



NTUMUN 2021

Delegate Handbook



Welcome Note

Distinguished Delegates, Observers and Esteemed Guests,

On behalf of the Secretariat, I am truly honoured to welcome you to Nanyang Technological University Model United Nations (NTUMUN) 2021. The Pandemic has compelled us to meet virtually from 19th - 21st March 2021, but we ensure that the experience provided to each and every one of you would be better than a physical conference. This document will give you the detailed schedule of our conference and lay out the rules and regulations which needs to be followed by every delegate. Along with this, the document will also provide you with details regarding how to handle "Gatherly" and "Slack" which will be the two main platforms that will keep everyone connected. We have covered all the information ranging from basic to specific details regarding the operation of both of these. The organizing committee looks forward to the event and we hope all of you are as excited as we are. For any doubt regarding this handbook, please contact opsandevents@ntumun.com.

Regards,

Divyesh Mundhra

Deputy Secretary-General (Conference Management)

Day 1 (19 March, 2021)

All timings indicated are in Singapore Standard Time.

1330 - 1430h	Registration
1430 - 1630h	Opening Ceremony
1630 - 1700h	Break
1700 - 1930h	Council Session 1

Note: Please be on time for Registration at 1:30 PM SGT (UTC +8) so as to not delay the start of the conference.

Day 2 (20 March, 2021)

1100 - 1230h	Council Session 2
1230 - 1245h	Special Talk by Guest Speaker
1245 - 1415h	Lunch
1415 - 1545h	Council Session 3
1545 - 1600h	Break
1600 - 1730h	Council Session 4
1730 - 1745h	Break
1745 - 1915h	Council Session 5
1915 - 1930h	Break
1930 - 2030h	Council Session 6
2030h onwards	Virtual Socials

Day 3 (21 March, 2021)

1100 - 1230h	Council Session 7
1230 - 1245h	Break
1245 - 1415h	Council Session 8
1415 - 1545h	Lunch
1545 - 1645h	Council Session 9
1645 - 1715h	Debrief
1715 - 1900h	Closing Ceremony

Note: Closing Ceremony may end sooner or later depending on various proceedings of the awards.

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, digestable sub-topics. This helps you and other delegates better understand and flow through more easily.

Dress Business Casual.

All delegates will attend the conference virtually in business casual attire throughout the entire duration of the 3-day event while being present. Formal attire is not expected given the virtual conduct of the event this year. Nevertheless, please be dressed professionally.

Do 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

■ **Do use only a laptop/PC for the entirety of the 3-day conference.**

Refrain from using mobile phones during sessions.

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

■ **Do 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 Dais by unmuting yourself.

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

Refrain from speaking informally during your speeches.

■ **Do observe your allotted speech time strictly.**

The Chair will inform you if your time is up. Quickly conclude your speech, say thank you and proceed to mute your audio.

■ **Do ensure you use the 'Raise Hand' feature only when needed.**

After you raise hand for roll call, voting procedures etc, please remember to un-raise your hand on Gatherly.

Basic Rules & Etiquette - Dos

Keep your videos switched 'ON' throughout all sessions.

While the event is held virtually, please adhere to switching 'ON' your videos at all times throughout all council sessions. It is optional to switch on your camera during the opening & closing ceremonies, and breaks.

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 private messaging on Slack in the event that you will need to be excused for any sessions.

Please 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.

Ensure that your computer software system, Slack and Gatherly programmes are most updated.

To allow for a smooth programme everyone should be using the latest version of Slack and Google Chrome for the 3-day conference. Do also ensure that the system of your personal laptops/PC is updated with the latest software version. Should you face any issues during the conference, please feel free to Direct Message NTUMUN Operations on Slack.

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. Slack, Gatherly) for any communication other than that related to the conference.

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

Keep your microphone muted unless it is your turn to speak.



GATHERLY OVERVIEW

Gatherly is an online conferencing platform that allows you to engage with others at the event freely, so make use of this opportunity to network and gain connections!

Before we begin our Gatherly guide, this is what you should prepare:

- A stable internet connection
- Well-placed webcam
- Google Chrome installed
- Quiet/conducive environment

[Click here for more information!](#)

Definitions

Floor

Locations where all committee rooms are located.

Elevator

Used to move around different floors on the Gatherly platform.

Group Chat

The "Group Chat" tab is where you can send messages to other people you are video-chatting with. Only the people in that group can see those messages. However, people who join your group afterwards can see messages from before they joined. After the group disperses (everyone moves away), then that chat disappears.

Event Chat

Where hosts can send written information or instructions to everyone. You cannot respond in the "Event Chat" tab, so it's not a global chat: it's more of a bulletin board for the host.

Private chat

You can send personalised messages to other members in your committee rooms.

Huddle

A digital space for attendees to mingle in smaller huddles while staying connected to the larger group.

