EVENT HANDBOOK

NTUMUN 2024 Virtual Conference

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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 utmost honour and pleasure to welcome you to Nanyang Technological University Model United Nations (NTUMUN) 2024. After last year's successful rendition, NTUMUN has returned with a hybrid conference format yet again to be hosted from 15th - 17th March 2024.

Having been a part of the previous iteration 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 this years iteration of a hybrid MUN, and we cannot wait to see you at the event.

Regards,
Mokshit Jain - Deputy Secretary General (Conference Management)

Conference Schedule

NTU MUN Day 1
(15 March 2024)

13:00 - 14:30	Registration
14:30 - 16:30	Opening Ceremony
16:30 - 17:00	Break
17:00 - 18:00	Council Session 1
18:00 - 19:15	Council Session 2
19:15 - 19:30	Break
19:30 - 22:00	Virtual Socials

Conference Schedule

NTU MUN Day 2
(16 March 2024)

10:00 - 11:30	Council Session 3
11:30 - 11:45	Break
11:45 - 13:15	Council Session 4
13:15 - 14:15	Lunch
14:15 - 16:00	Council Session 5
16:00 - 16:30	Break
16:30 - 18:00	Council Session 6
18:00 - 19:00	DInner Break
19:00 - 20:30	Council Session 7

Conference Schedule

NTU MUN Day 3
(17 March 2024)

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 virtually 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 Dias.

Steps to install Zoom Version 5.17.11 (34827) or later on Windows

Step 1:

Go to **https://zoom.us/download**

Step 2:

Click on **Download** under Zoom Client for Meetings (latest version 5.17.11)

Steps to install Zoom Version 5.17.11 (34827) 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.
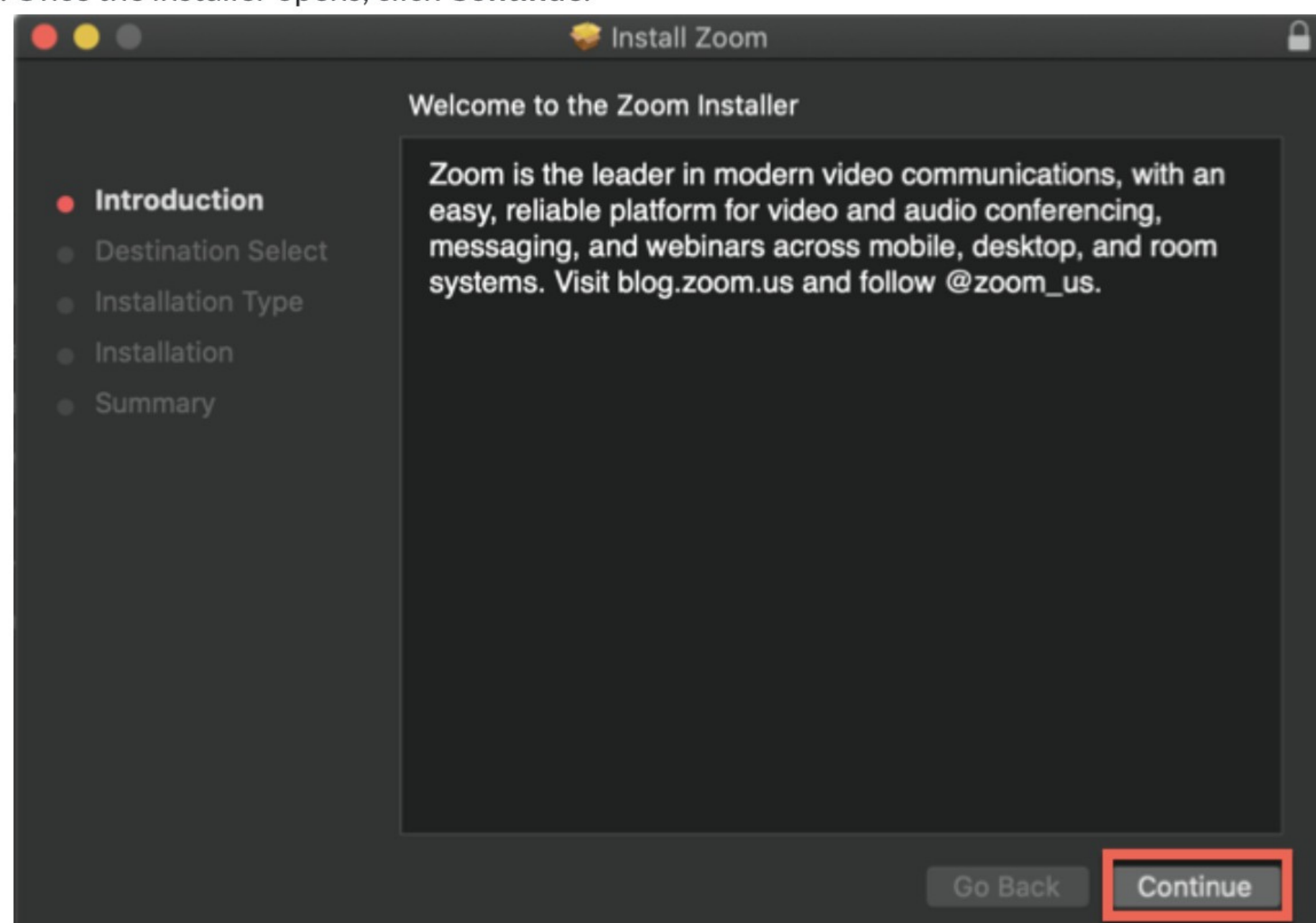After installation, it will redirect you to the home page for Zoom.

Steps to install Zoom Version 5.17.11 (34827) 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.
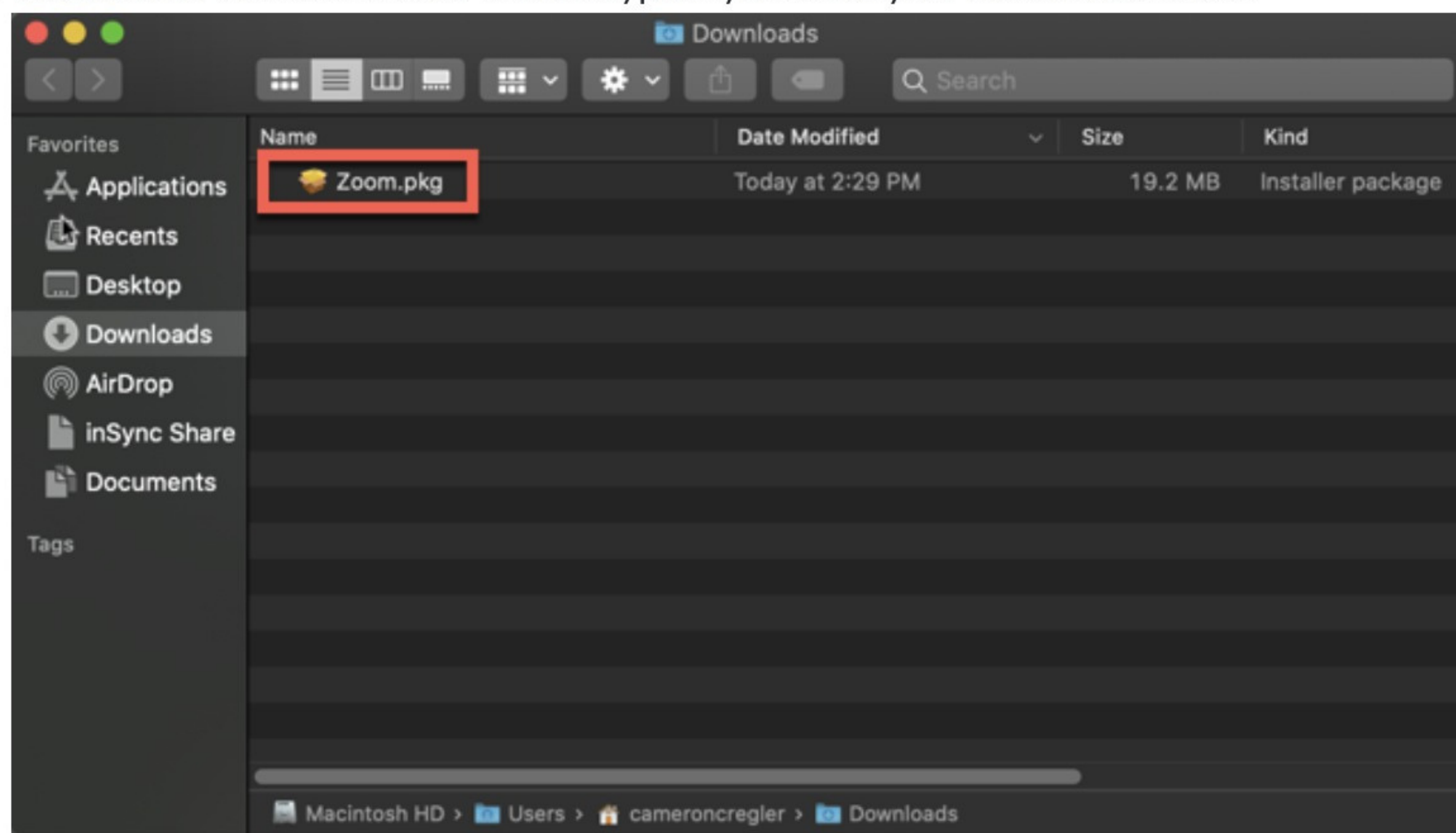
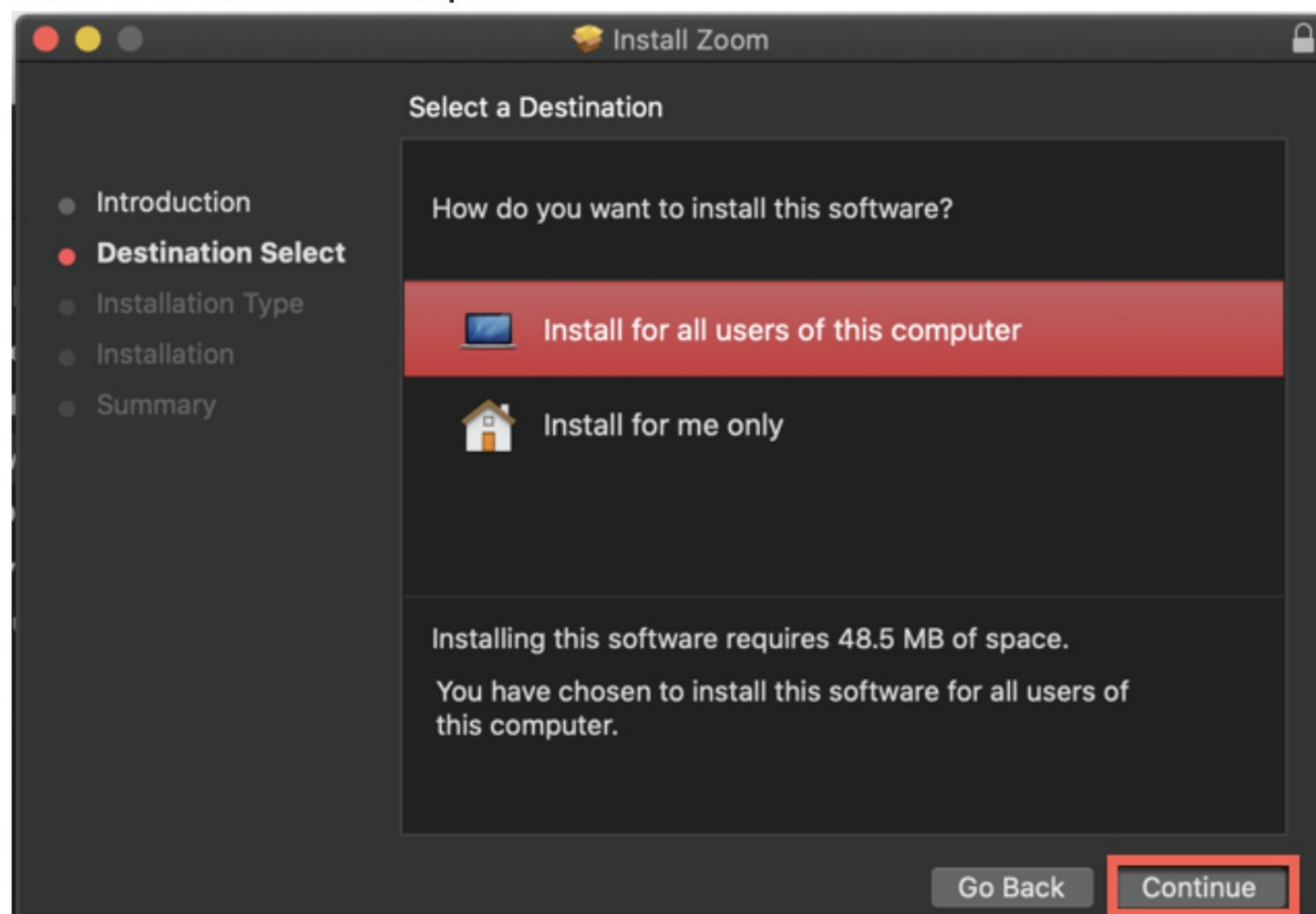
4. Once the installer opens, click **Continue**.

