

IsarMUN x UN75

2020 AND BEYOND

SHAPING  
OUR  
FUTURE  
TOGETHER

# TECHNICAL GUIDE



ISARMUN

# IsarMUN 2020 - Technical Guideline

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## 1. Technical tools

Zoom:

All sessions are held over the Online-Meeting-Platform “ZOOM”. Participants are asked to download the service prior to the conference onto their computer. **Important: It is absolutely essential that every delegate has the latest version of Zoom installed on their computer or tablet (Version 5.4.1)!** Please download the Zoom desktop client through this link: (<https://support.zoom.us/hc/en-us/articles/201362033-Erste-Schritte-auf-PC-and-Mac>)

### 1.1 Zoom & Rules Governing the Opening of the Debate

#### 1.1.1 Roll Call

- After the chairs have taken roll call and named all delegates that are supposed to be present, the delegate should **unmute** him/herself for the duration of their answers.
- The Muting-Button is located in the bottom left of the Meeting screen.

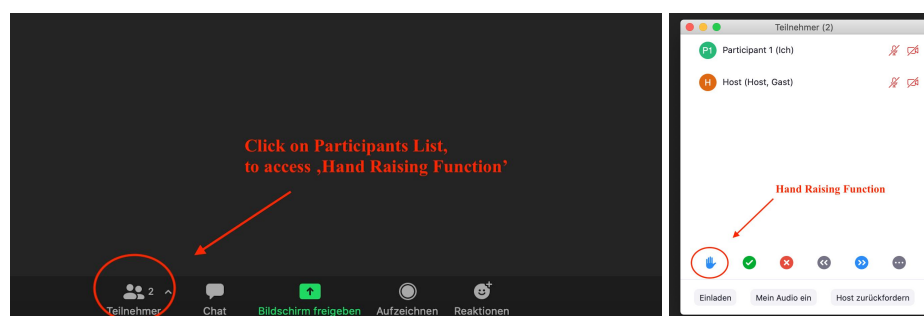
#### 1.1.2 Opening Statements

- After the chair has named a delegate to give their opening statements and yielded the floor to them, they should **unmute** him/herself for the duration of their statements.
- The Muting-Button is located in the bottom left of the Meeting screen.
- The Chairs are encouraged to interrupt speakers when their time has elapsed.

### 1.2 Zoom & Rules Governing Overall Debate

#### 1.2.1 Speeches

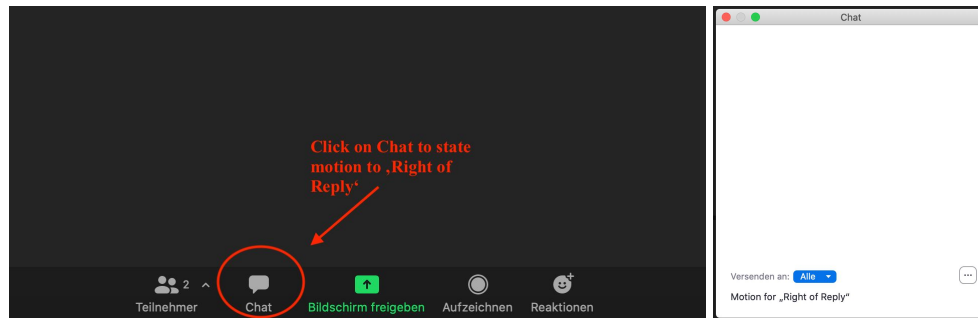
- Delegates may request the right to speak by raising their hand (Zoom Function) when the floor is open and state their request after being acknowledged by a Chairperson.
- The ‘Hand Raising-Button’ is located at the bottom of the participants list, which can be opened with the participants button on the bottom of the meeting screen.



#### 1.2.2 Right of Reply

- Delegates may exercise their ‘right of reply’ by requesting for it in the Zoom-Chat (e.g. “Patrick requests Right of Reply”).

- Zoom-Chat-Button is located in the bottom task bar of the meeting screen.
- Requests for Right of Reply should be visible to everybody, for this reason delegates should direct the message to “everyone”.



### 1.3 Zoom & Rules Governing Points

#### 1.3.1 General Rules on Points

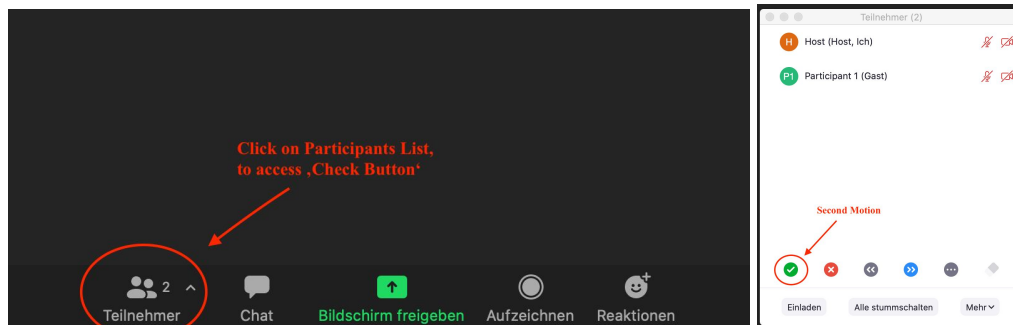
- Delegates may request for any point by raising their hand (Zoom Function) when the floor is open and state their request after being acknowledged by a Chairperson.
- The ‘Hand Raising-Button’ is located at the bottom of the participants list, which can be opened with the participants button on the bottom of the meeting screen (see 1.2.1).
- The only exception is the Point of Personal Privilege due to inaudibility. In this case delegates may request to exercise this point in the Zoom-Chat (e.g. “Patrick requests Point of Personal Privilege: Inaudibility”).
- Zoom ‘Chat-Button’ is located in the bottom task bar of the meeting screen (see 1.2.2).
- Requests for PoPP should be visible to everybody, for this reason delegates should direct the message to “everyone”.