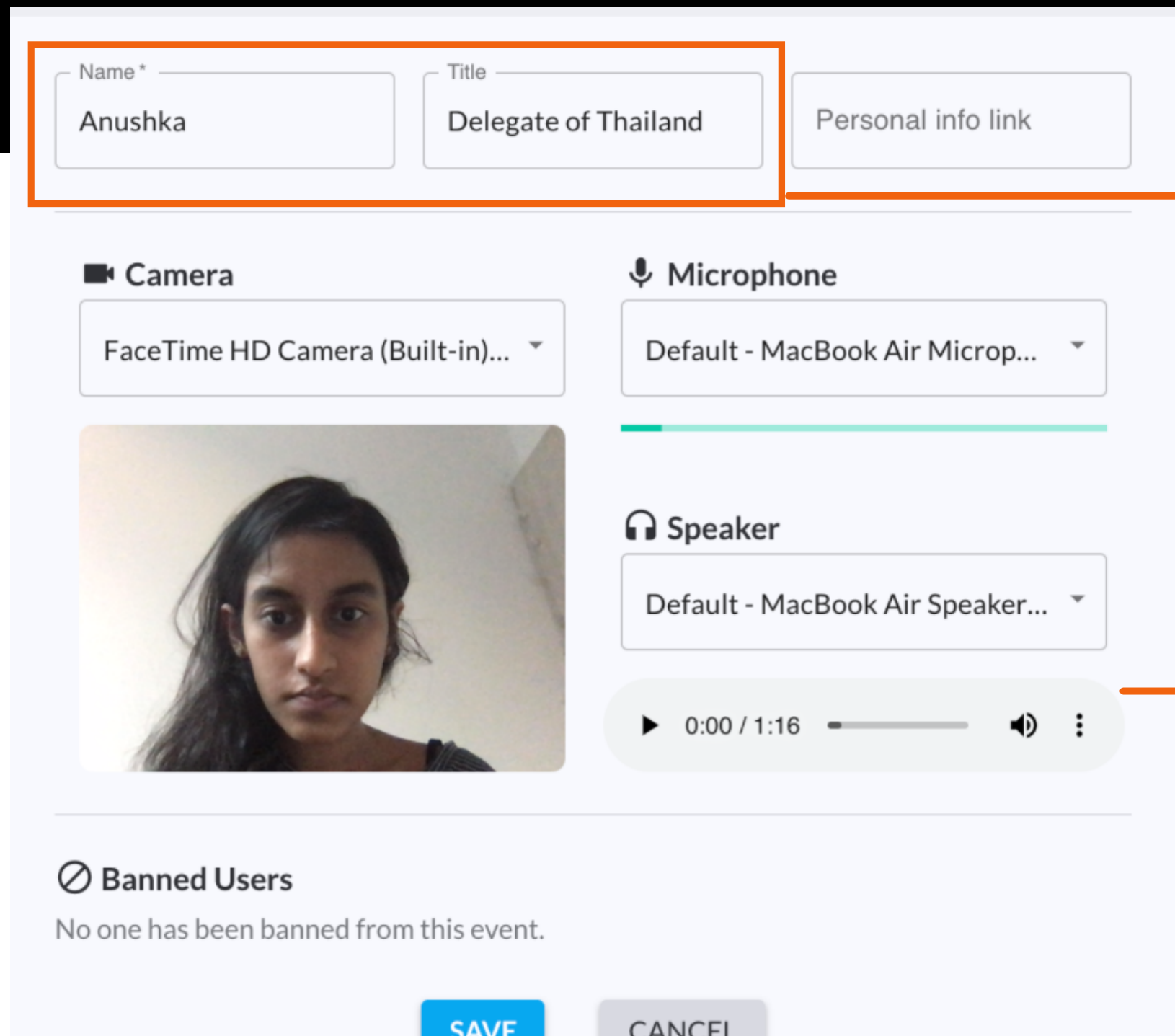
Login

Once you click on the Gatherly link for your council (sent on Slack), you will be asked to login as shown.

Change your Name and Title according to the convention specified by your Council Chairs.

*Image used is only for representation purposes. Does not reflect actual naming convention.

Test your camera and microphone.



The screenshot shows the Gatherly login interface. At the top, there are three input fields: 'Name *' containing 'Anushka', 'Title' containing 'Delegate of Thailand', and 'Personal info link'. An orange box highlights the 'Name' and 'Title' fields, with a line pointing to the instruction 'Change your Name and Title according to the convention specified by your Council Chairs.' Below these fields are sections for 'Camera' and 'Microphone'. The 'Camera' section shows 'FaceTime HD Camera (Built-in)...' and a video preview of a woman. The 'Microphone' section shows 'Default - MacBook Air Microp...' and a volume bar. Below these is a 'Speaker' section with 'Default - MacBook Air Speaker...' and a play button. An orange line points from the play button to the instruction 'Test your camera and microphone.' At the bottom, there is a 'Banned Users' section stating 'No one has been banned from this event.' and two buttons: 'SAVE' and 'CANCEL'.

Name *
Anushka

Title
Delegate of Thailand

Personal info link

Camera
FaceTime HD Camera (Built-in)...

Microphone
Default - MacBook Air Microp...

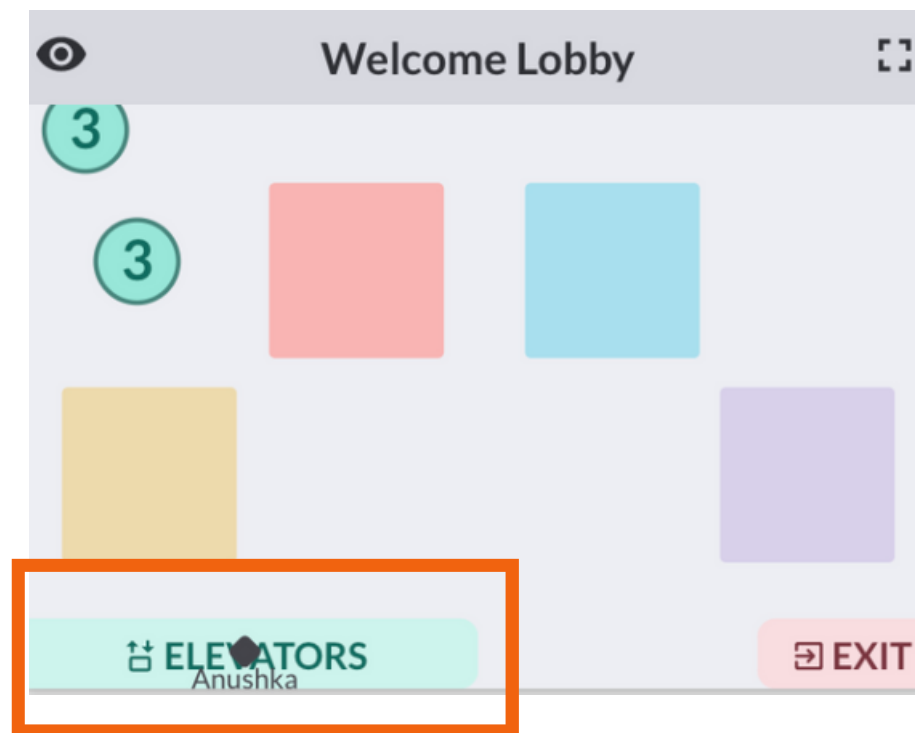
Speaker
Default - MacBook Air Speaker...

0:00 / 1:16

Banned Users
No one has been banned from this event.