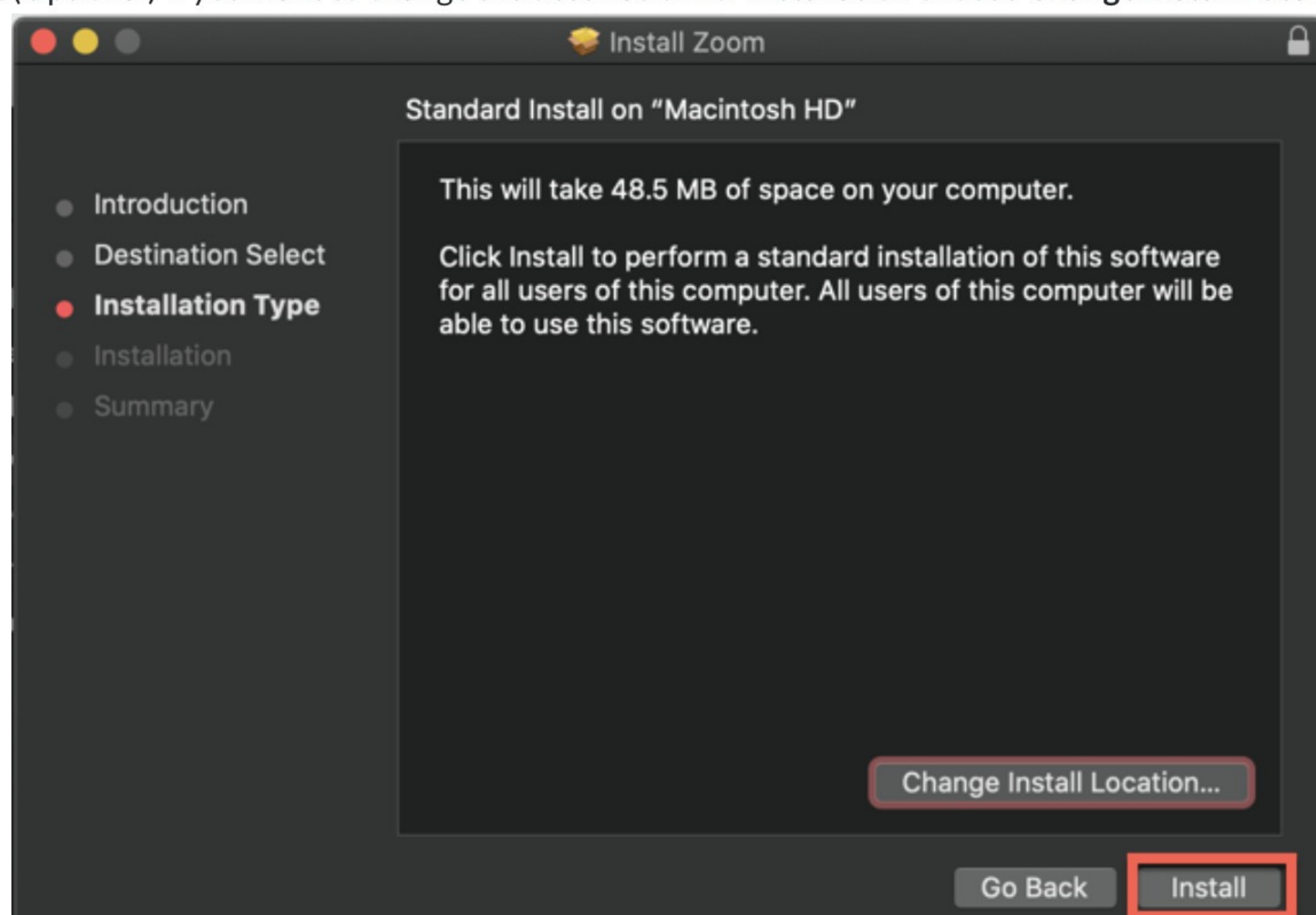# Steps to install Zoom Version 5.17.11 (34827) or later on MacOS

5. Choose the destination for installation:
- **Install for all users of this computer**
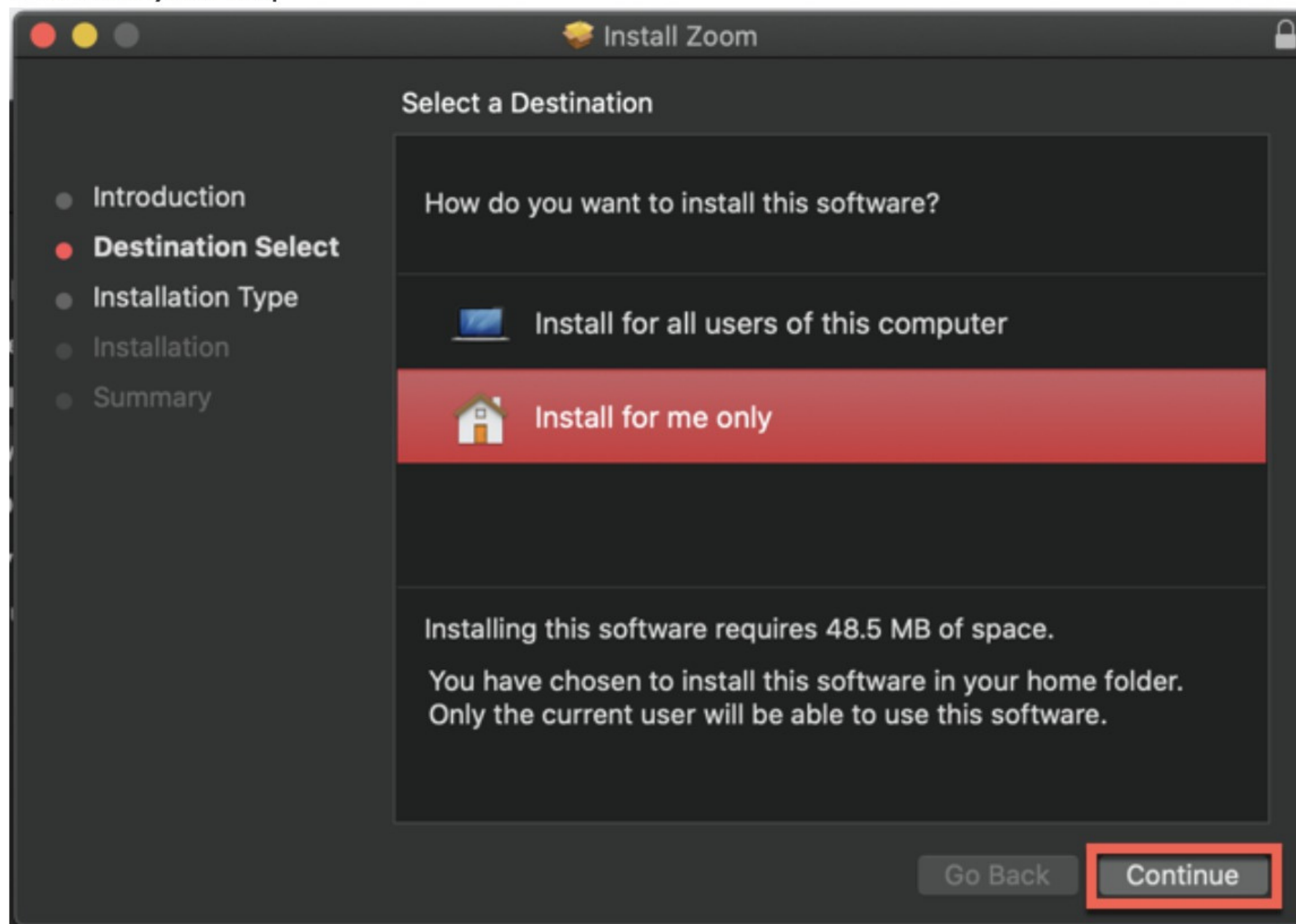

6. Click **Continue**.

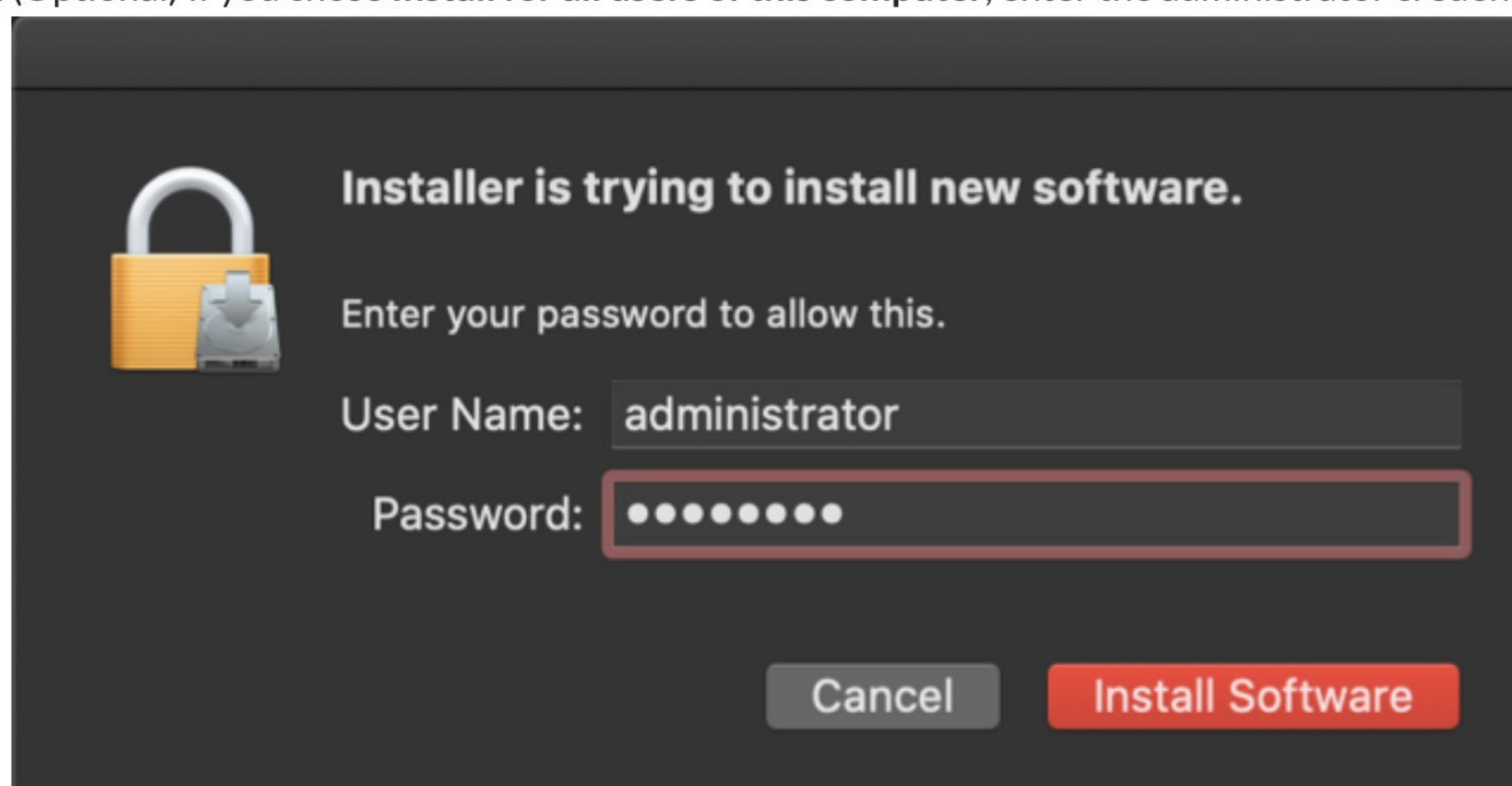7. (Optional) If you want to change the destination for installation choose **Change Install Location**.