### 1.4 Zoom & Rules Governing Motions

#### 1.4.1 General Rules of Motions

- Delegates may request for any motion by raising their hand (Zoom Function) when the floor is open and state their request after being acknowledged by a Chairperson.
- The ‘Hand Raising-Button’ is located at the bottom of the participants list, which can be opened with the participants button on the bottom of the meeting screen (see 1.2.1).
- **Seconds:** Delegates can second a motion by using the ‘Check-Button’, located at the bottom of the participants list, which can be opened with the participants button on the bottom of the meeting screen.

- **Objections:** Delegates can object to a motion by turning on their microphone and stating the reason and expressing their concern, while addressing the whole committee.



#### 1.4.2 Motion for an Unmoderated Caucus

- Refer to 1.4.1 on how to request a motion through zoom functions.
- Delegates may request for Break-out rooms during an unmoderated caucus, thereafter the number of Break-out rooms and the duration of the Break-out rooms are specified.
- Break-out room options: randomly assigned rooms, manually assigned rooms, allowing participants to choose options.
- The Break-out room button is located at the bottom of the Meeting screen, the host needs to have the breakout rooms enabled before the meeting!
- Instructional video:  
<https://support.zoom.us/hc/en-us/articles/206476313-Managing-Breakout-Rooms>

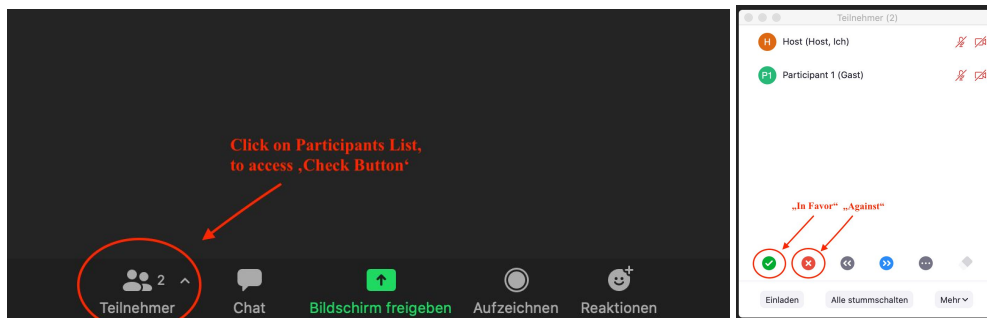
#### 1.4.3. Motion for a Moderated Caucus

- Refer to 1.4.1 on how to request a motion through Zoom functions.
- The Moderated Caucus will be managed in a Google Doc by the chairs, which should be displayed via the “Share Display” function to all delegates.
- Information displayed on Google Doc contains: **purpose/topic of moderated caucus, total time and individual speaking time.**
- Chairs are encouraged to interrupt speakers when their time has elapsed.

#### 1.4.4 Motion for the Closure of the Debate

- Refer to 1.4.1 on how to request a motion through Zoom functions.
- The motion requires a qualified majority (2/3) to pass.
- Should a vote be necessitated, delegates can either choose to vote in favour or against by utilising the **“Check-Button”** (in favor) or **“Cross-Button”** (against), which is located at the bottom of the participants list, which can be opened with the participants button on the bottom of the meeting screen.

- The chairs then count the votes and announce results.



## 2. Social engagement

We recommend small breaks every forty-five minutes to an hour for 5 min and at the discretion of the chairs. Breaks should be used to revitalise the meeting.

### 2.1 Ice-breakers

Chairs are encouraged to use icebreakers for the beginning of every new session with different participants to ensure the engagement of all members.

Icebreakers can be, but are not limited to:

- Speed-dating in small groups (of 4) - breakout rooms (see 1.4.2)
- 2 Truth 1 Lie
- Personal Question Round
- Introduce each other (either a short breakout room before/or just make something up about another person)
- Describe an object you see in your room/mini room tour

### 2.2 Energisers

To ensure a productive and interesting conference, chairs are recommended to use **“Energisers”** during sessions whenever they feel a lack of motivation from their participants. **“Energisers”** are used to energize and lift the mood/spirits. Should a video be required the chairs can pull up the video on youtube via the “Share-Screen” function so everybody can hear it at the same time.

Energizers can be, but are not limited to:

- Baby shark
- KiKa Tanzalarm
- Moving trivia - ask a few yes or no trivia questions and have people stand up for yes and sit down for no, or some other physical activity (jump for yes, hand up for yes, etc.) If someone misses a question, they turn off the Zoom camera to be “out” until the next round.
- Activity/tabu

### 2.3 Punishments

At the discretion of the chairs different “entertaining” punishments can be introduced for being late etc.

Punishments can be, but are not limited to:

- 50 Shades of Grey - reading
- Random PowerPoint generator
- Different dances
- Re-enactment of famous movie scenes
- Karaoke (examples: Wonderwall, I Will Always Love You etc.)

### 3. FAQ:

**Can the chairs use alternative programs (such as MUN Command) to structure the meeting?**

Yes, the decision on which program will be utilised to structure the meeting is at the discretion of the chairs (Google Doc, MUN Command etc.). However chairs are advised to use familiar/familiarised programs, as some require more in depth knowledge regarding their usage.

**Can delegates use the ZOOM Chat for all Points and Motions instead of using the hand-raising function within ZOOM?**

Yes, the decision in which manner delegates can raise Points and Motions is at the discretion of the chairs. Chairs are encouraged to choose alternative methods to modify debate in order to make it more efficient should it be deemed necessary.