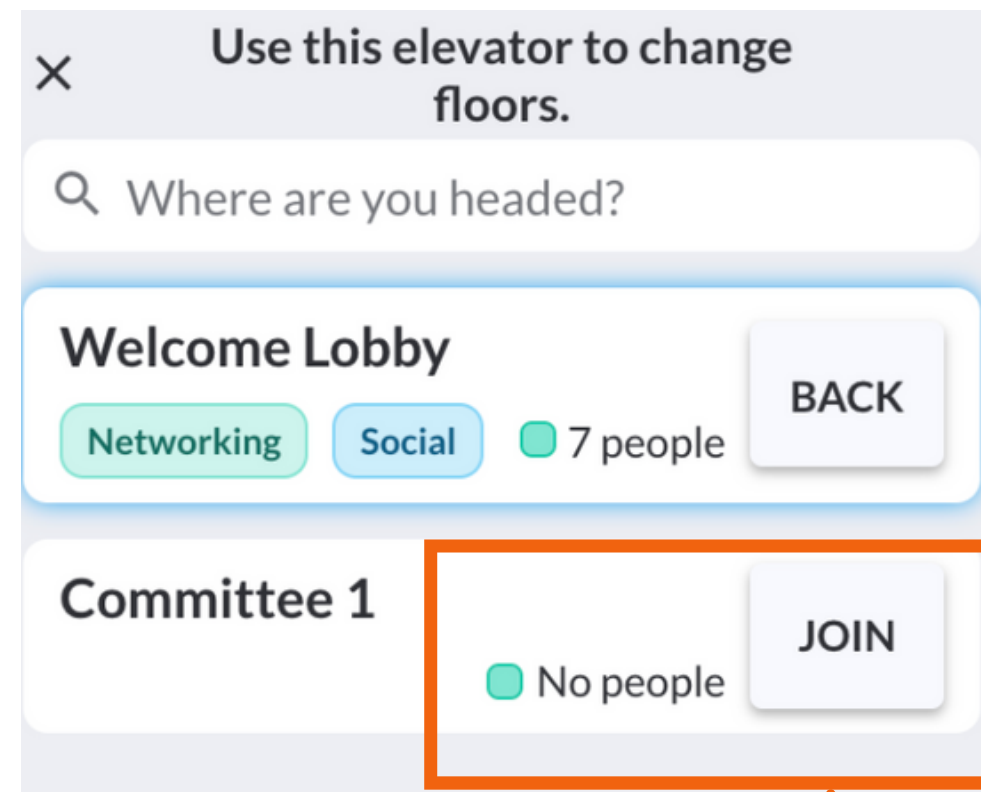
SAVE CANCEL

Elevators & Join Other Floors



Click on the “ELEVATORS” to navigate through different floors.

- Elevator - Map
- Floors - Committee Rooms



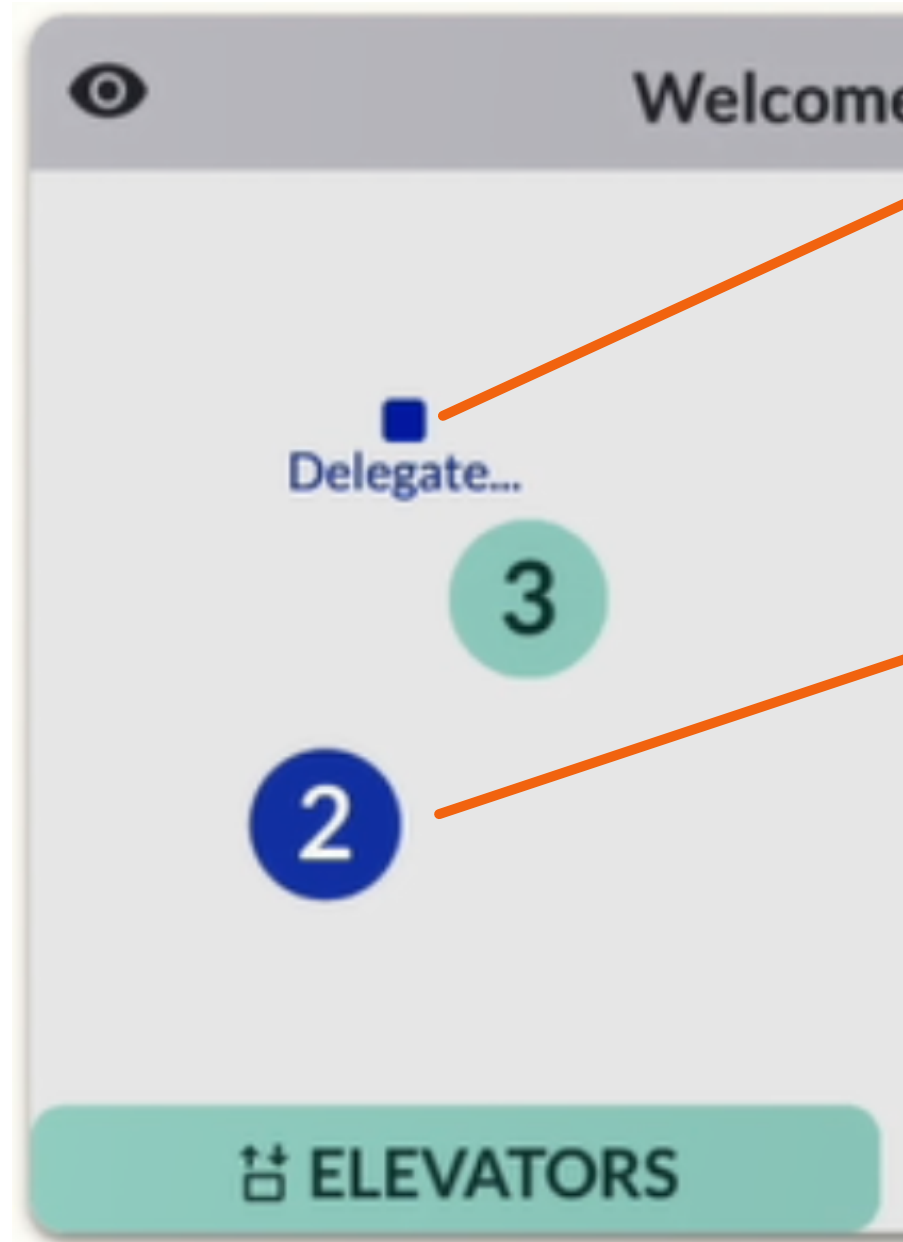
We are currently at the welcome lobby.
(the highlighted box)

Click on the “JOIN FLOOR” button to join the breakout room.

[Click here to watch in action!](#)

One committee is assigned one floor. Delegates would only have access to their assigned committee (Committee 1 in this illustration) other than Networking floors such as the Welcome Lobby. Press Delegates would have access to all floors.

