeting

Confirm that you have entered the correct Zoom link and password.

What do i do if my zoom app is not responding

Restart Zoom app/check for Zoom updates. If all fails, try the web version of Zoom. As long as your internet connection is sufficient, it tends to be a bit more reliable if the installed app is experiencing problems.

I am facing video/camera issues

Make sure that all other programs that utilise the camera are not using the camera or are closed. This may include pre-installed camera applications, other video conferencing software, or websites utilizing your camera. Restart your Zoom app.

My zoom app is lagging

Lagging and freezing usually indicate a problem with your internet connection. On PCs, stick with a wired Ethernet connection, if possible. Otherwise, get close to the local router and use the 5GHz connection — it's faster and (typically) less congested. Otherwise, if Zoom is lagging due to your devices' hardware limitations, try unchecking the HD and Touch Up My Appearance options.

I cannot hear or talk to anyone

If you see the Join Audio icon on your screen, click it. (If you've already joined your audio, you'll instead see the mute/unmute icon.)



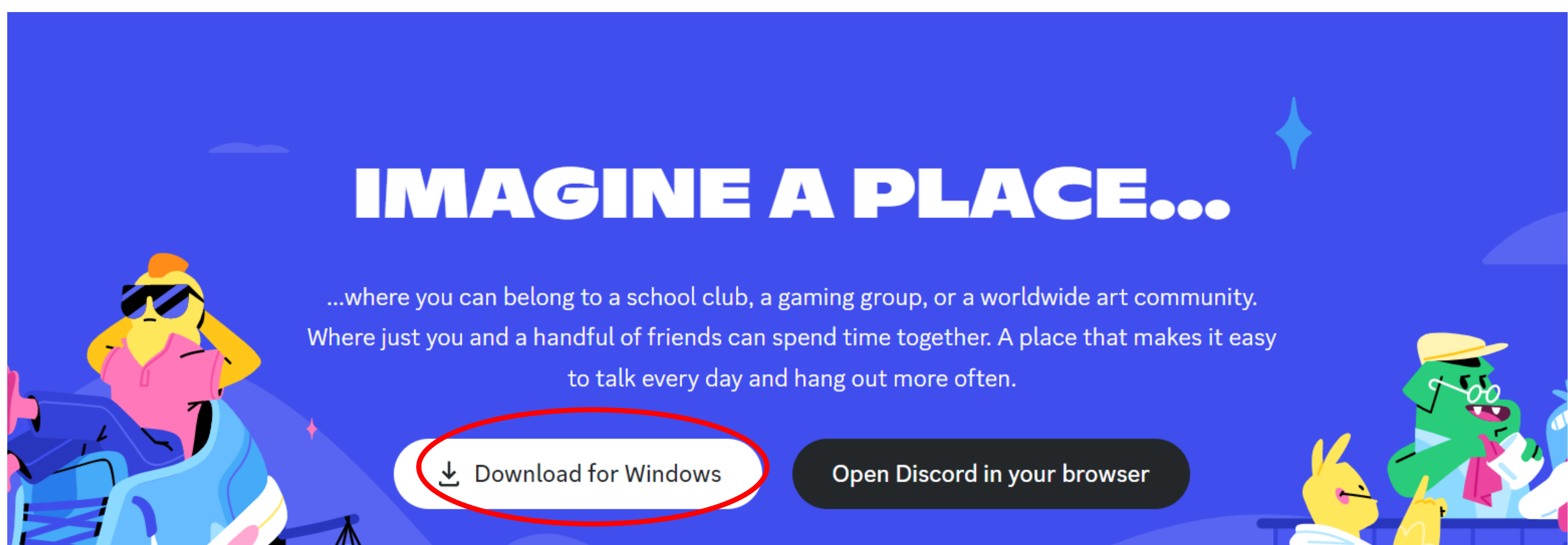
Steps to install Discord on Windows

Step 1:

Go to <https://discord.com/>

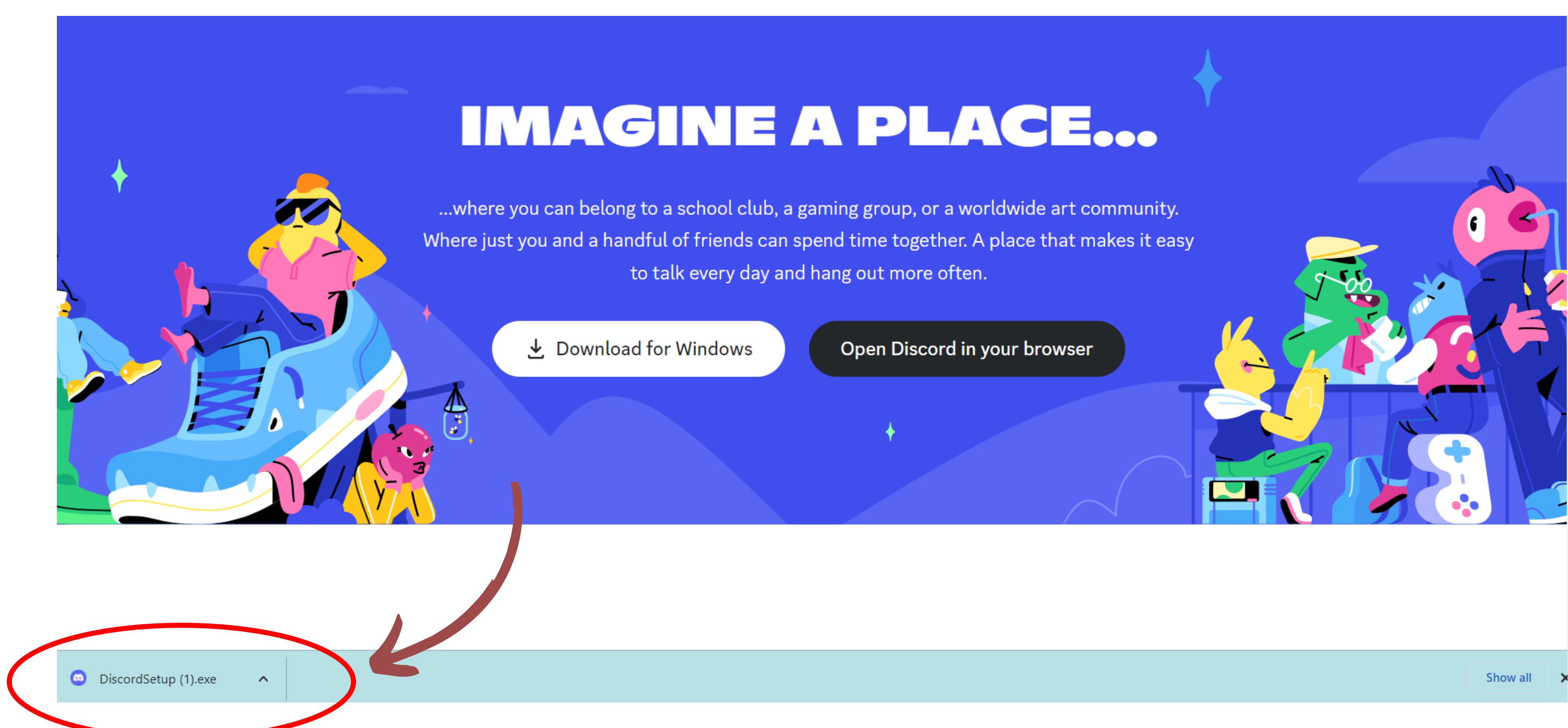
Step 2:

Click on **Download for Windows**.



Step 3:

The installer will start to download. Once finished, double-click on **DiscordSetup.exe** under downloads to run the program.





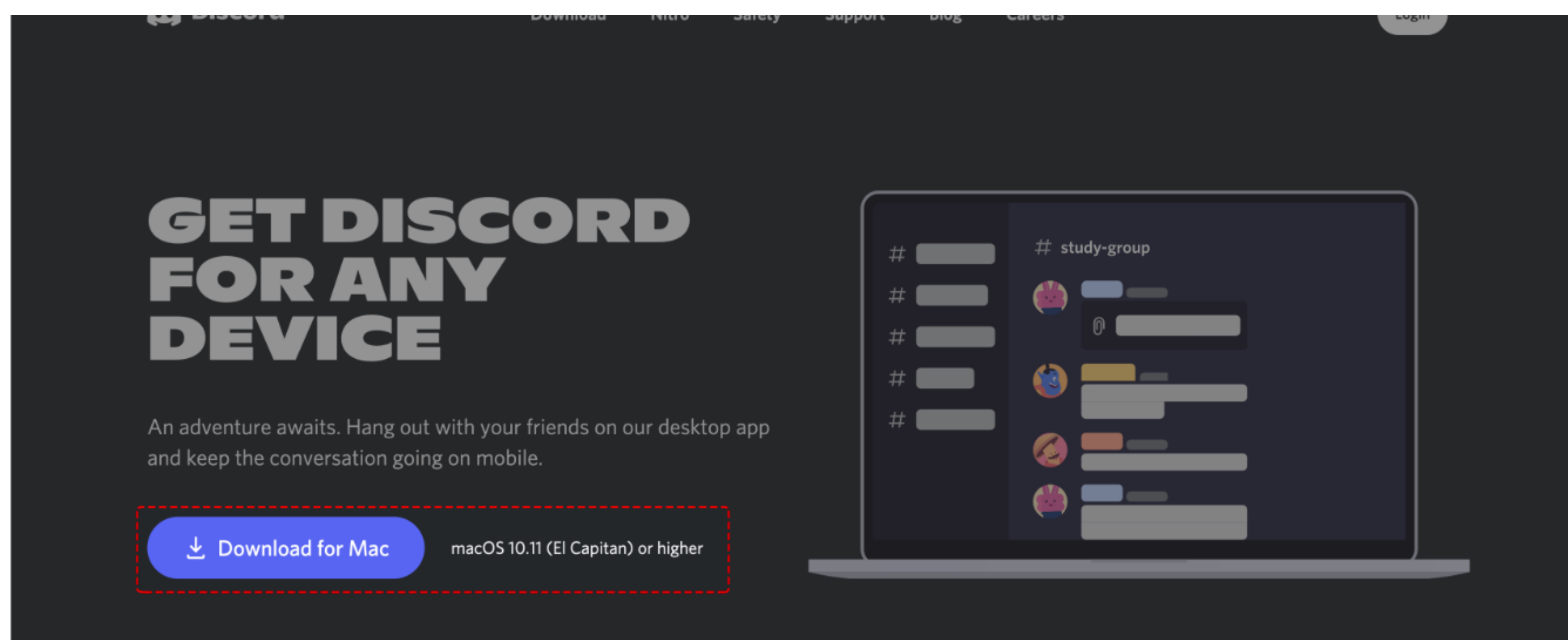
Steps to install Discord on MacOS

Step 1:

Go to <https://discord.com/>

Step 2:

Click on **Download for Windows.**

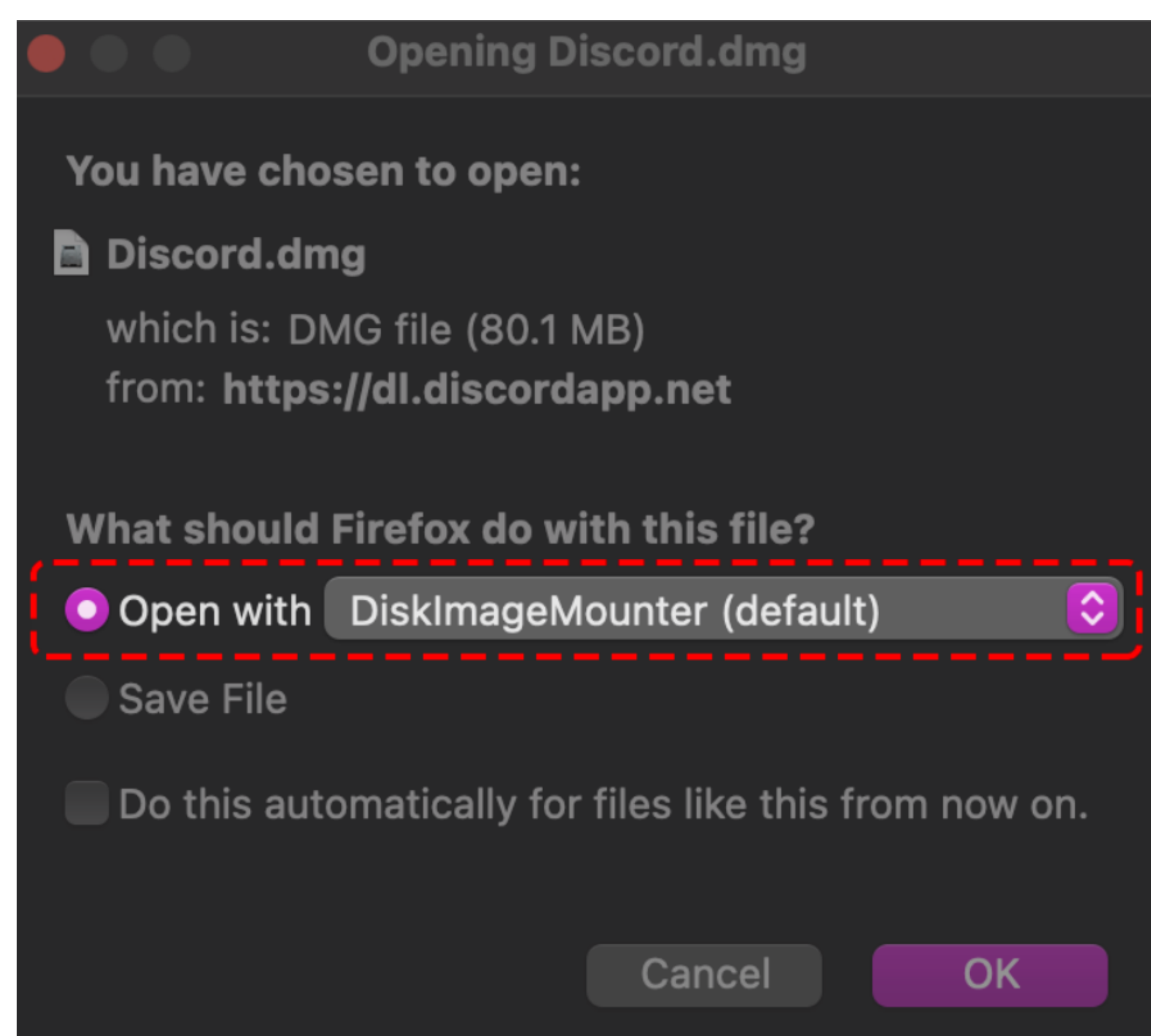




Steps to install Discord on MacOS

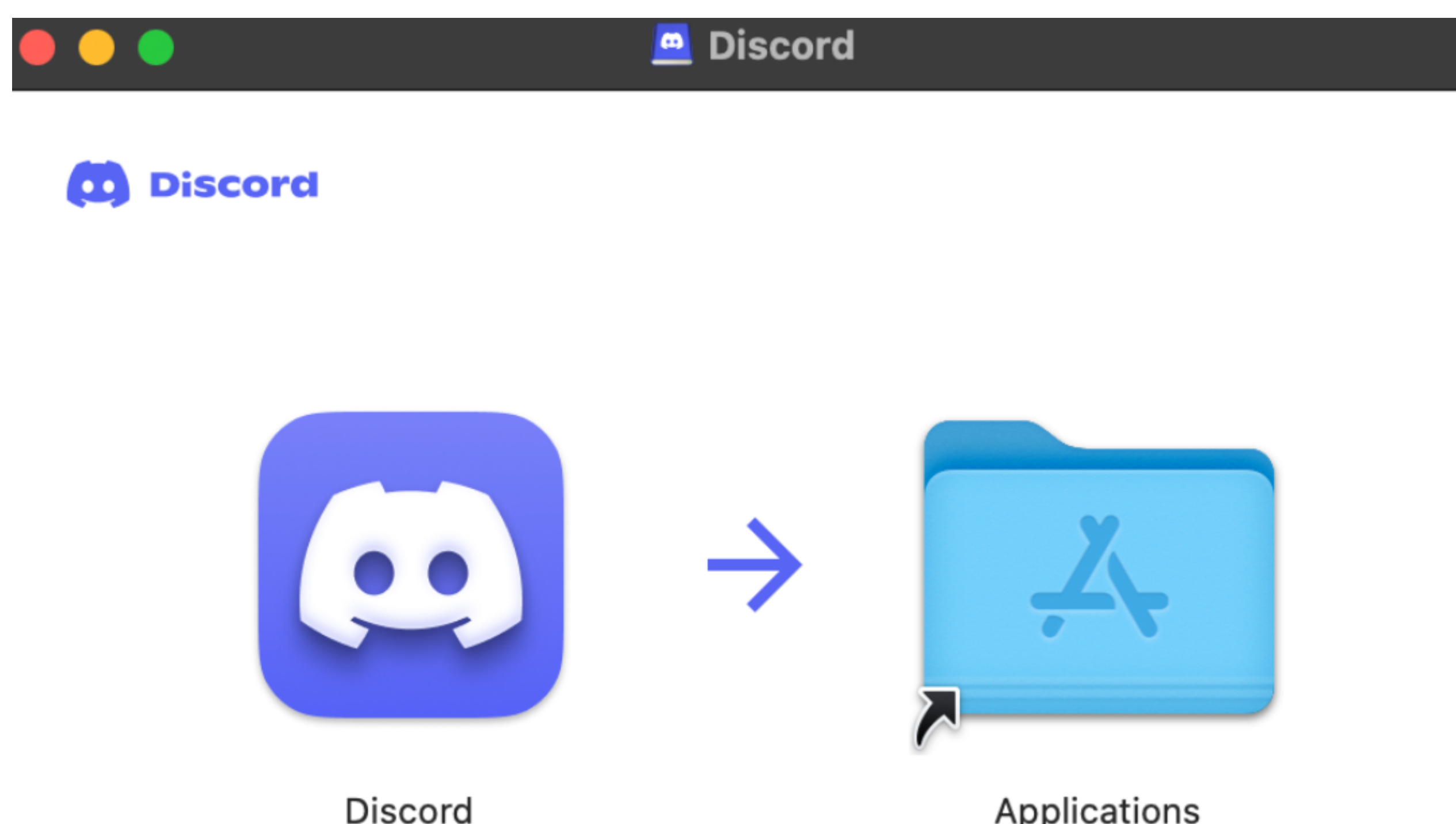
Step 3:

Choose to open the **Discord.dmg** file and press OK.



Step 4:

Drag the Discord logo and drop it over the Applications folder in the pop-up window.





Steps to sign up for a Discord account

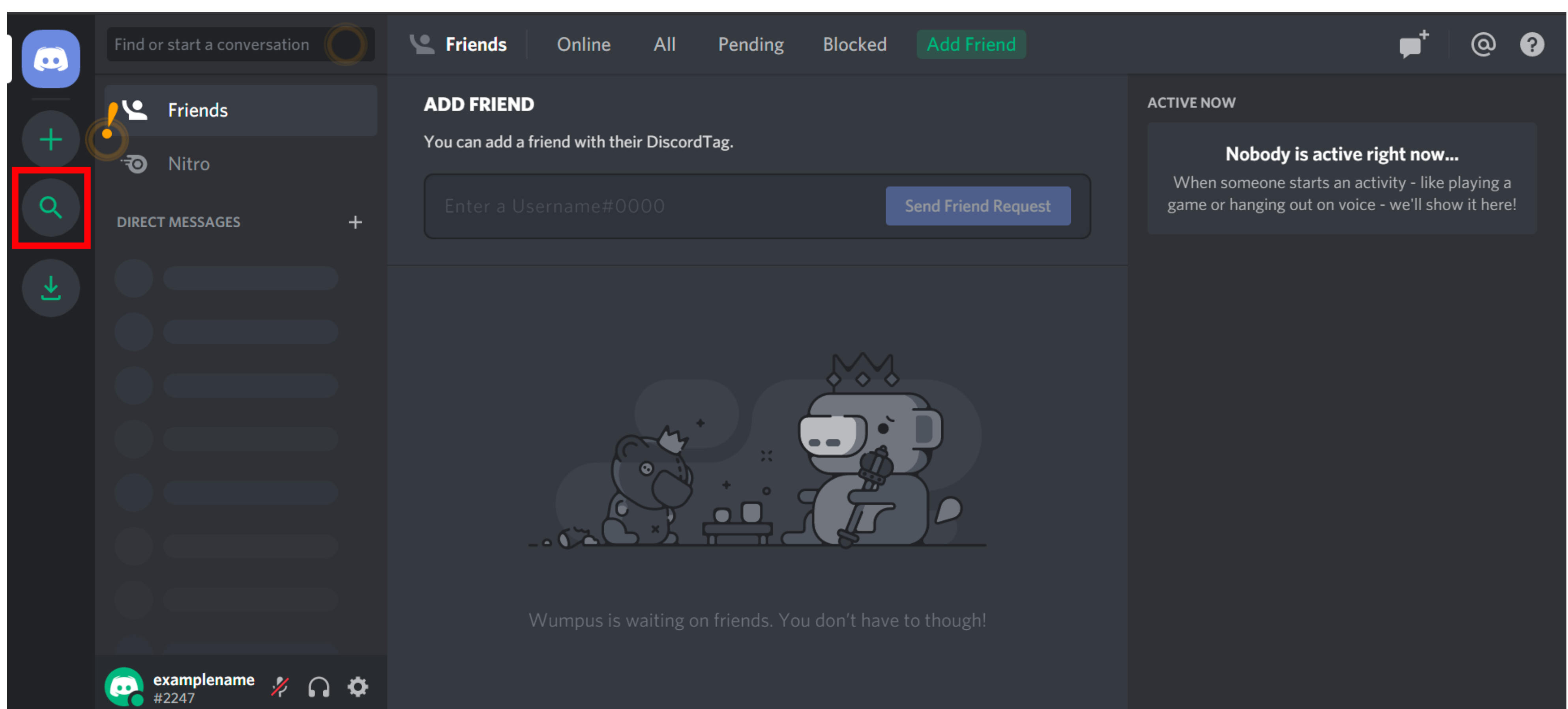
Step 1:

You may login with an existing account or create a new one by clicking on the **Register** button and entering your particulars.

