Centennial High School MiniMUN Spring 2021

Zoom Guide

Platform

Centennial High School's Model United Nation conference for middle schoolers will be held virtually this year due to the ongoing pandemic and state of the world. The platform that Centennial will use to conduct this conference is **Zoom**. All delegates are required to have zoom downloaded on the device of their choice and updated to the latest version available. To search for zoom updates, click the icon on the top right corner, after which a drop down menu (as shown below) should open. Then find the "Check for Updates" option and update to the latest version. It is integral that delegates come prepared with the zoom application installed and updated, as it will allow them to engage in all committee procedures and activities.
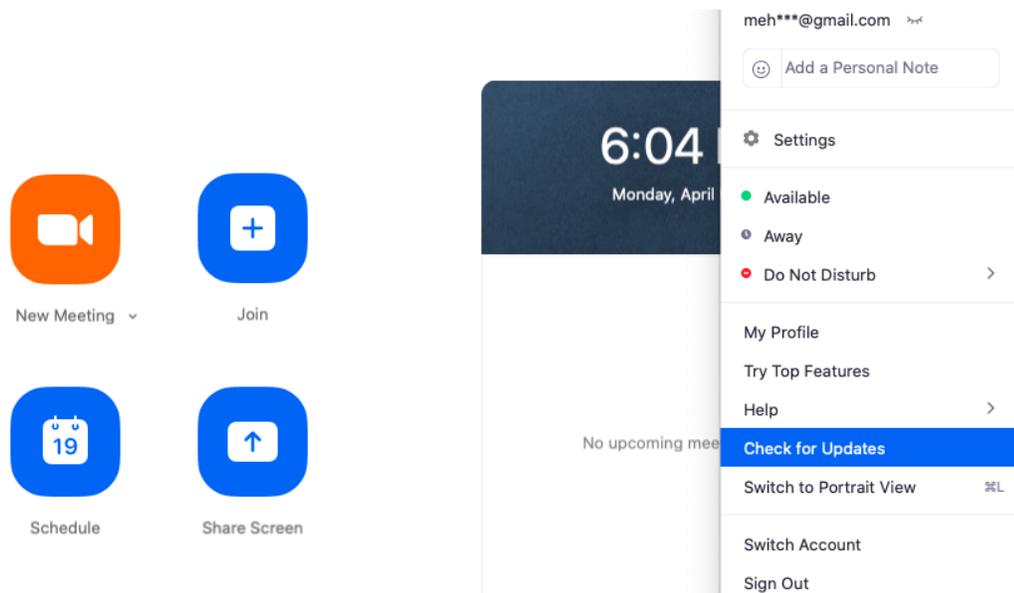
Rules/Guidelines during committee sessions

The following rules are required and put into place to ensure that delegates benefit from the conference as much as they would in any normal year. These rules bring a sense of normalcy to the conference and ensure that decorum is maintained throughout committee sessions. If any delegate has questions or concerns about any of these rules, please reach out to our Secretariat through the Contact Us page of our website.

1. Delegates are required to be in western business attire during **all** committee sessions
2. Delegates must keep their video on at **all** times and remain muted unless called on to speak by the chair
3. Delegates should refrain from chewing gum or consuming food loudly and attend the call from quiet location
4. Delegates are advised to sit in front of a simple background with good lighting

5. Delegates are able to have a virtual background if they chose to do so but the background must not contain anything inappropriate or offensive or the chair will be forced to remove this privilege
6. Delegates are not permitted to share screen in the committee session unless requested by the chair
7. In attempts to ensure cybersecurity, all committee rooms will be password protected. The passwords and zoom links will be shared prior to the conference with each of the sponsors and will also be located in the official committee document, which will be shared by the dias at the start of each committee session. When delegates join, they will be put in the waiting room before being admitted
8. Delegates are required to rename themselves upon entering the committee session on zoom to the country or historical figure they are representing

Official Committee Document

Throughout the conference, each committee will use an Official Committee Document. In this document, delegates will be able to find the zoom information for the committee, the running speakers list, links to working papers/resolutions, and other helpful/important resources. This document will be shared at the start of the committee session in the chat so all delegates can access it and stay up to date with the progress in committee. Delegates can always request the dias to repost this link in the chat for everyone. The Official Committee Document is especially important when delegates move towards writing working papers, as delegates are only allowed to use the working papers hyperlinked to this document.