Move around in Gatherly

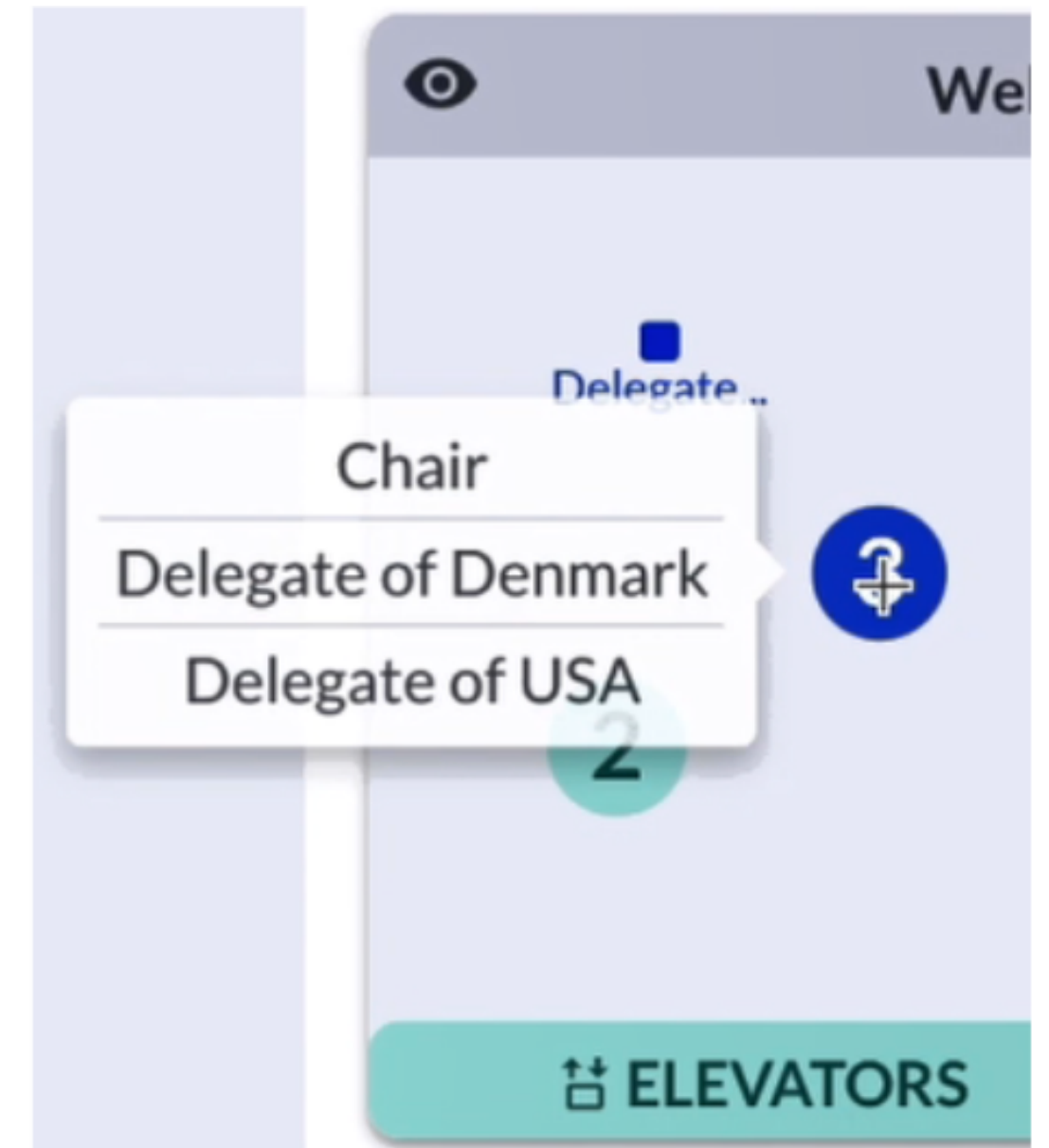


Click on anywhere on the map to move around.

Other Delegates are shown as square icons on the map. You would be shown as a diamond icon.


Huddle - group chat (max 15 people).
Click on other delegate's icon (square icon) to start a group chat (blue circle) with him/her, or click on a huddle (green circle) to join an existing group chat. Do take note that chairs can move around different groups to check on your discussion during unmoderated caucuses.

[Click to watch video!](#)




Hover over the circle to see who are in the group chat.