Step 2:

Click on the **Magnifying Lens symbol** to start searching for servers.

Alternatively, you could join our discord server via the following link: <https://discord.gg/7Dmux7Qa>

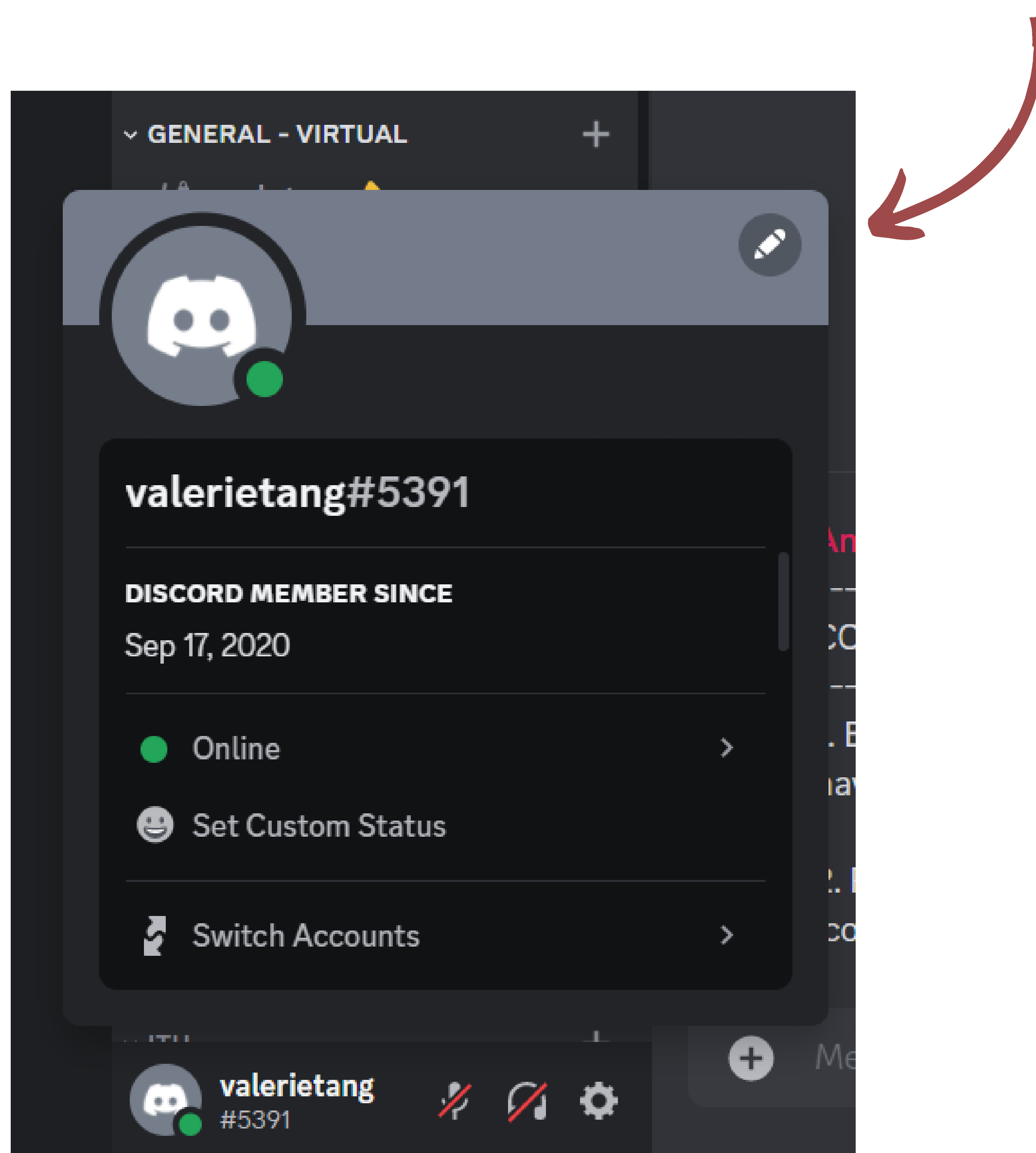




Renaming yourself in Discord

Step 1:

Click on your profile and click on the pencil icon at the top right corner.