Procedures
1. Roll Call

Attendance will be taken at the start of each committee session by the chairs and delegates will be marked as P (present), PV (present and voting), or A (absent). During roll call, all delegates should **unmute their microphone** (via the unmute button at the bottom left of the zoom application) and respond as necessary. For more information about attendance and procedural matters for delegates, please visit the Beginner Delegate Guide. If any delegate joins **late** to the committee session and missed roll call, please send a **private message to the dias** informing them of your arrival and form of attendance (P or PV).

*After joining the committee zoom session(s), all delegates are required to **rename themselves** to the country/person they are representing*

To rename oneself, the participant should select the 3 dots on the top right of their zoom box screen. After doing so they should see the following drop down menu appear, from where they should select rename at the bottom.
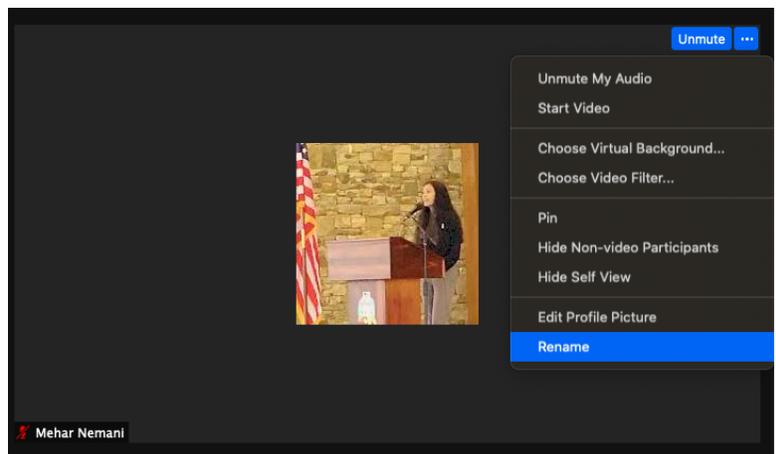
2. Points/Motions

As in any Model UN conference, there are rules set in place to determine the flow of the committee and ensure that delegates get a chance to propose topics and give speeches. For more information on specifics of the flow and structure of the committee, visit the Beginner Delegate Guide.

To make any points or motions, delegates are asked to use the "**raise hand**" function on zoom.

To do this, delegates should go to the toolbar at the bottom of the screen and find reactions. Upon doing so, this menu will pop up from where delegates should simply select the raise hand option.
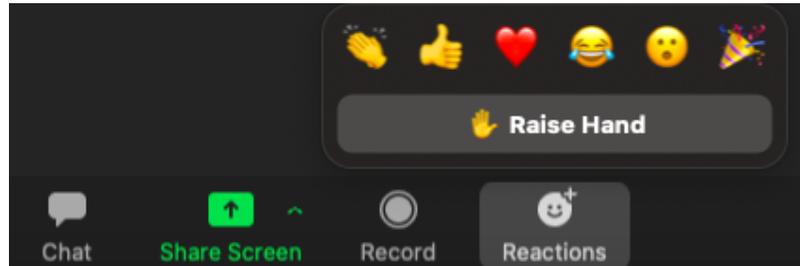
Delegates should only raise their hands after the chair asks for any points or motions. After raising their hand, delegates should wait to unmute until they are recognized by the chair. Throughout the conference, delegates will have the ability to unmute themselves but should only do so when called upon by the chair. To unmute on zoom, delegates must navigate to the bottom left of their screen where they will find the Unmute button. If delegates misuse the unmute option and make extraneous noises during committee sessions, the chair can choose to take away this privilege, resulting in delegates being unable to unmute themselves and will only be able to do so if requested by the chair.