Icons




Your Avatar




Other Avatar



Your Group

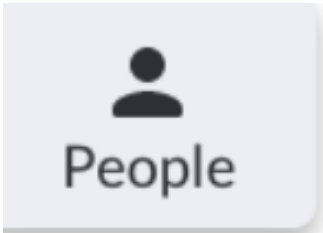


Other Group



Locked Group

Delegate
Directory



Group Chat

Room
Chat



Floor Chat



Event Chat



News

Huddle
Chat

Public
Announcement

Mute/
Unmute

Raise
Hand

Share
Screen

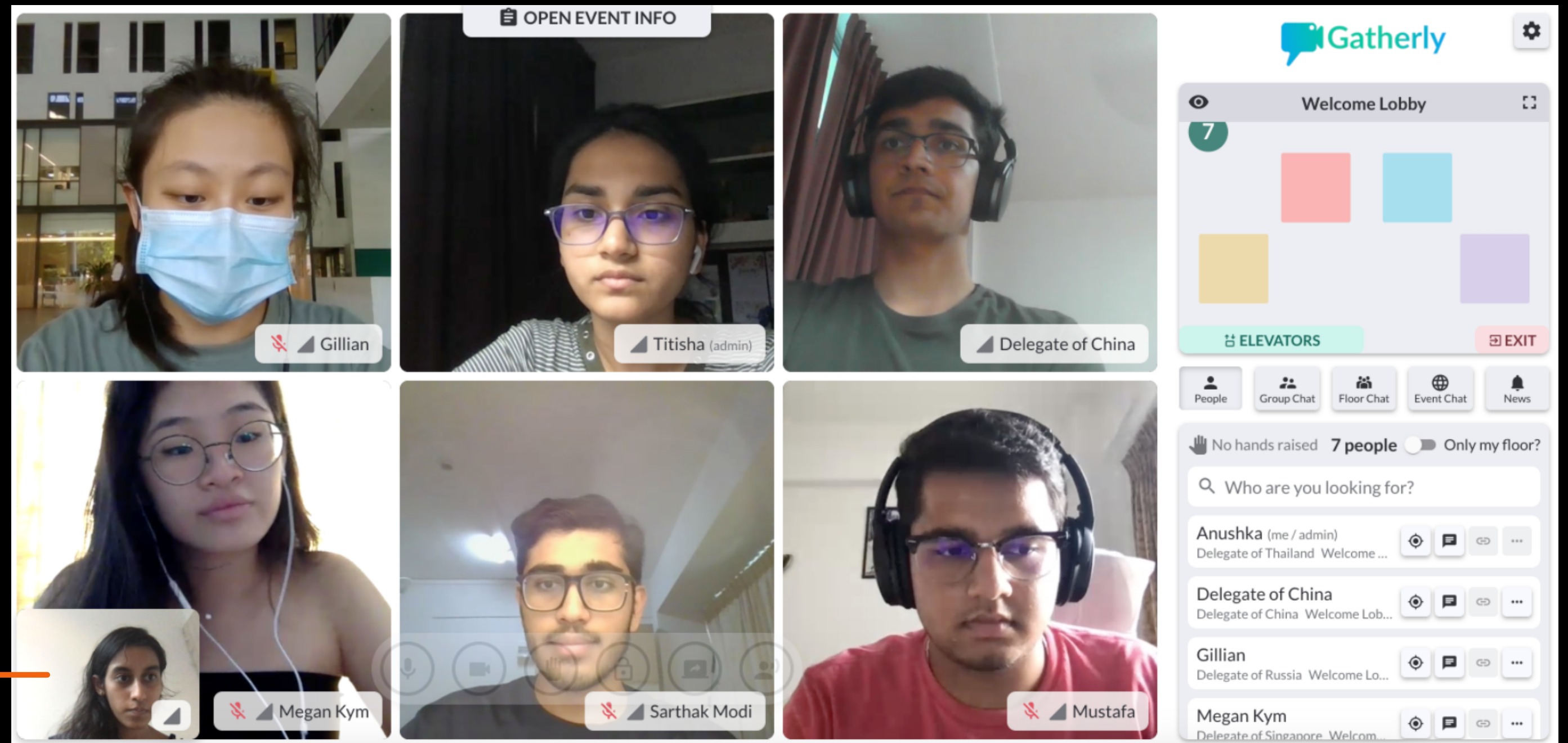


Video

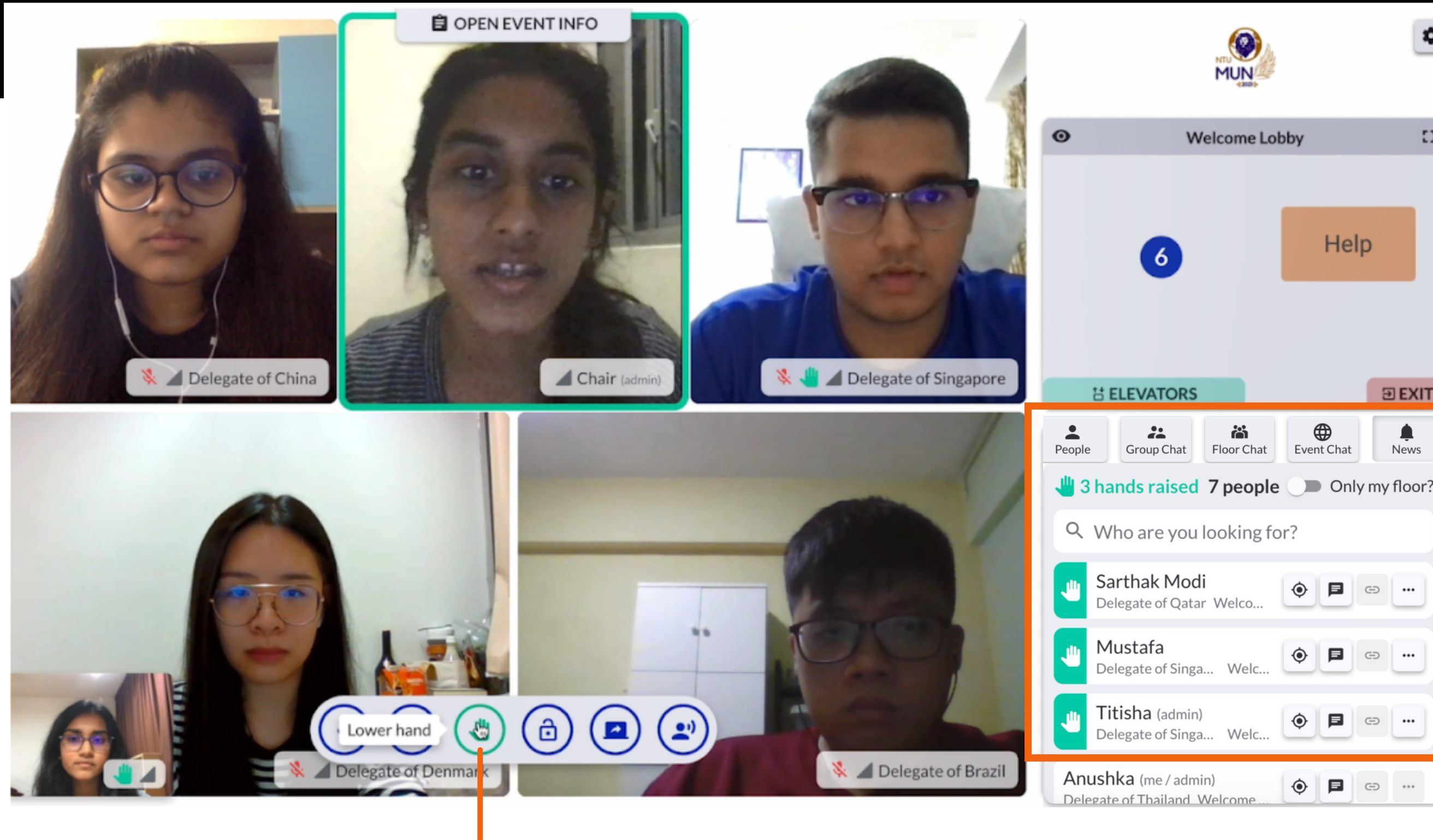
Lock group chat:
Stop others from joining your
huddle.

Attendance

Unmute yourself and respond with 'present and voting' or 'present' when your assigned country name is called.