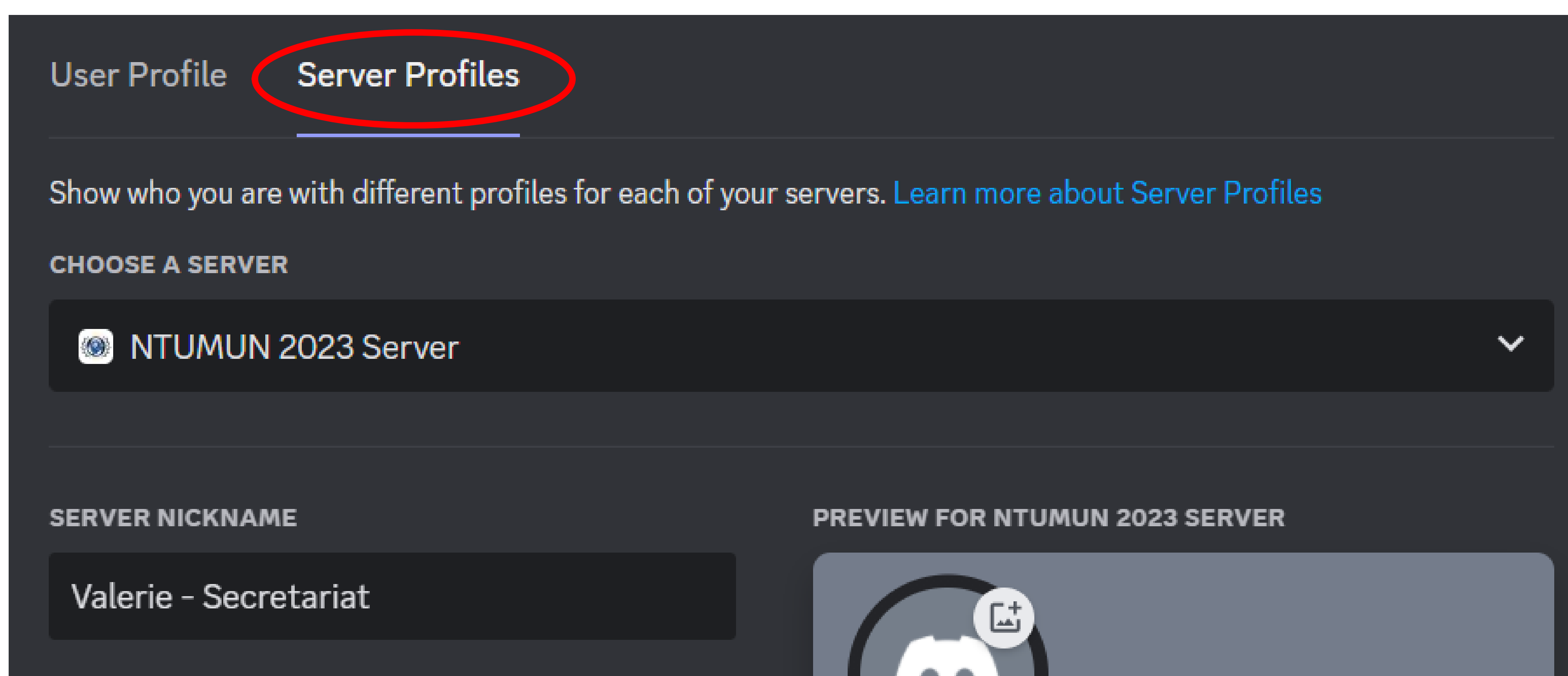




Renaming yourself in Discord

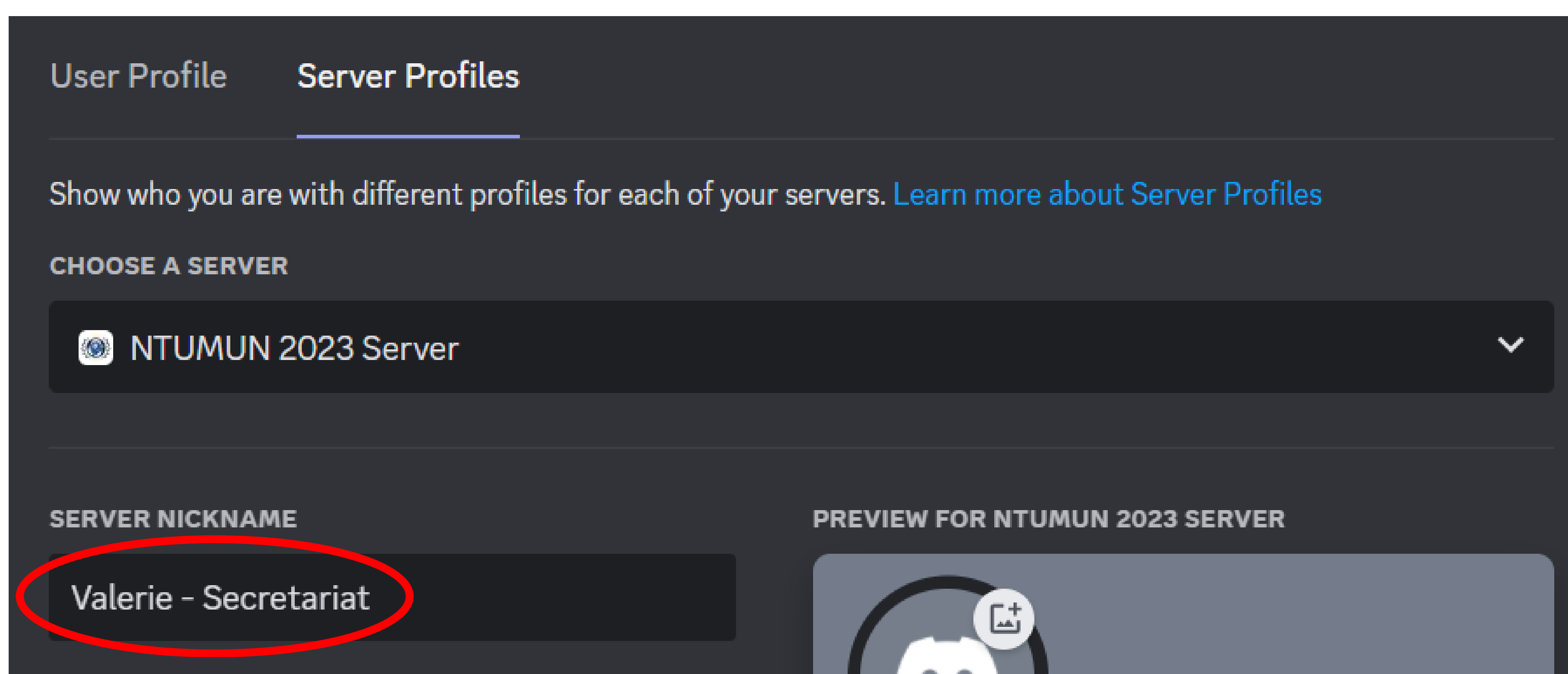
Step 2:

Click on “Edit Server Profile”
(Below is pictured as “Server Profiles”.)



Step 3:

Change your server nickname to this format:
“<First Name> – <Council Name> – <Delegate/Chair/Press>”





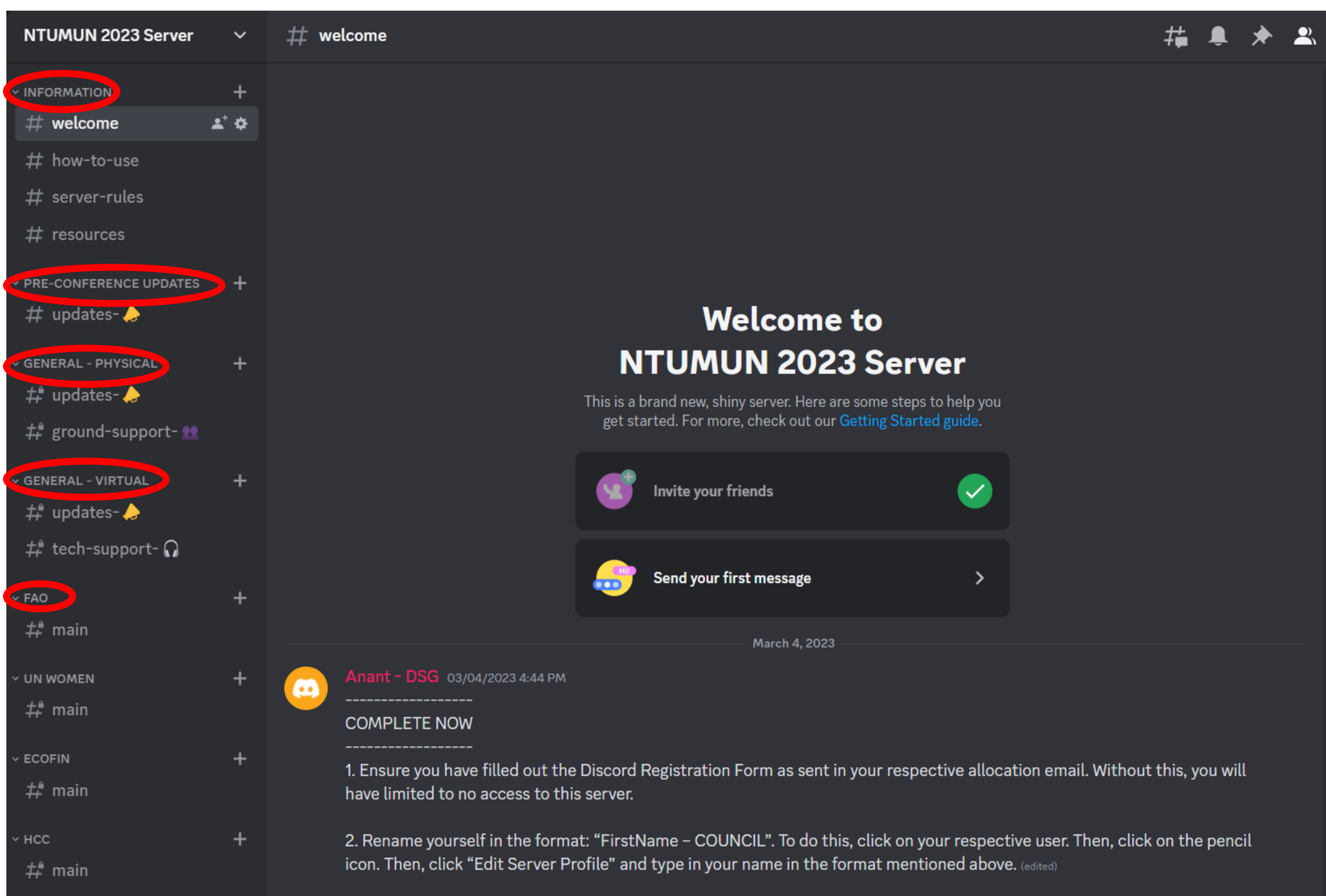
Navigating the server

The categories of the server are as circled in the picture:

- Information
- Pre-Conference Updates
- General – Physical
- General – Virtual
- Council

You will only have access to your respective category and council.
*FAO is circled for the purpose of this guide.