Steps to install Zoom Version 5.17.11 (34827) 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.
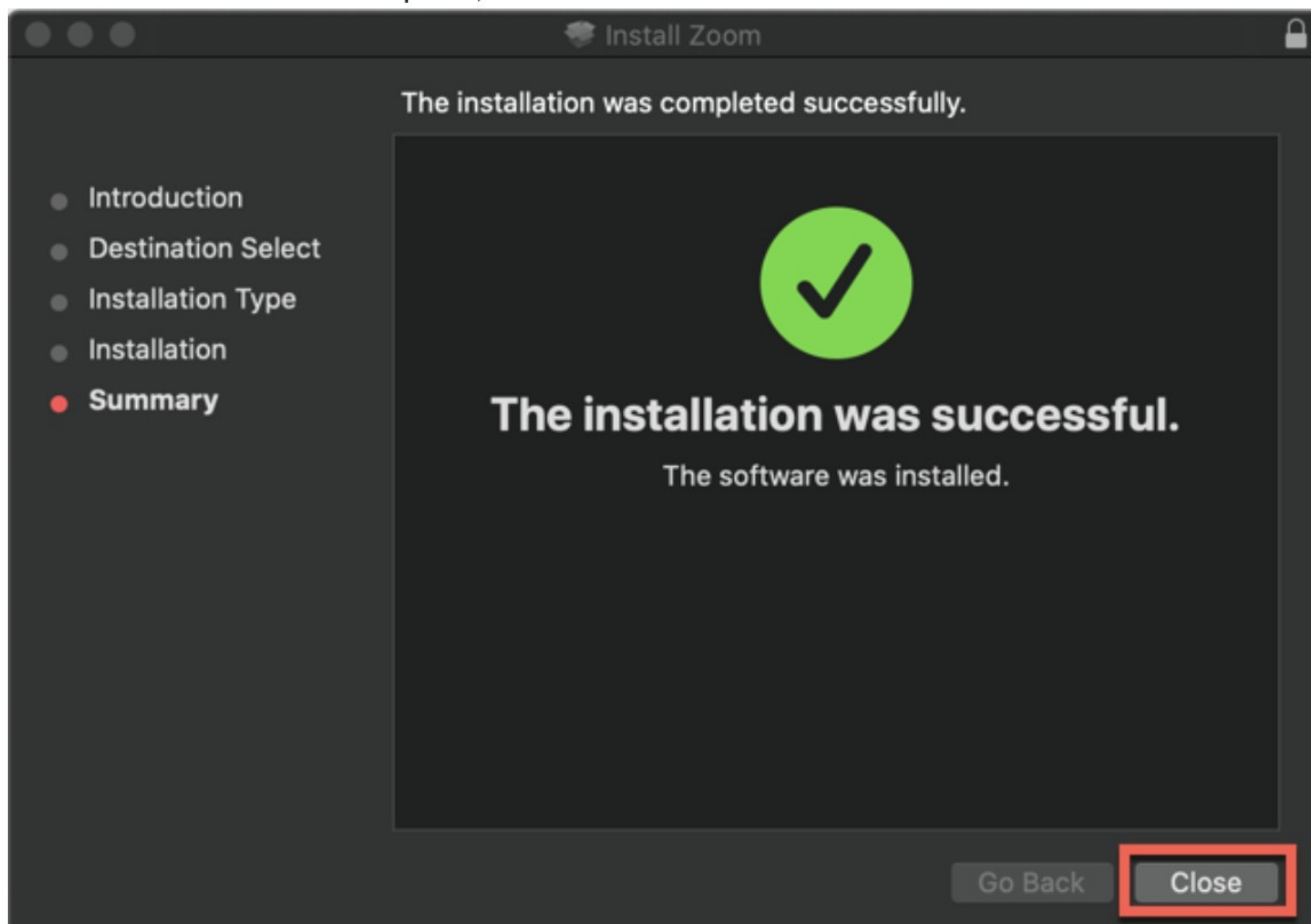

10. Click **Install Software**.

Steps to install Zoom Version 5.17.11 (34827) or later on MacOS

10. Click **Install Software**.

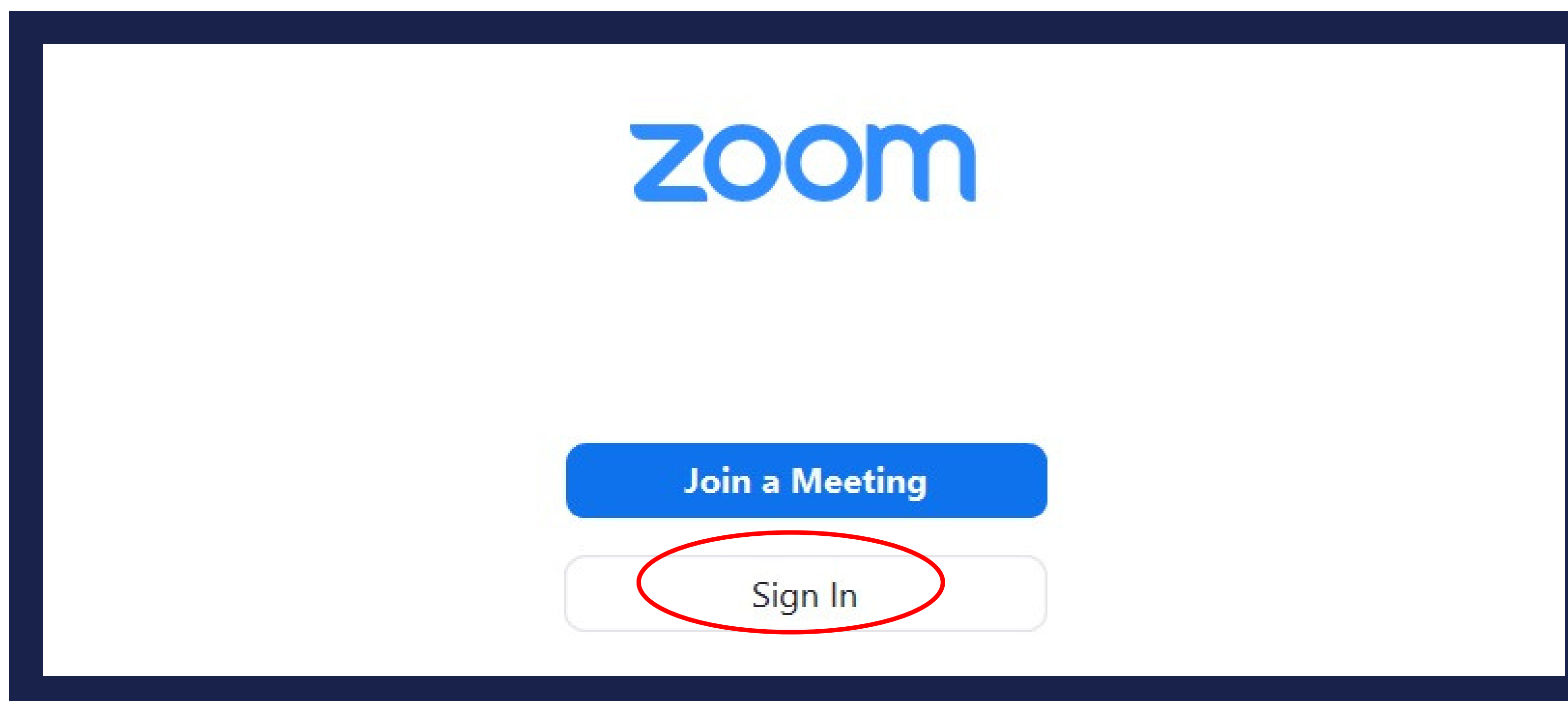11. Once the installation is complete, click **Close**.
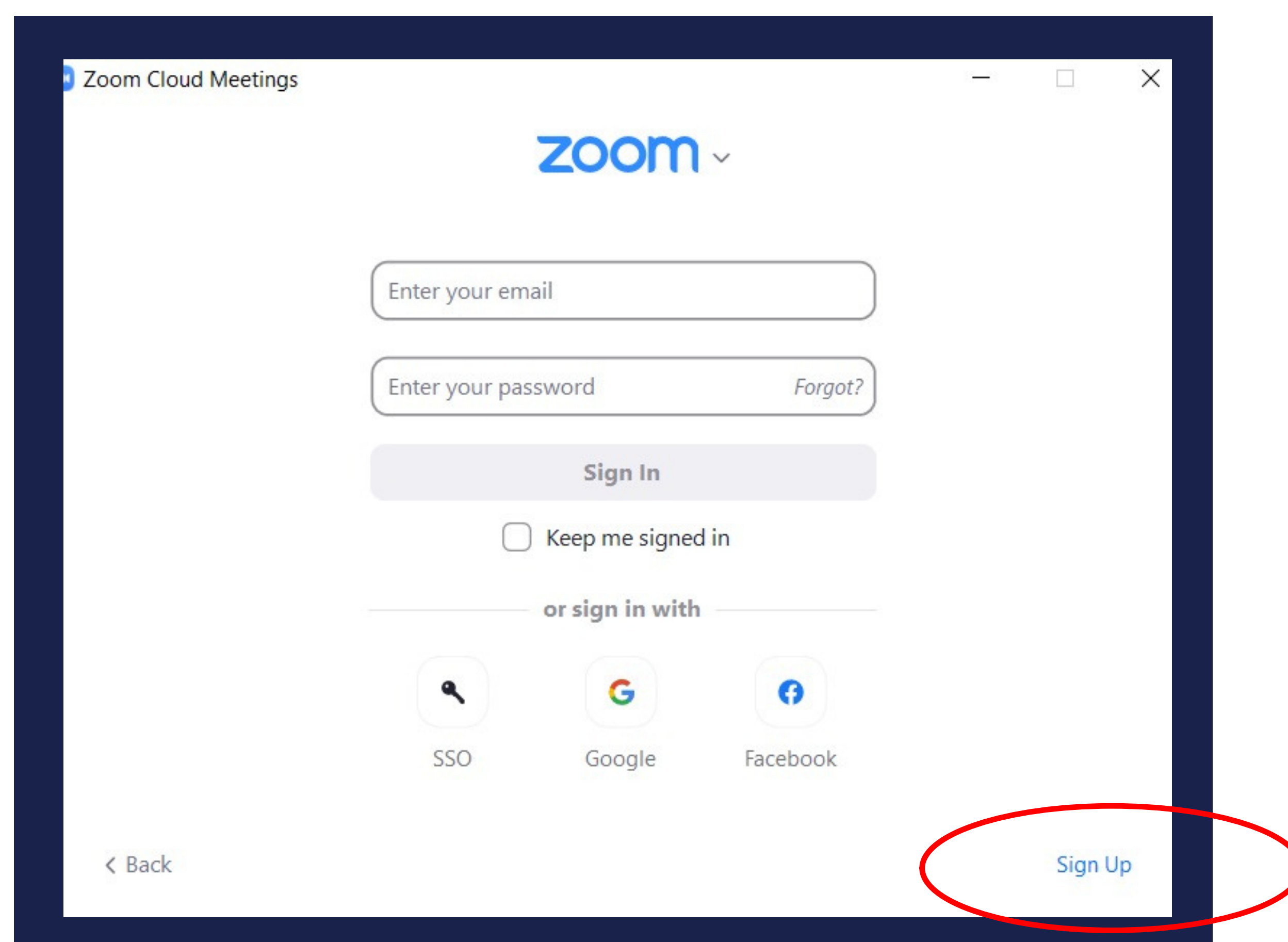
Steps to sign up for a Zoom account