3. Note passing

Throughout the conference (except during voting procedure), delegates will have the ability to pass notes to other delegates or the chair, as in any Model UN conference. However, unlike physical notes, delegates will virtually pass notes through the chat function on zoom. The chat function can be found at the center of the zoom toolbar and can be used to send notes to everyone or just specific delegates. All notes should be appropriate and aid in forming blocs/working on papers when formal debate is in session. All notes passed can be monitored by the dias and any inappropriate behavior/harassment will result in disciplinary actions.
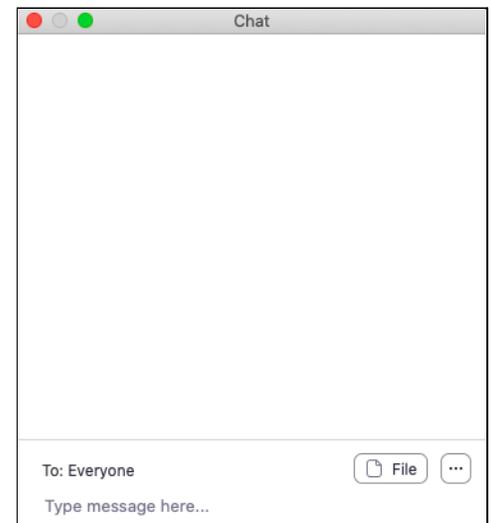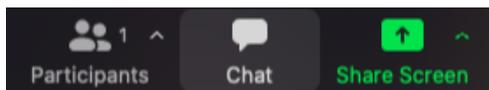
Upon selecting the chat option at the bottom of the zoom screen, the screen above on the right will pop up where delegates can chat with everyone in the committee or specific people such as the chairs or other delegates. For example, if a delegate is late to the committee session, they should send a private message to the chairs informing them of their arrival and form of presence during the session (P or PV).

4. Moderated Caucuses

Moderated caucuses are sessions of formal debate with a set overall time, speaking time, and topic. For more information on what a moderated caucus is or how to propose one, visit the Beginner Delegate Guide. Virtual moderated caucuses will be held in the main room of zoom where delegates have the opportunity to hear from other delegates and share their take on the topic if they choose to.

Delegates can propose a moderated caucus in a motion when the chair asks if there are any points/motions on the floor. After passing a motion for a moderated caucus, the chair will give the delegate that proposed it the option to speak first or last.

Besides that, all delegates wishing to speak can request to speak during the moderated caucus by using the **raise hand feature** when the chair asks if any delegates are wishing to speak. The running list of delegates speaking during a given moderated caucus can be found on the Official Committee Document.

5. Unmoderated caucuses

Unmoderated caucuses are sessions of informal debate where delegates are able to converse with one another and collaborate to form blocs to write draft resolutions. For more information on what an unmoderated caucus is or how to propose one, visit the Beginner Delegate Guide. Virtual unmoderated caucuses will take place in **Breakout Rooms**. When an Unmoderated caucus is in session, the chair will open 10 breakout rooms for the allotted time.

When the chair opens the breakout rooms, a breakout room icon at the bottom left of the zoom toolbar will pop up that says "Breakout Rooms"