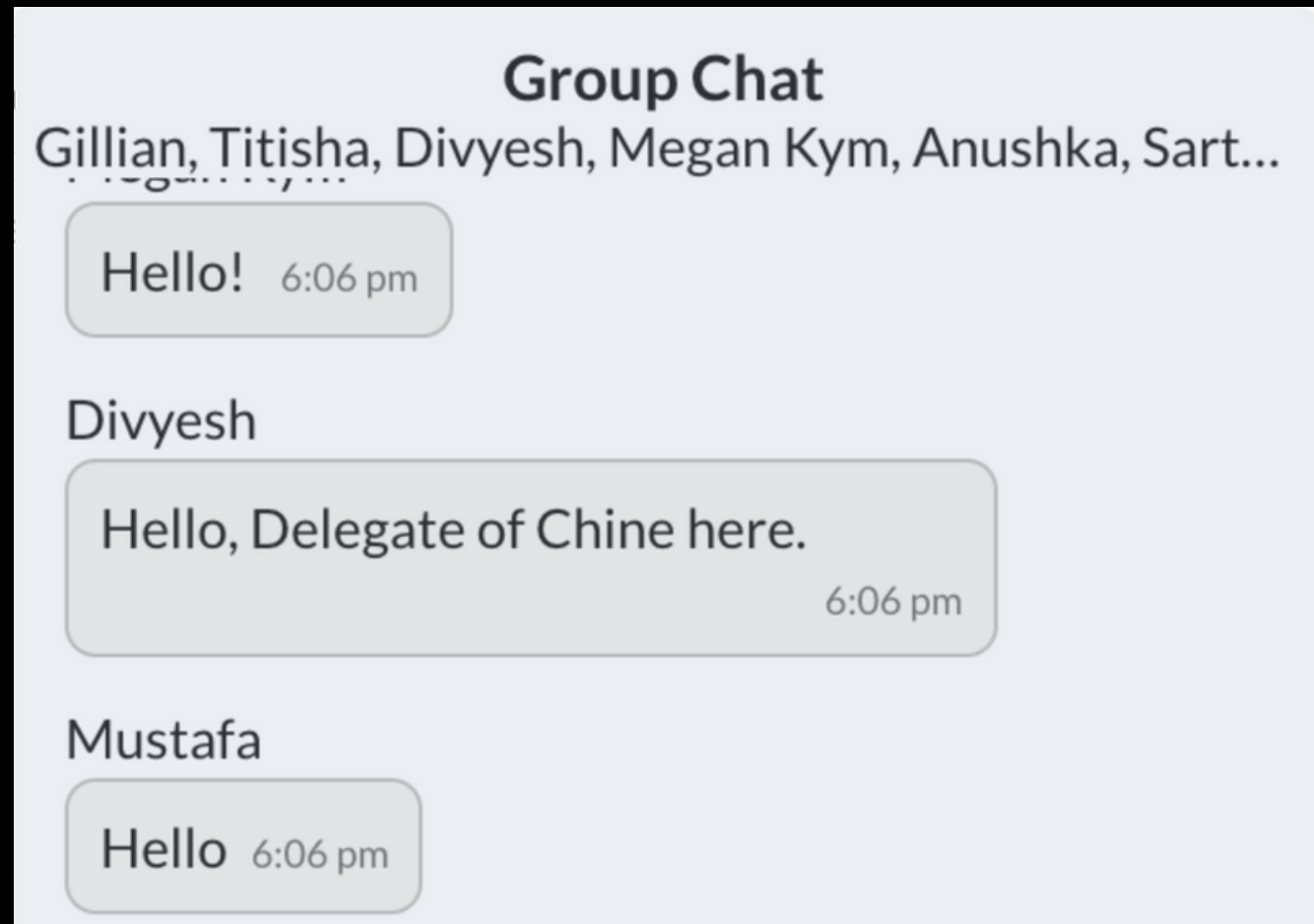


Raise Placards

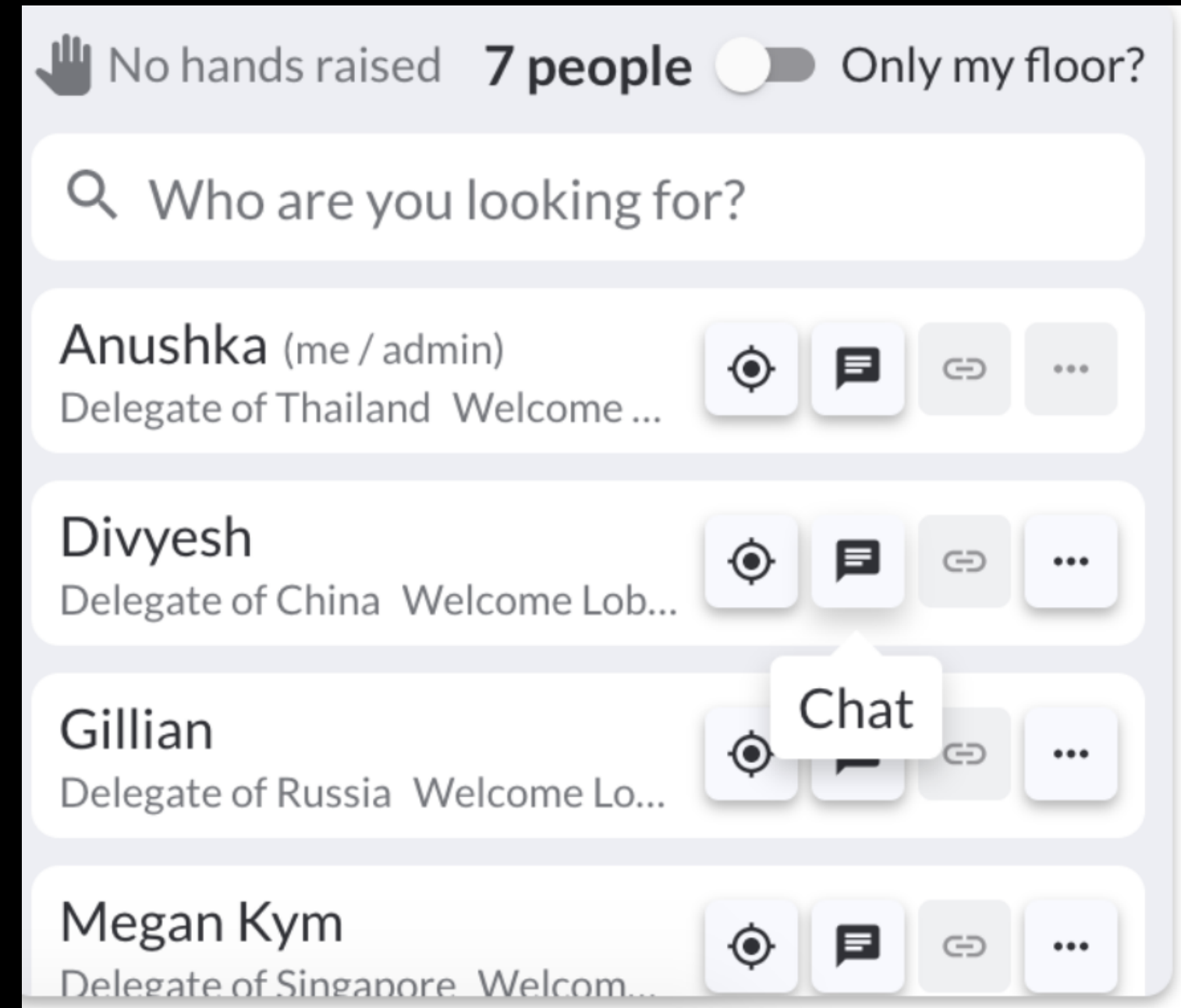


Delegates who raise hands will be shown in order of who raised hand first. (chronological order)