Step 1:
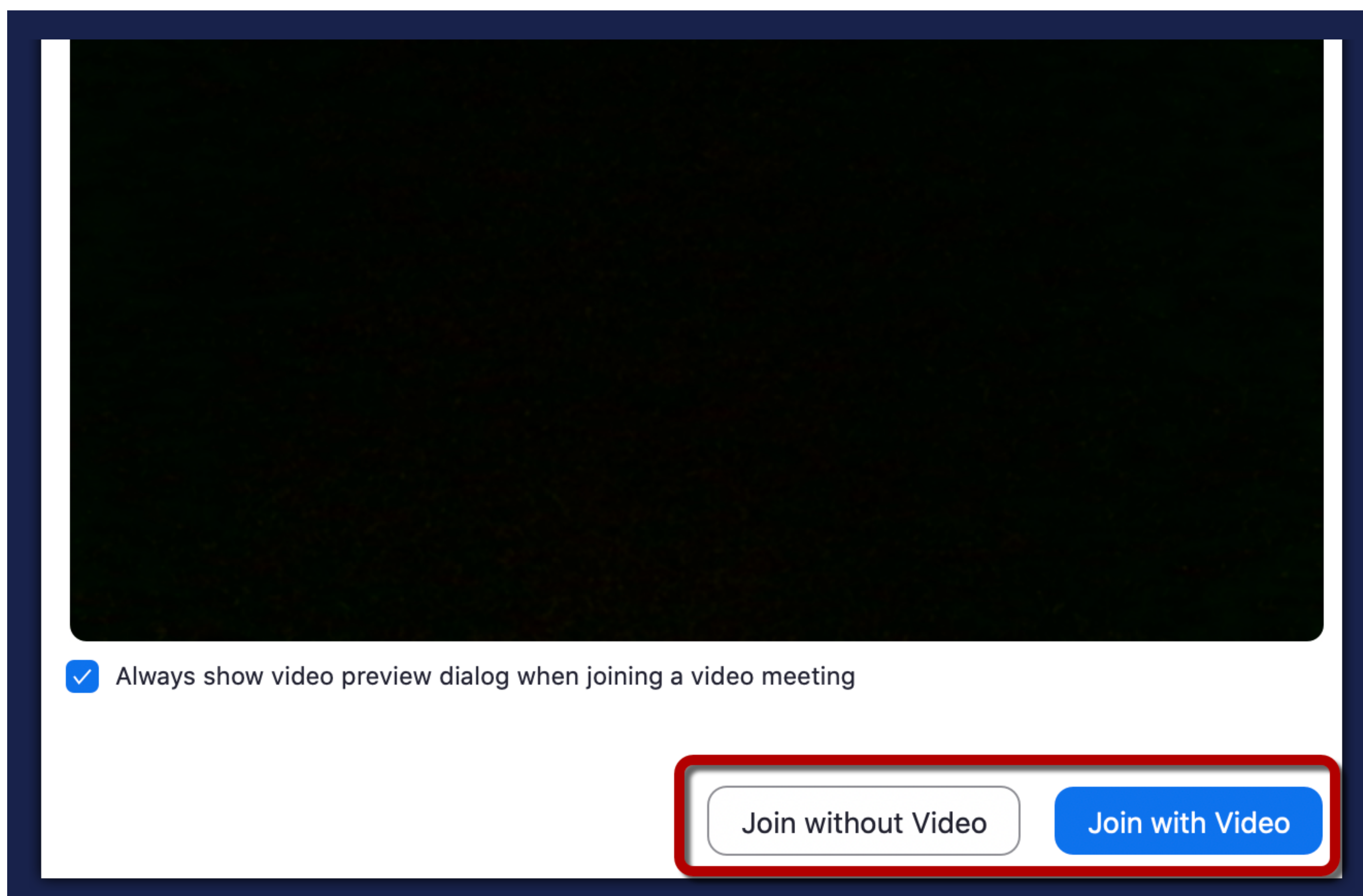Select "Sign In" on the home page
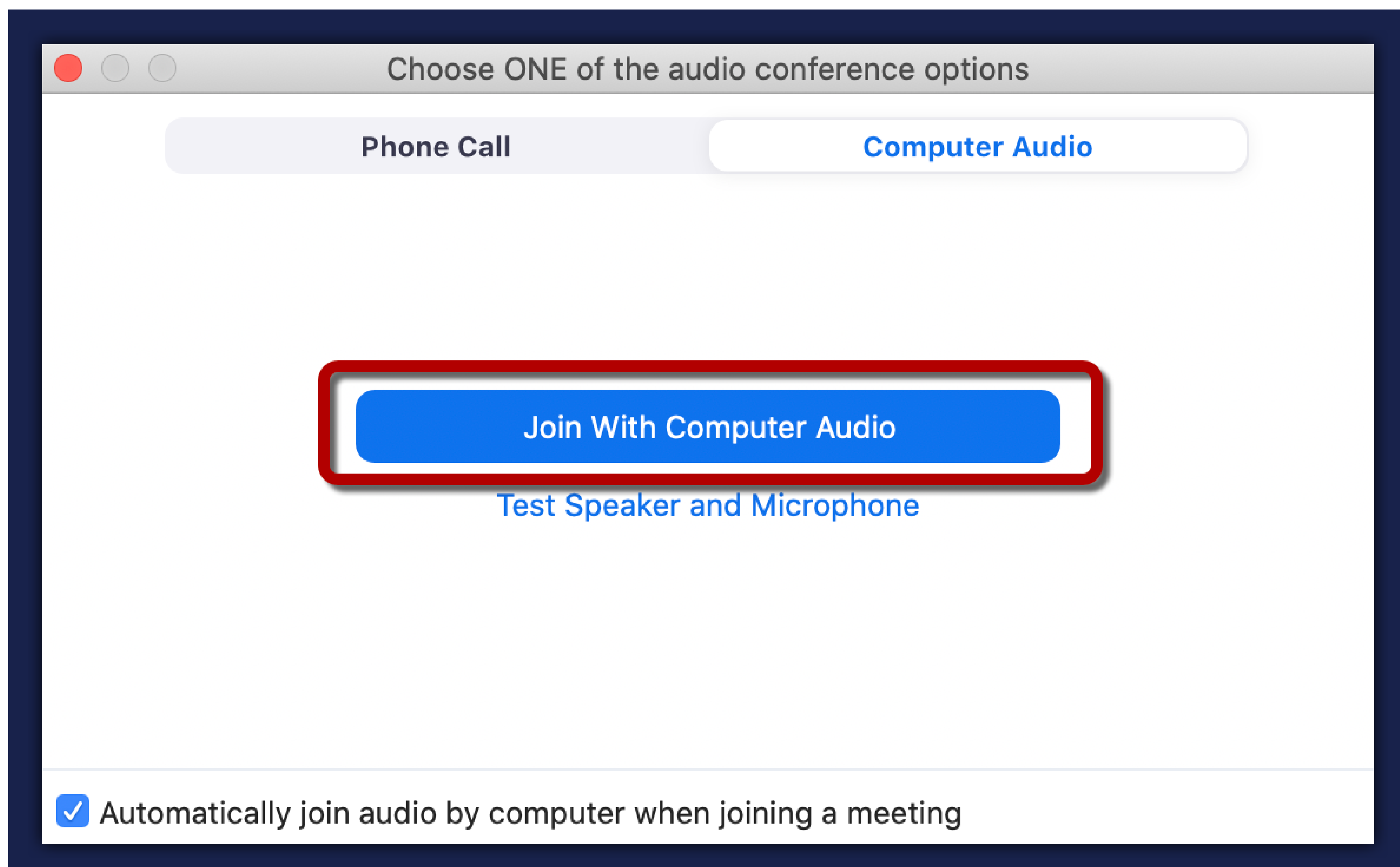

Step 2:
If you have a Zoom account, sign in using one of the options on the screen. If you do not have Zoom account, select "Sign Up" on the bottom right portion of the page. You will be redirected to the registration page.
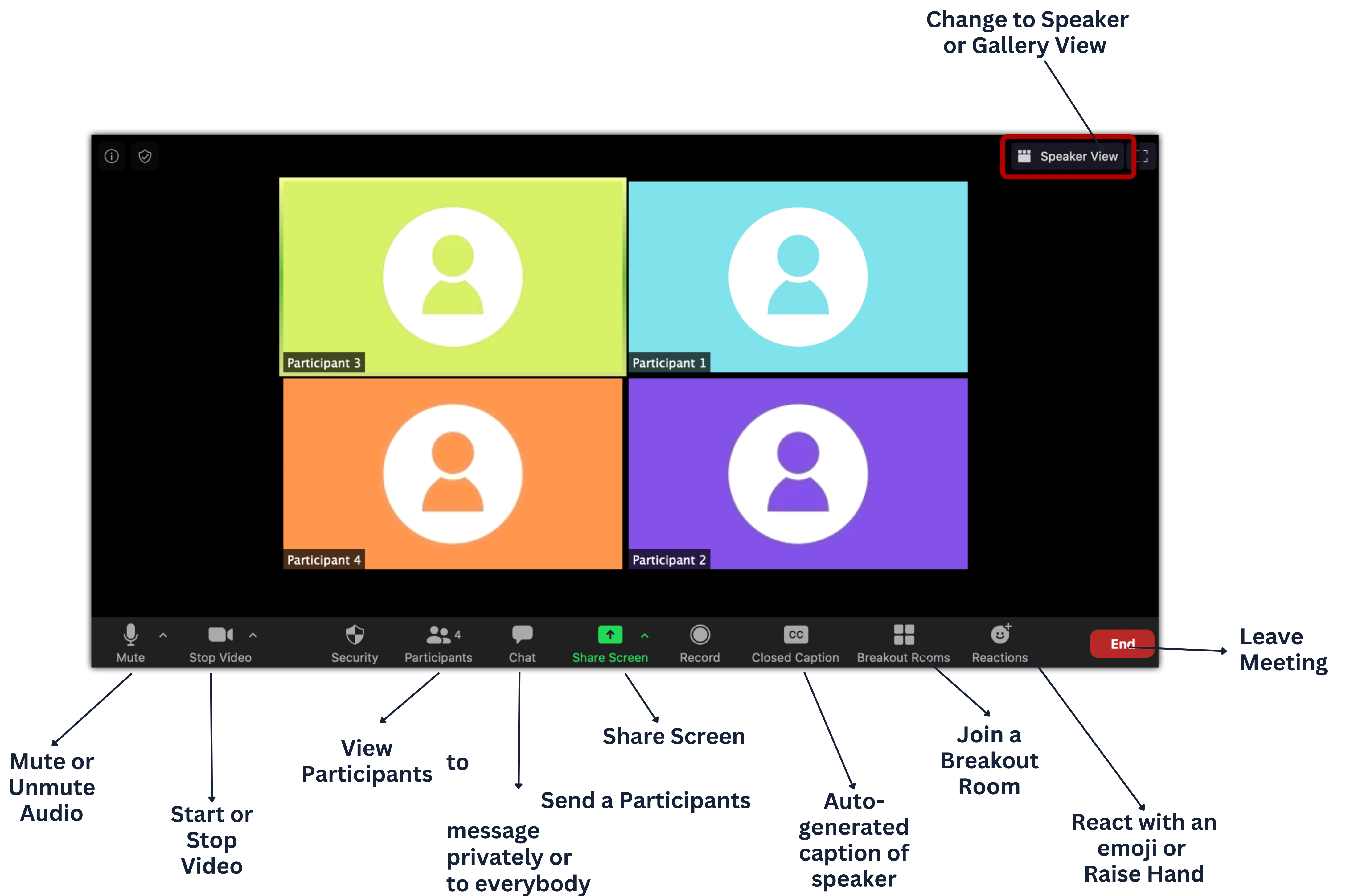
Zoom User Interface