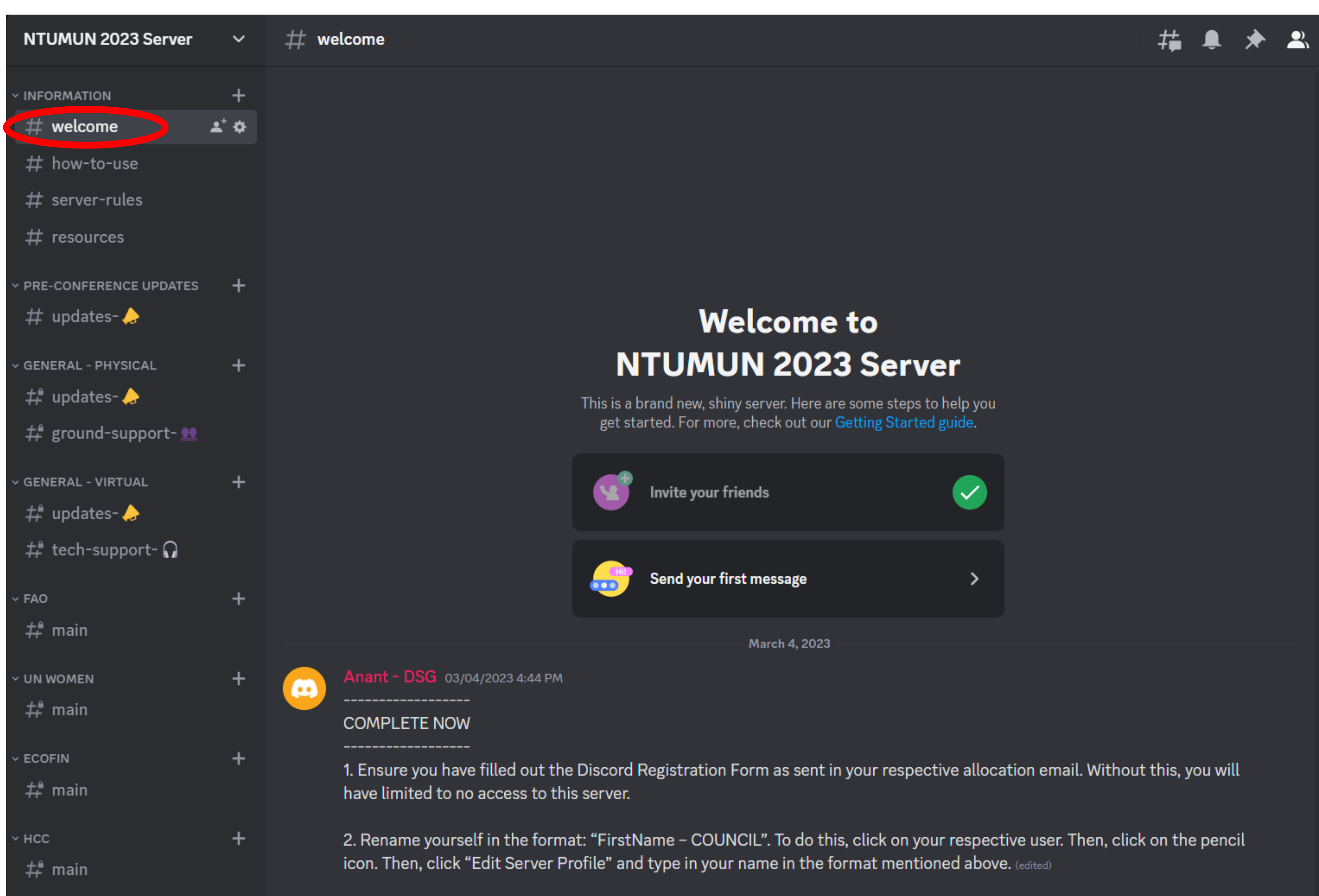
Click on the titles of the categories to access the channels under them.





Navigating the server

The titles that start with hex signs (#) are individual channels. Click on them to access the relevant information.





Discord Server Rules

Please observe the following rules when conducting yourself on the server.

1. Be Respectful:

Show respect to all members of the Discord server. **Harassment and bullying are not allowed in any form** and may result in you being muted or removed from the server after warning has been issued. Use appropriate language in discussions.

2. Follow Discord's Rules:

Don't do anything that would get yourself or this server banned from Discord.

You can find the full list of Discord's community guidelines here: <https://discord.com/guidelines>

3. Stay Relevant:

As this server serves as the primary communications channel for NTU MUN, we urge participants to keep the discussion relevant. This would help other participants keep track of discussions and ongoing events.

Please refrain from discussing irrelevant topics, things that would break laws, spamming others, and / or advertising for personal benefit. Should any other user(s) harass you in any form via private messaging, please inform the moderators or the Secretariat.



Discord Server Rules

Please observe the following rules when conducting yourself on the server.

4. Appropriate Profiles:

Make sure you rename yourself in the category you were assigned to in the format of “FirstName - COUNCIL”.

Ensure profile pictures are appropriate. Any profile names or pictures containing inappropriate or offensive material will not be permitted and appropriate action will be taken.

5. Approach Staff or Secretariat for Questions:

If you have any doubts regarding the use of the discord server or the conference in general, feel free to approach the Secretariat and / or respective Chairs for assistance.

We look forward to your support in having an enjoyable, enriching, safe and comfortable MUN experience for all!



Contact information

Liaison and Delegate Affairs

Email: contact@ntumun.com

- Example of problems/queries:
When will i receive council and country allocations?

Academics

Email: academics@ntumun.com

- Example of problems/queries:
Are pre-written resolutions allowed?

Operations and Events

Email: opsandevents@ntumun.com

- Example of problems/queries:
My zoom app is lagging. I am unable to access the zoom meeting.

Tele bot

https://t.me/NTUMUN_2023_Bot