Group chat & private messaging

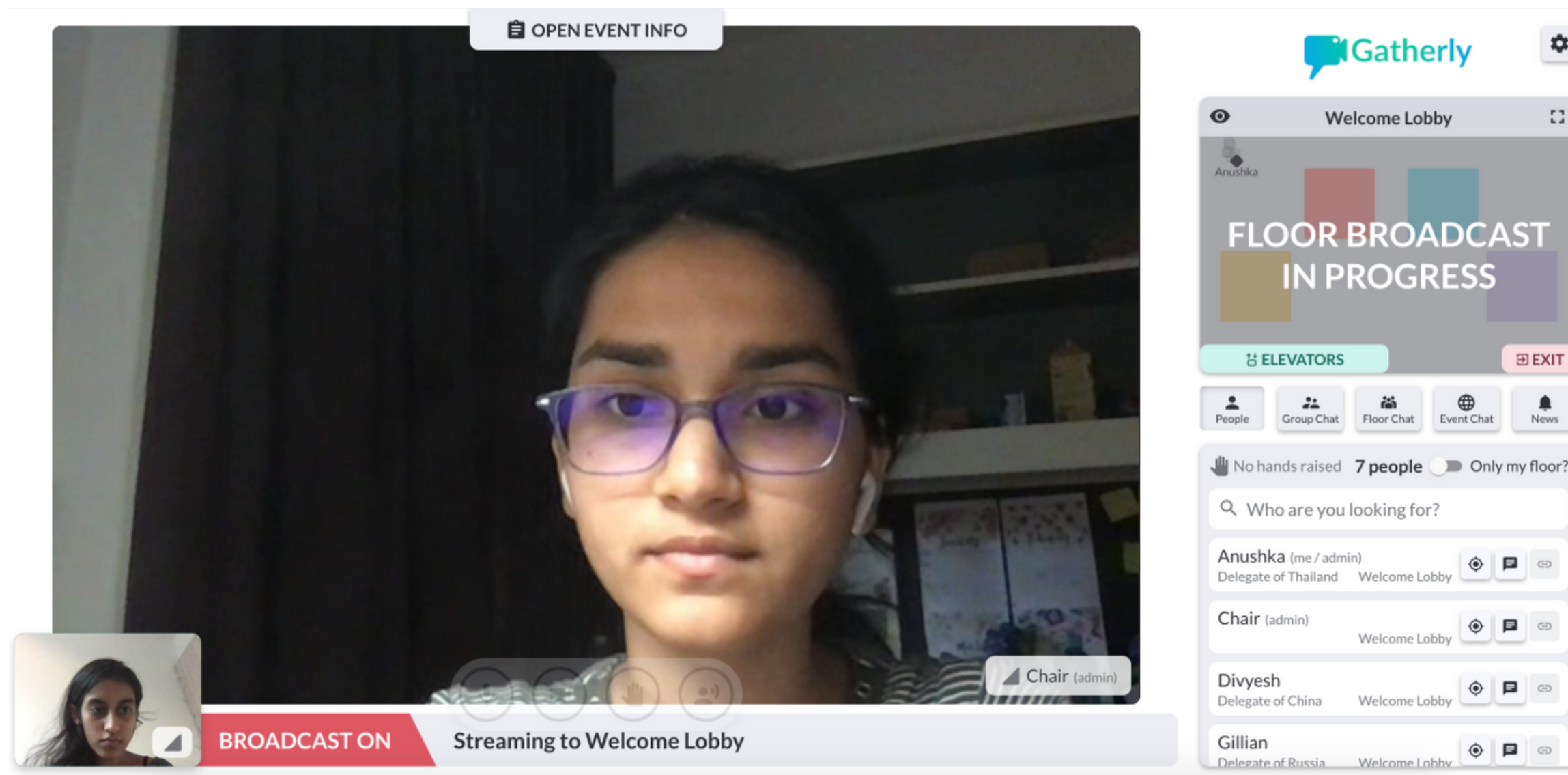


Group chat is available to everyone in the same huddle.



Press the "Chatbox" button next to the delegate name to message him/ her privately.

Broadcast

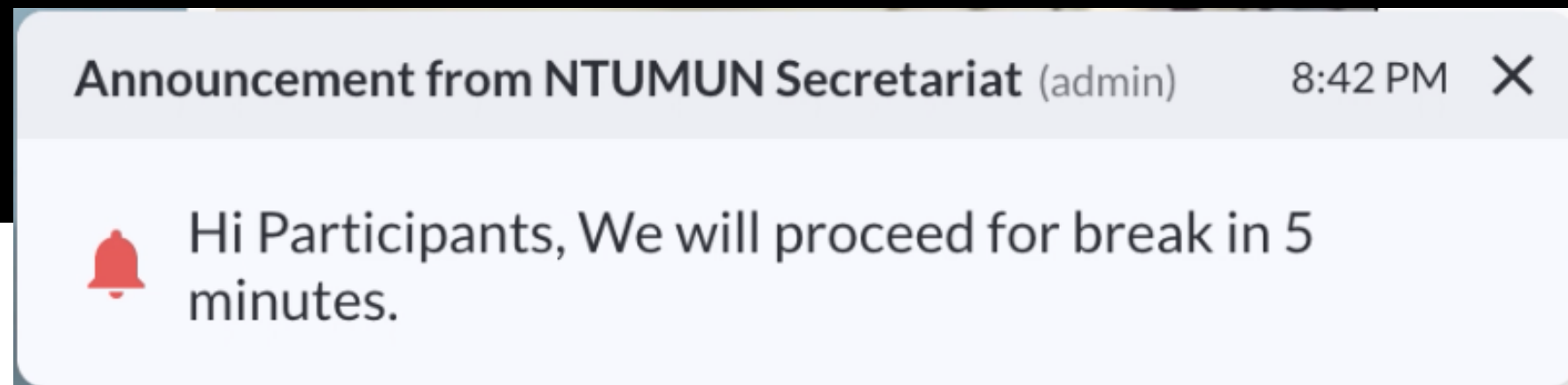


- Chairs can turn on the broadcast mode to make video announcements anytime.
- Chairs can select/ unselect delegates as broadcasters to speak up (broadcast to floor) under the broadcast mode.
- No huddles (small group chats) are allowed under the broadcast mode.

Note: Most of the Council Session will progress in Broadcast Mode (Moderated Caucuses). You will be able to chat in huddles during unmoderated caucuses.