Joining a Meeting

Features of Zoom User Interface

Change to Speaker or Gallery View

Leave Meeting

Mute or Unmute Audio

Start or Stop Video

View Participants to

Send a Participants message privately or to everybody

Share Screen

Auto-generated caption of speaker

Join a Breakout Room

React with an emoji or Raise Hand
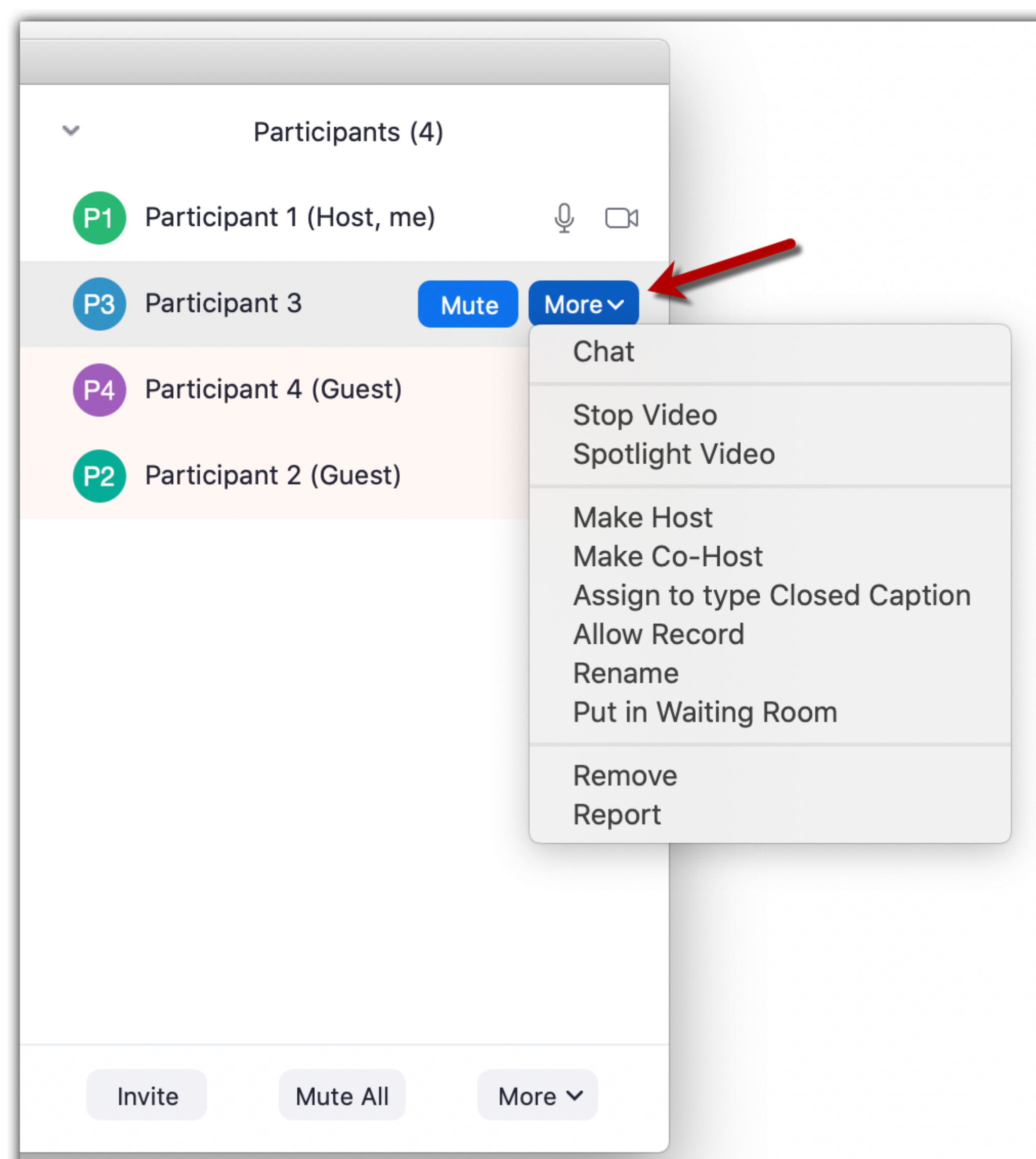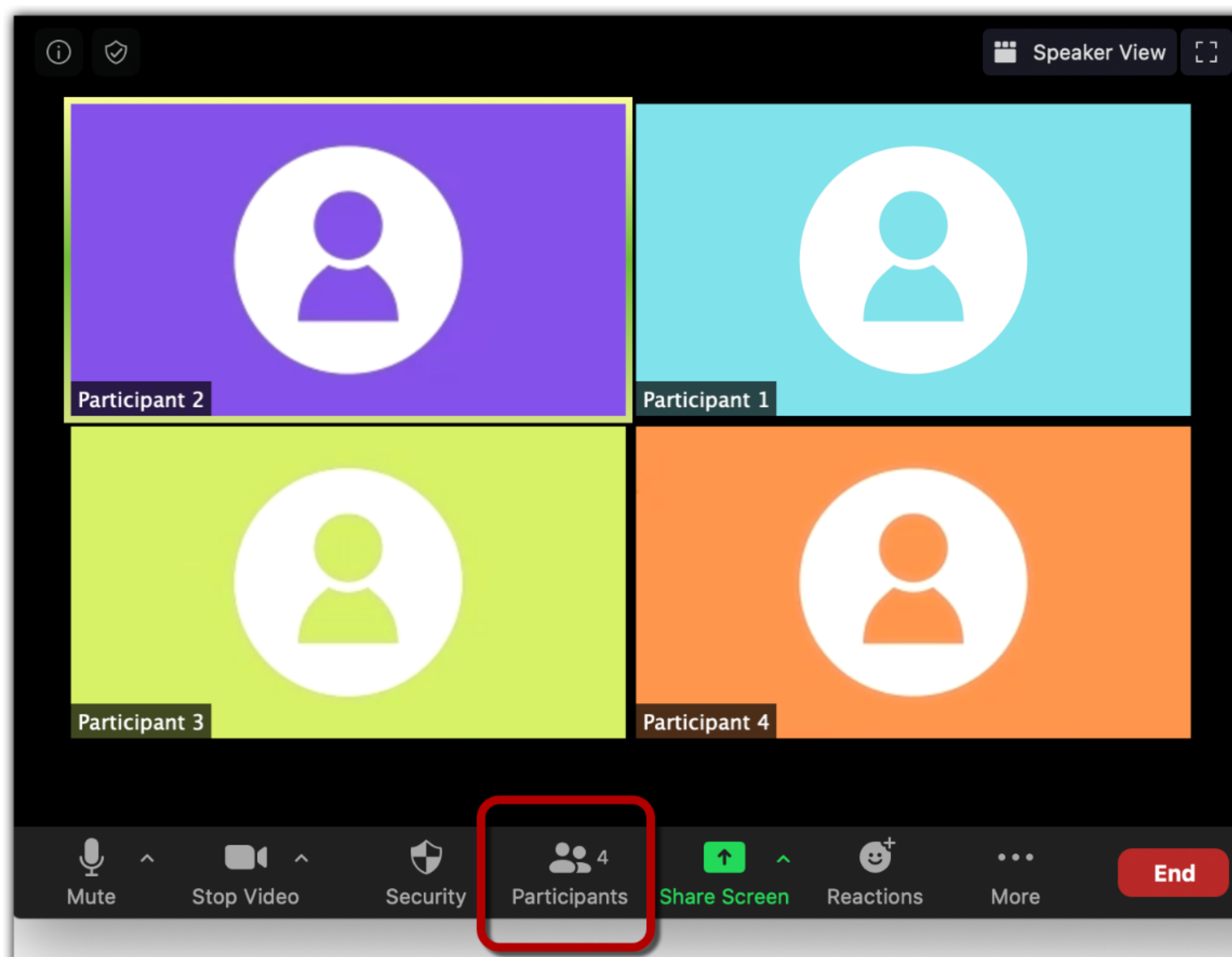
Features of Zoom User Interface

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 utilising 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:
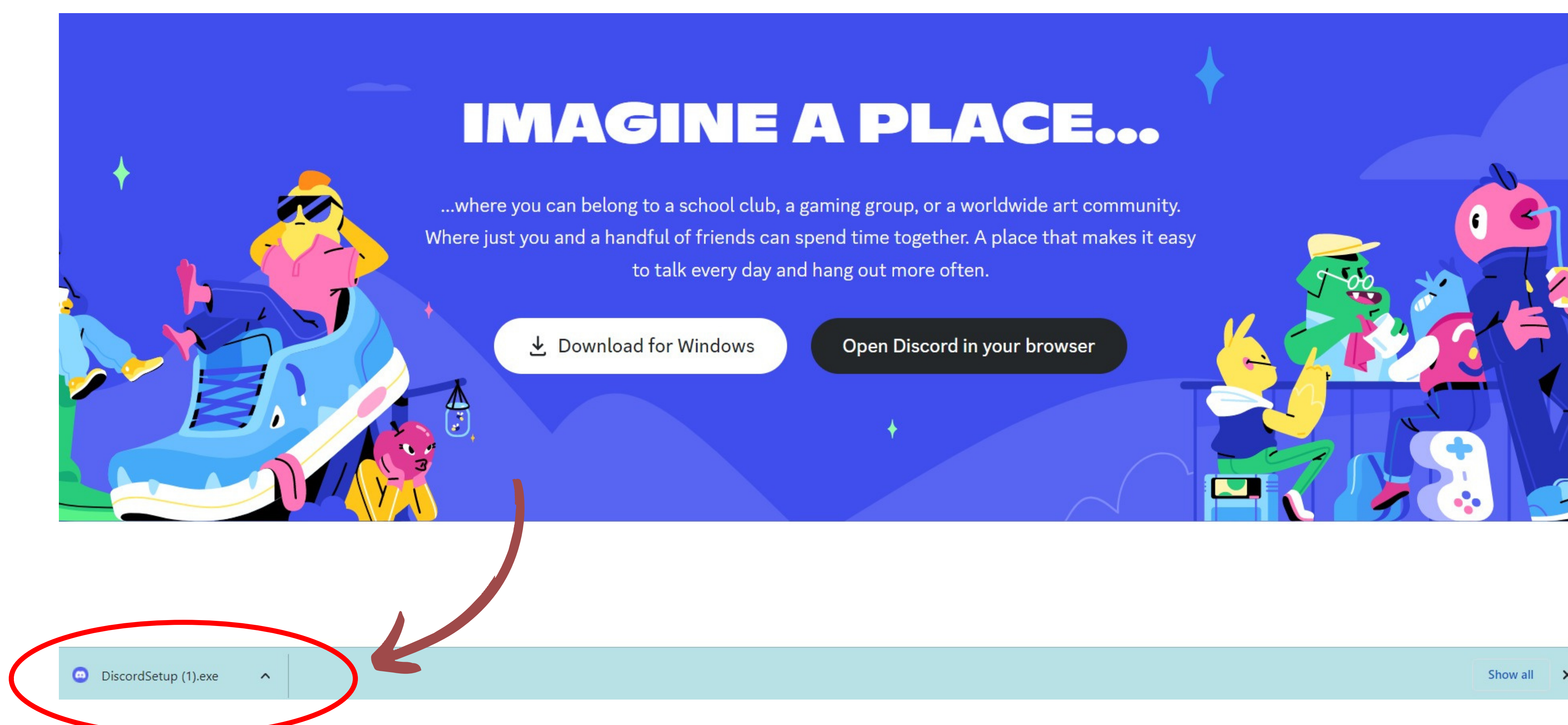
Go to **https://discord.com/**

Step 2:

Click on **Download for Windows**.
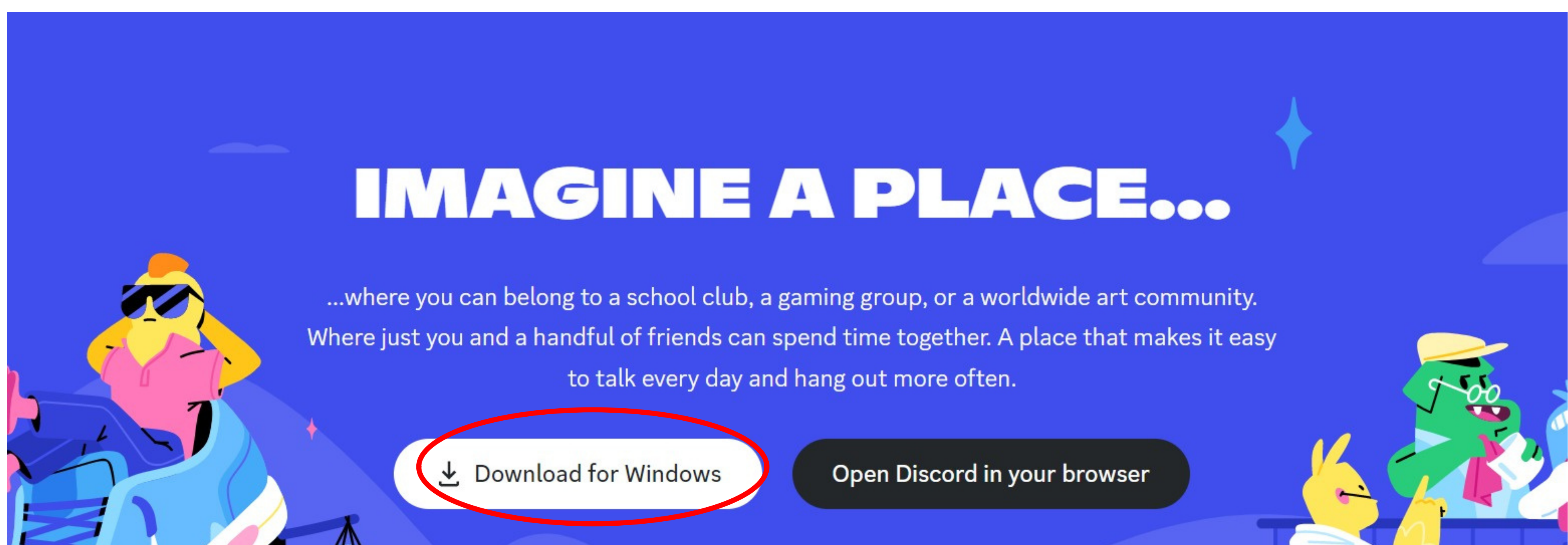
Step 3:

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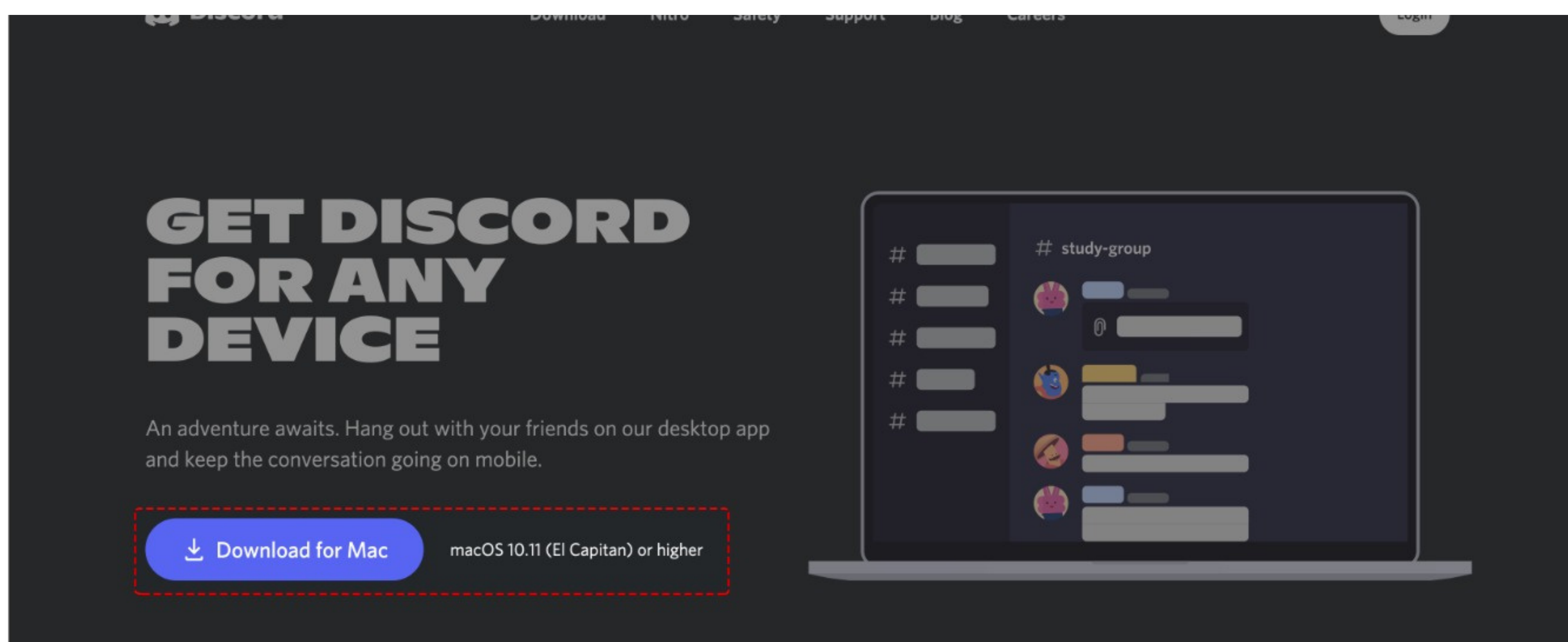
Steps to install Discord on MacOS

Step 1:

Go to **https://discord.com/**

Step 2:
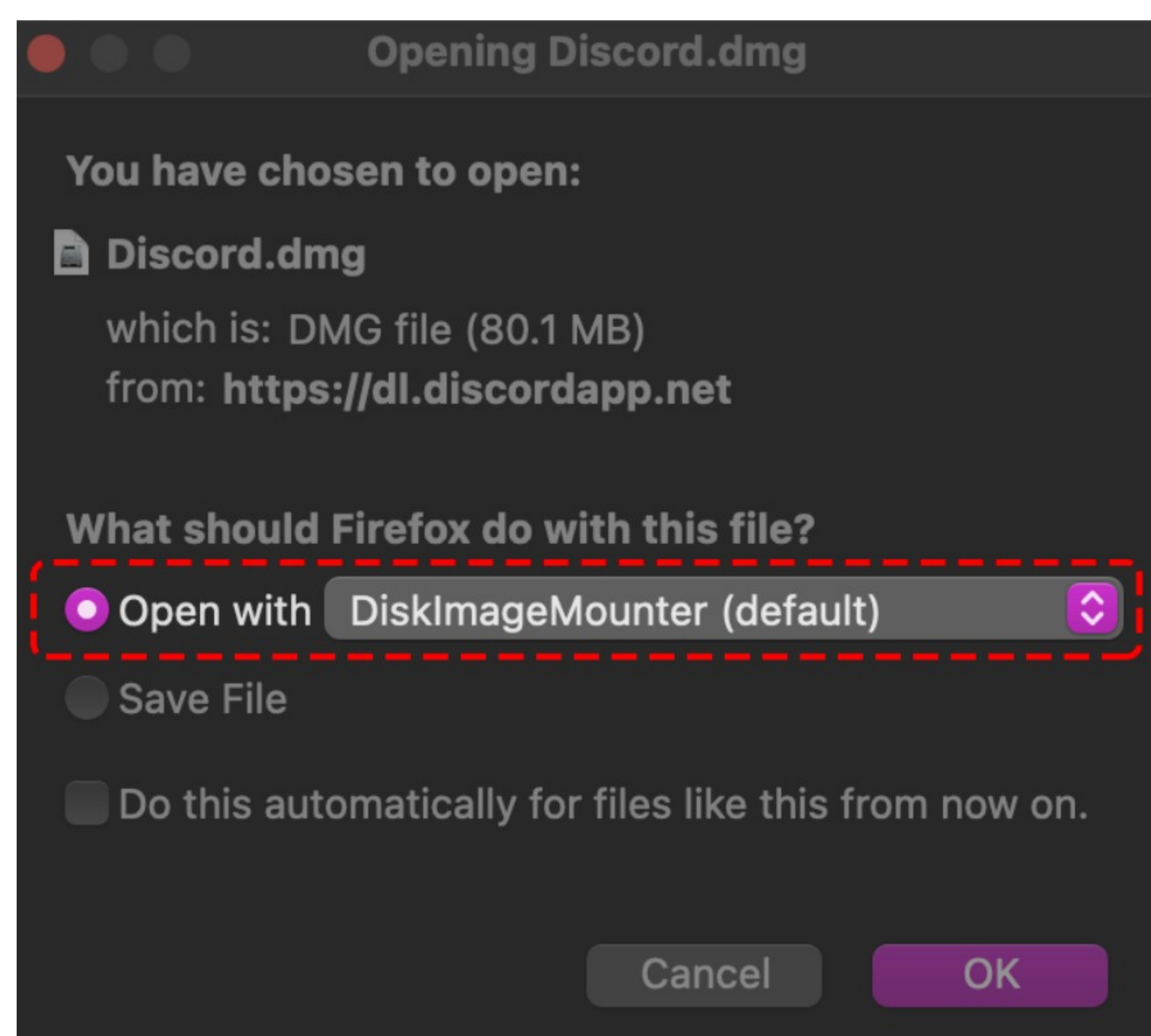
Click on **Download for Mac**.
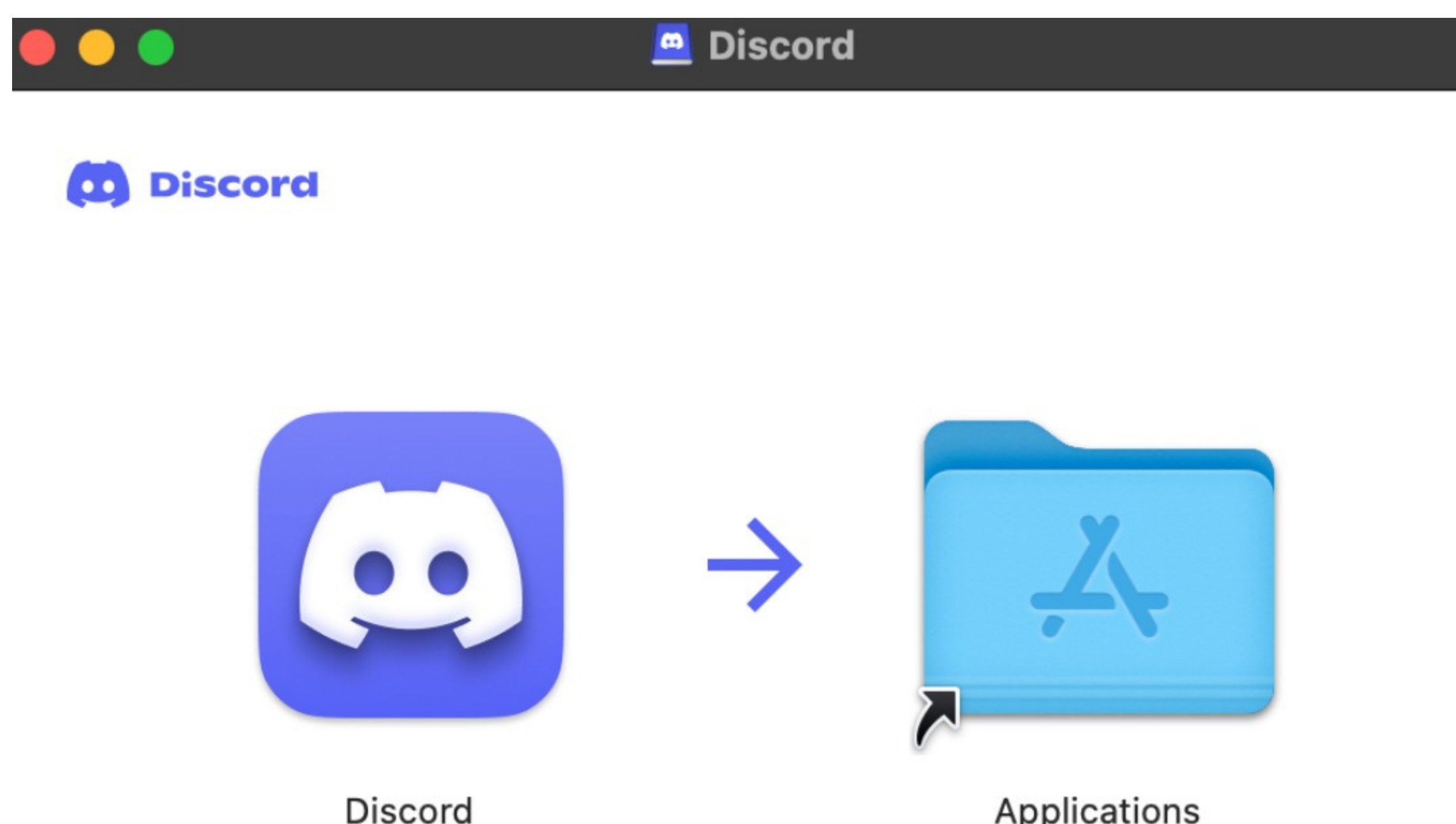
Steps to install Discord on MacOS