After clicking this option, a pop up of the 10 breakout rooms should show up in the middle of the zoom screen. Delegates should be sending notes during sessions of formal debate in the main room to talk with other delegates in the committee and while doing so, should select a room number (1-10) for them to join during unmoderated caucuses. The pop up should show all the rooms and which delegates have joined what rooms. From here, delegates can select which room they would like to join by hovering over the right side of the room and clicking the join button.
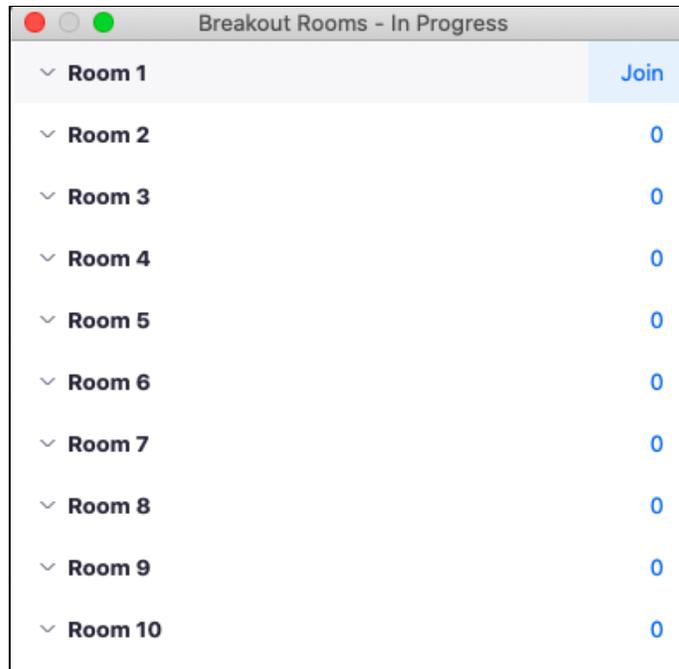
Delegates should have zoom updated or they will not be able to manually join Breakout Rooms themselves and move from room to room

6. Voting Procedure

To vote on **motions**, delegates will be using the **raise hand** option (as demonstrated in the points/motions section above). For procedural matters all delegates are required to vote. If votes do not add up, chairs will opt to revote in committee to ensure that all delegates are able to cast their vote. After allowing a short period of voting time, the dias will tally the number of votes for each motion to determine whether it passes or fails.

Towards the end of the committee session, delegates will commence **voting procedure on draft resolutions**. At this time, delegates are unable to leave or converse with other delegates through the chat. Voting procedure will be conducted virtually this year through **polls**. Again, if the zoom application is not properly updated it can cause issues and not show up properly. When voting on draft resolutions, the chairs will launch a poll, popping up at the center of all screens where delegates will be asked to select either "yes", "no", or "abstain". All delegates that are present and voting during the committee session are required to vote but those that are present may choose to abstain. **All delegates must only submit the poll once.** After all delegates present in the committee session have
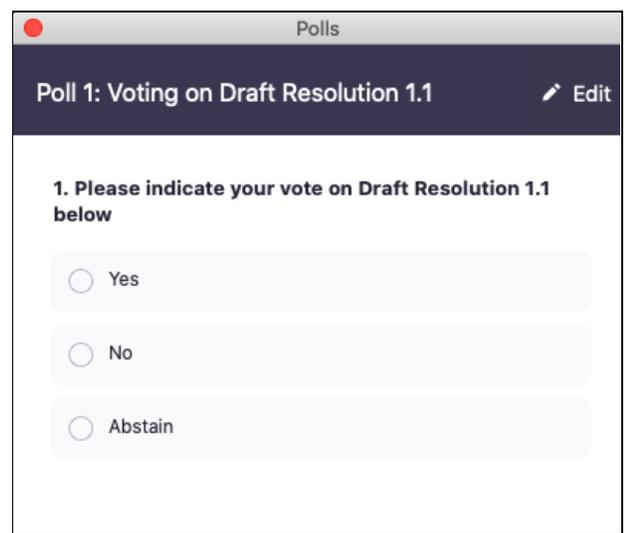
cast their vote, the chairs will analyze the results and announce if the paper is passed or not.

7. Special notes for Crisis Committees
- All procedural matters mentioned above will remain the same
- Joint Personal Directives (JPD's) will be drafted on the Google Docs templates linked on the Official Committee Document while notes will be passed through the chat function
- Crisis directors will enter the main room periodically, providing updates on the situation and more information if necessary

Help Desk

If delegates are having issues joining or participating in the committee sessions, they can join our Help Desk, where our Secretary General and Director General can assist them accordingly. The zoom link for the Help Desk will be open throughout the day and will be sent to all sponsors in advance, as well as linked on each Official Committee Document.

If any delegate has questions/concerns about any of the information outlined in this document, don't hesitate to reach out either via the [Contact Us section of our website](#) or through email at centennialmodeluninfo@gmail.com. We would be more than happy to assist any delegate or clarify any of the rules/procedural matters listed above!