[Click to watch video!](#)

News Channel

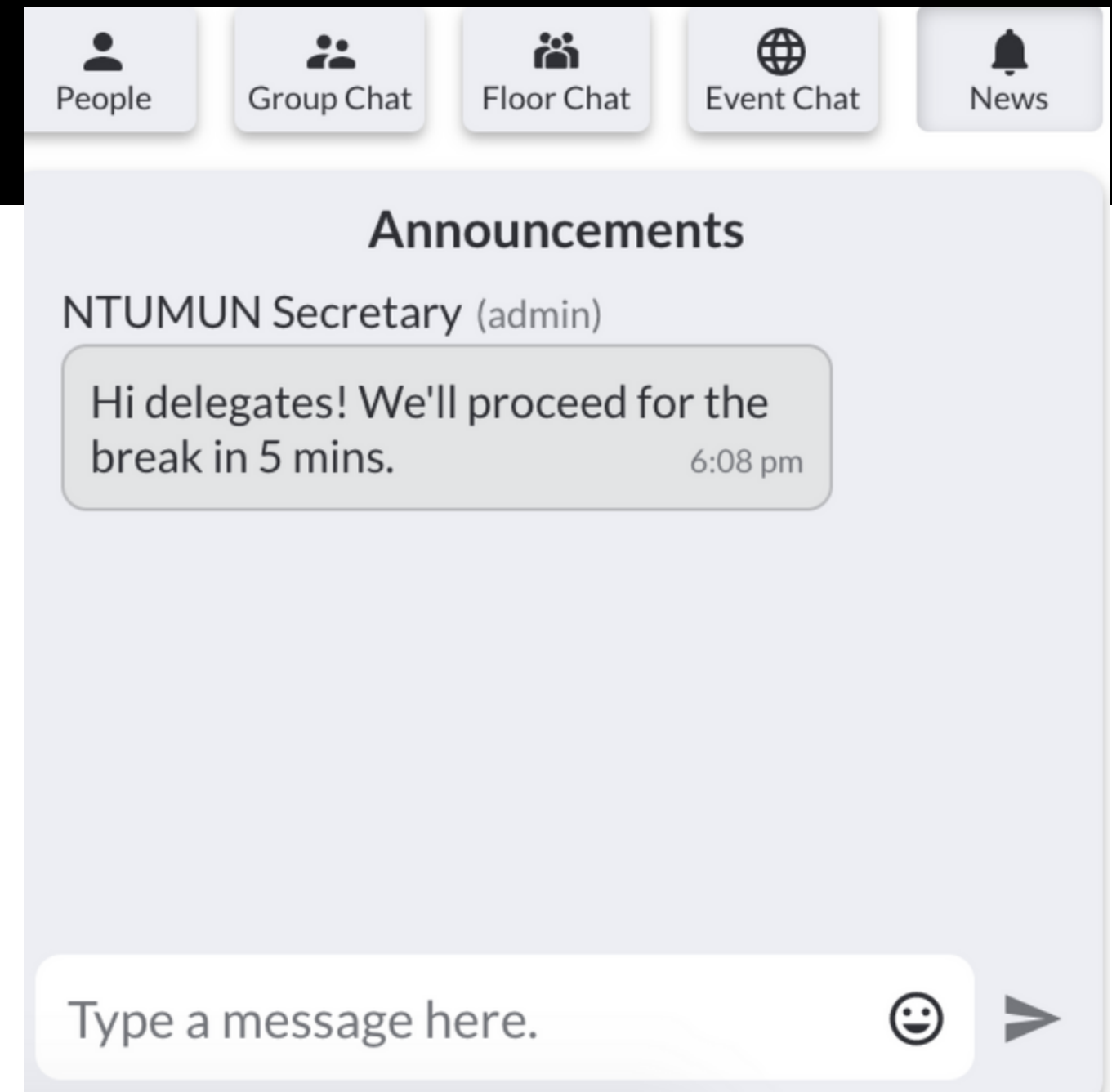


NTUMUN would use the News channel to make public announcements to all delegates.

(Delegates cannot reply under the News channel)

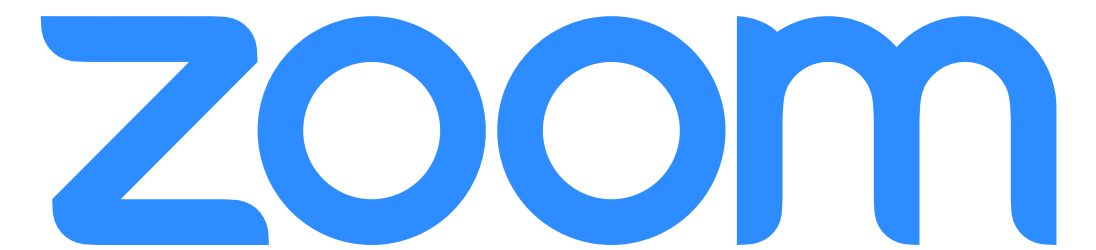
For more information, check:

<https://aurora-network.global/wp-content/uploads/2020/09/Gatherly-Tutorial.pdf>



Important - Backup (Use of Zoom)

In case any council is not able to function on Gatherly, a backup Zoom Link will be provided via the Council Channel on Slack. *At this time please follow instructions from the NTUMUN Operations team very carefully.*



Slack Guide

- NTUMUN 2021 will be using Slack for all kinds of communication between the delegates, chairs and the organising committee (OC).
- An invitation to join slack will be sent to all delegates on the registered email id. Delegates should download the slack app on the device they're going to use on the conference day and sign in using their registered email address.
- Delegates should change their display name to [name]_[council]_[portfolio] format. They can do so by clicking on the display icon on the top right corner, finding the "edit profile" option and changing the "display name".
- Delegates will be able to see 5 channels on the left side of their slack interface: announcements, ntumun21-general, tech-support, admin-support and their council's channel for eg. ntumun21--who.
- Delegates should always check the announcements channel for any important announcements or news from the NTUMUN OC.

Slack Guide

- In case the delegates are facing any administrative problems or have queries for the OC, they can ask on the ntumun21-general channel.
- In case the delegates are facing any tech related issues, they can ask questions on the tech-support channel to which the organizing committee will reply back as soon as possible.
- For any other personal query, delegates can message “NTUMUN HelpDesk” or “NTUMUN Operations” on Slack.
- In every channel, delegates can find the icon with an “i” on the top right corner and click on it to find the “about” section where they can see the channel description and the “members” section where they can find fellow delegates and chairs.
- Delegates can also use slack to message other delegates and chairs just by searching for the name of the person or other details like council/portfolio.

A operations

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Monday, February 22nd ▾

We request everybody to follow the **conference policy and ethics** while using the slack channel (ntumodelun.com/conference-policy). *Please use the NTUMUN slack channel only for communication in regards to NTUMUN and please refrain from communication related to non-NTUMUN*

CONTACT US

These are some of the important persons and contacts you should take note of:

Slack: NTUMUN Operations

Operations & Events email: opsandevents@ntumun.com

Under-Secretary-General(s) of Operations & Events:

Titisha: titisha.kushwaha@ntumun.com

Anushka: anushka.bhandari@ntumun.com

Should you encounter any issues during the MUN, do not hesitate to reach out to us either at contact@ntumun.com or @ the NTUMUN Help Desk on Slack!