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.
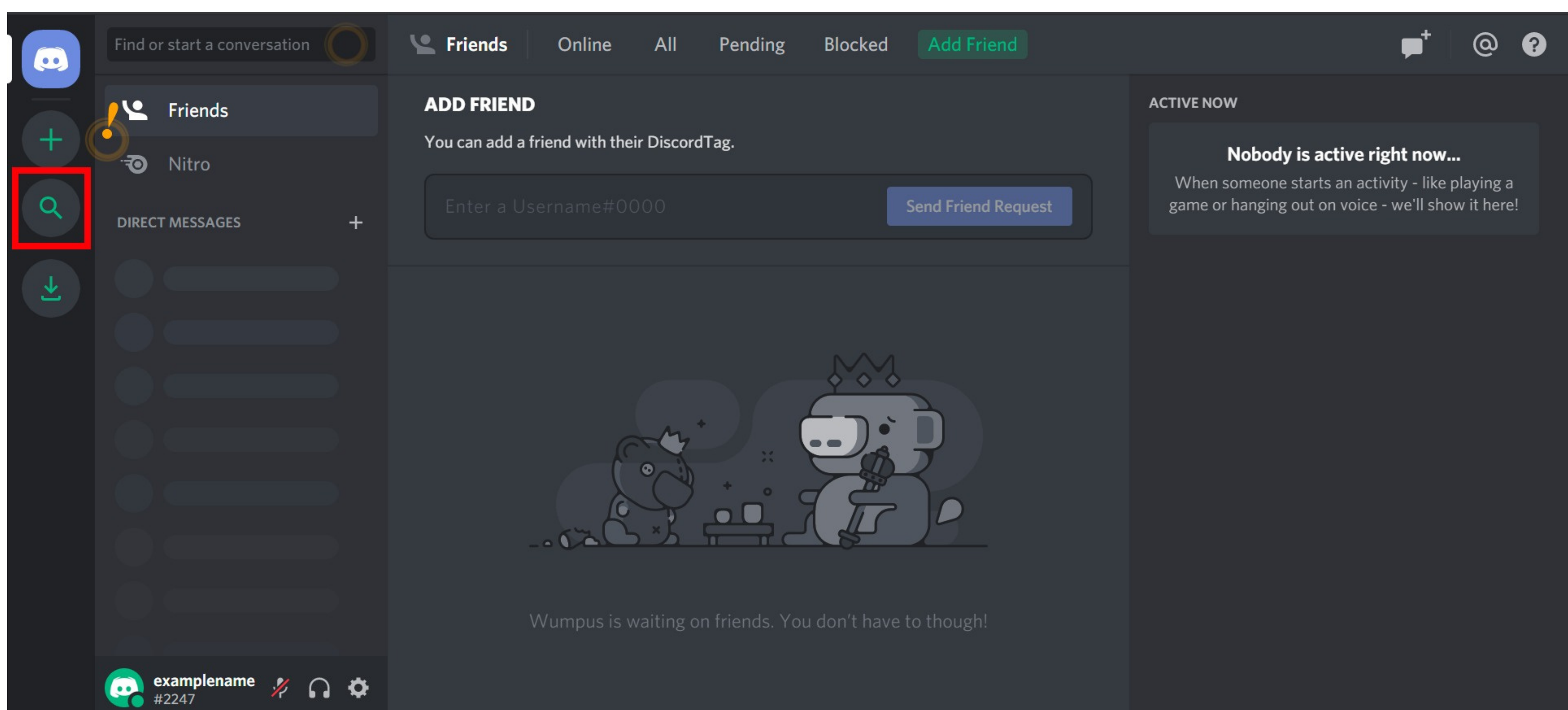
Steps to sign up for a Discord account

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.

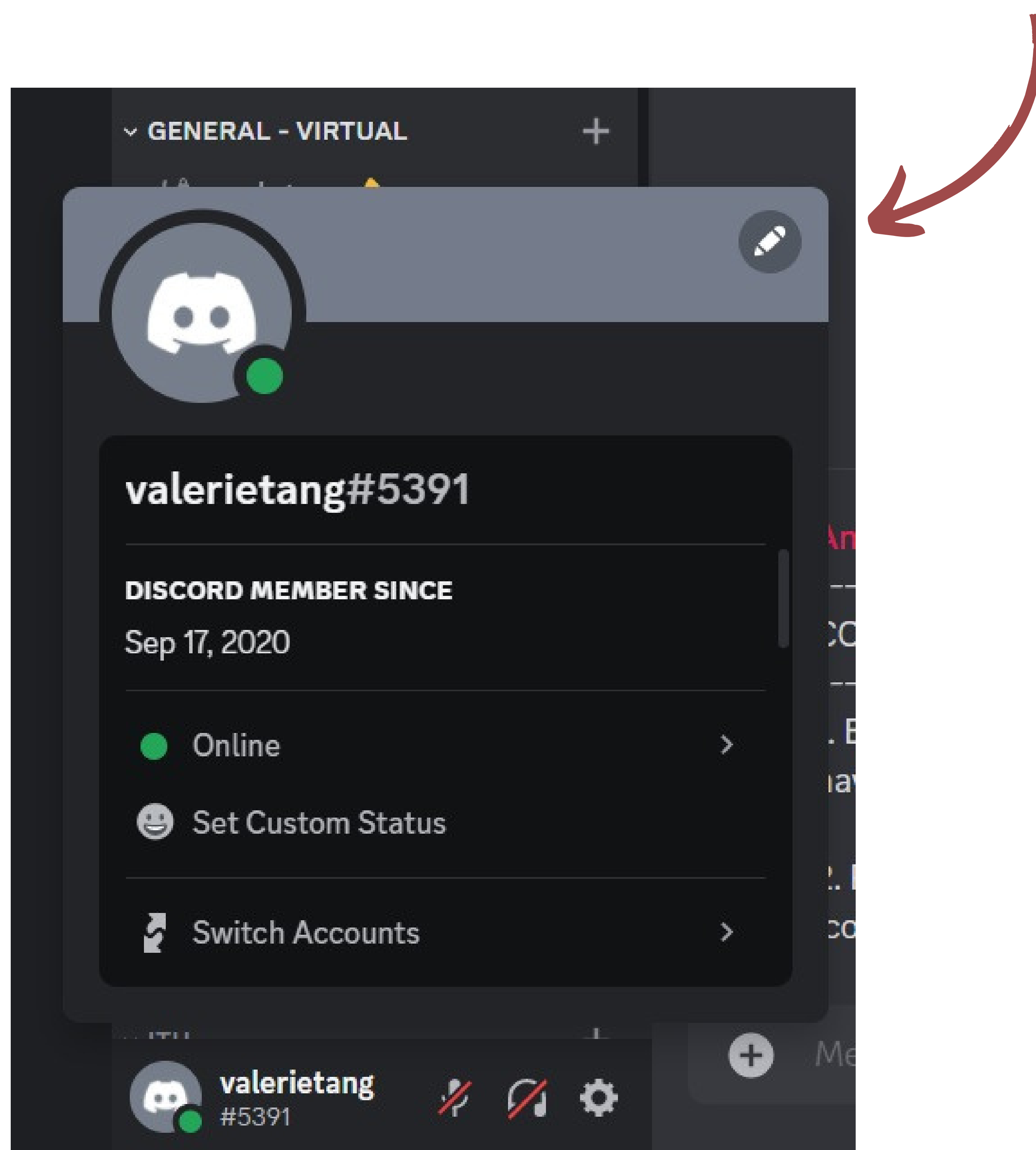Alternatively, you could join our discord server via the following link: https://discord.gg/SNA37vHc

Renaming yourself in Discord

Step 1:
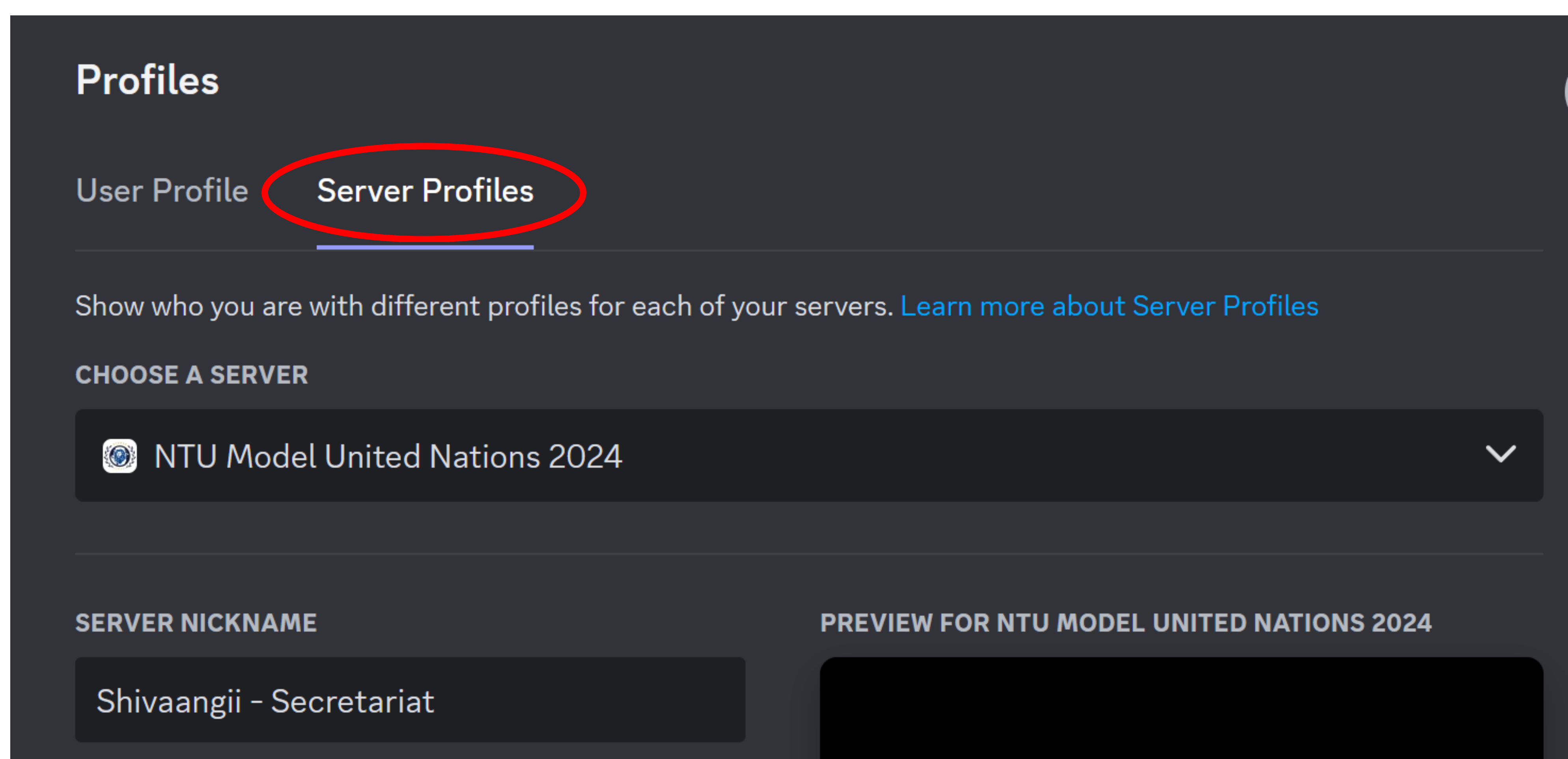Click on your profile and click on the pencil icon at the top right corner.

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>"
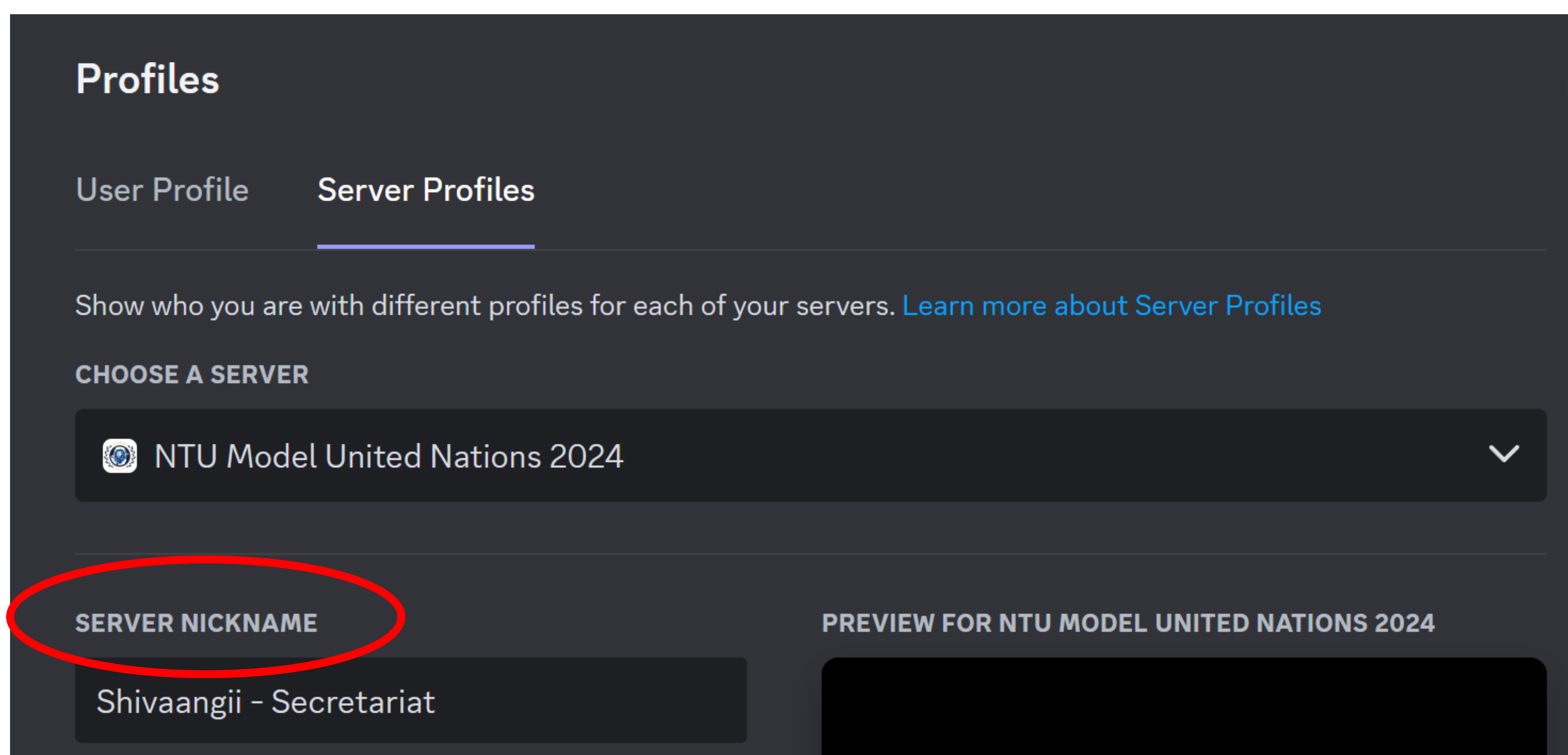
Navigating the server

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.
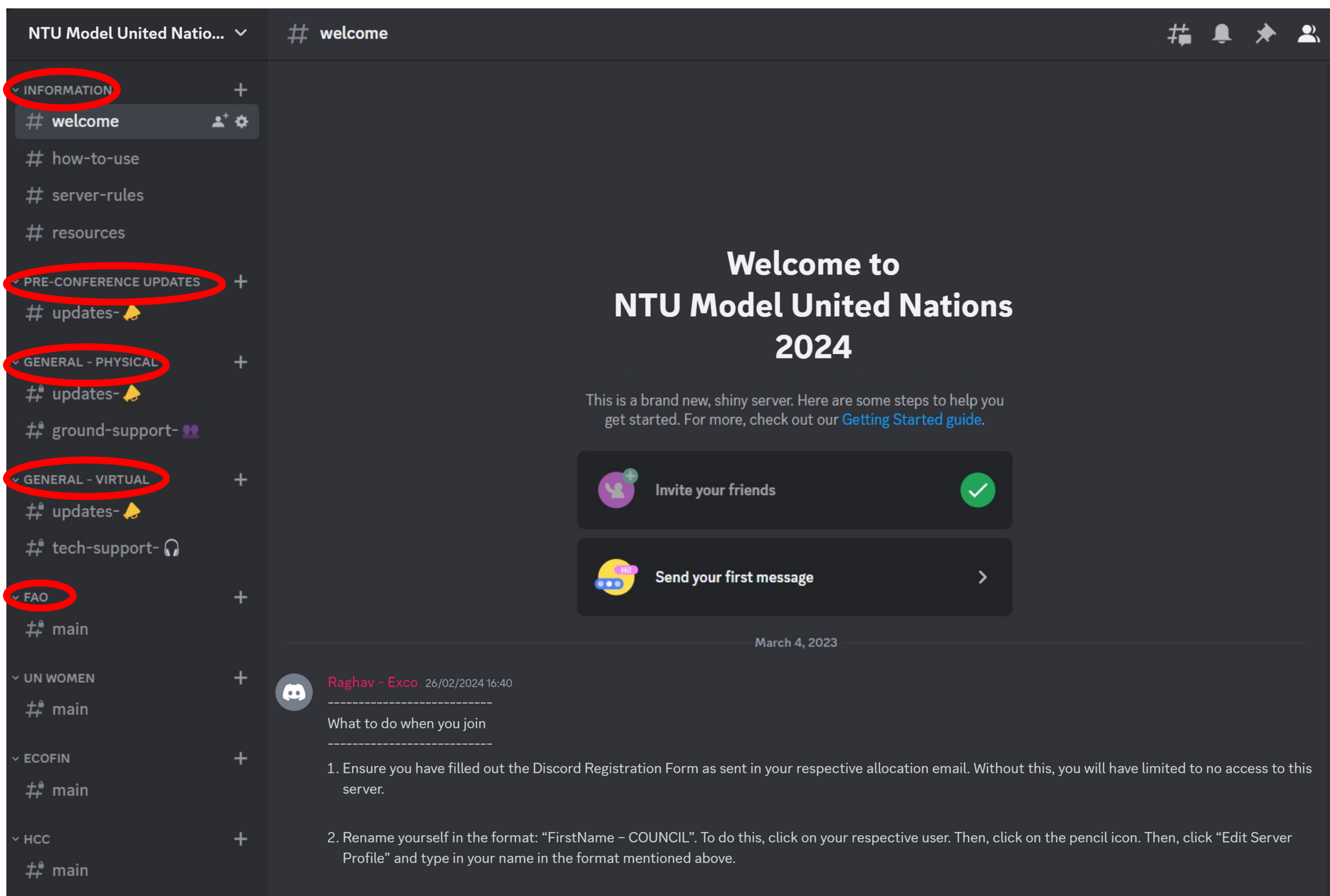
Navigating the server

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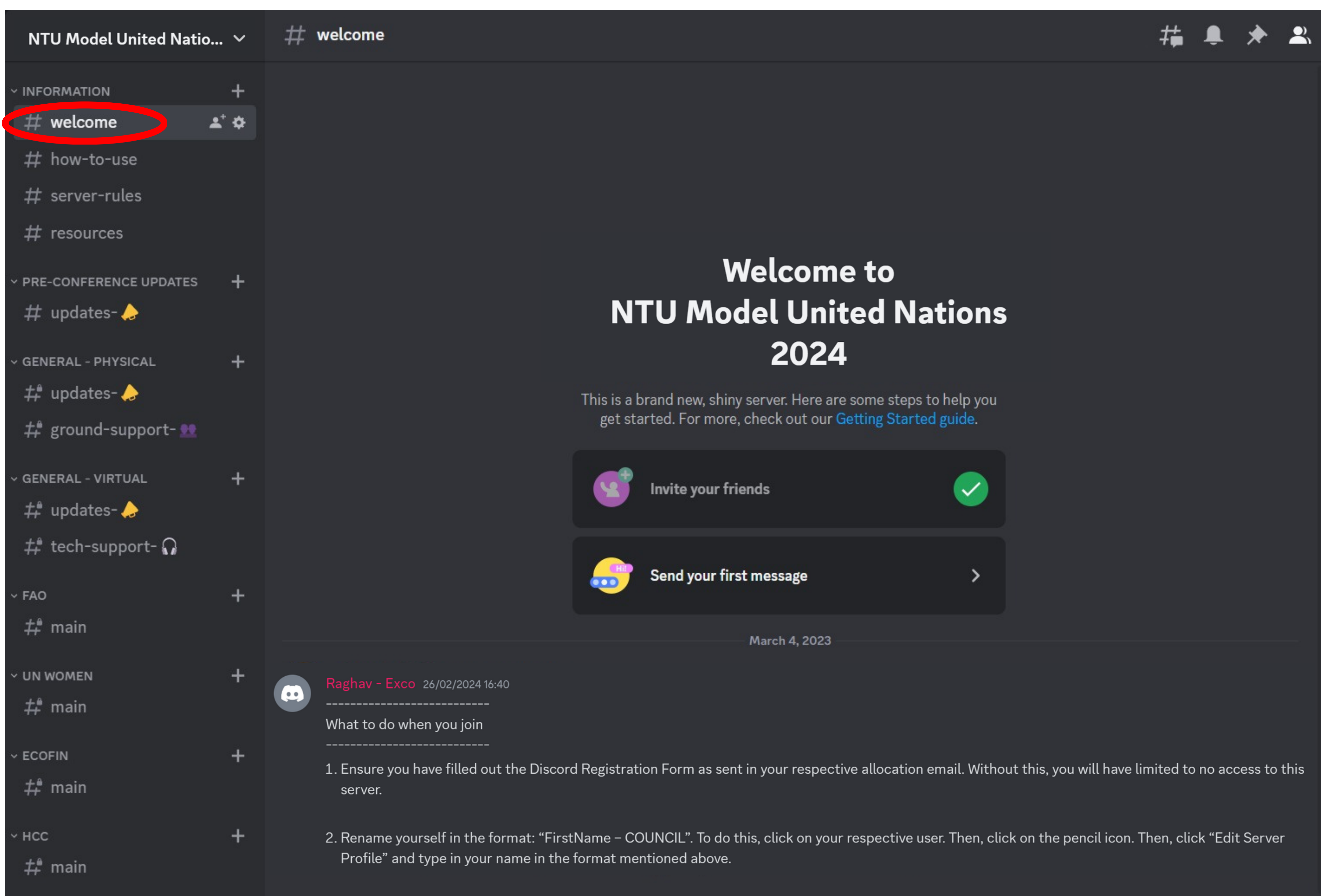Show respect to all members of the Discord server. **Harassment and bullying are not allowed in any form** and may result in you being muted or removed from the server after warning has been issued. Use appropriate language in discussions.

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 "COUNCIL - COUNTRY (NAME)".

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.