



## **Delegate Conduct Guidelines**

1. **Attire**: Please be dressed in Indian/ Western formal attire. Blazers are not required.
2. **Internet Connection**: Do make sure that your internet connection is stable. We would require cameras to be on throughout unless there are extreme connectivity issues.
3. **Procedure**: We shall be following the UNA/USA procedure. Go through the MUN procedural notes, the link for which is shared below. Beyond this, we will be happy to provide procedural support to any beginners. Feel free to reach out to any of the contacts shared with you as well!  
<https://www.skillsphere.org/e-training/listing/mun-conferences/>
4. **Personal Details**: For security purposes, we shall not be sharing any delegate contact numbers or email ids with any other delegate. However, once the session starts and delegates start lobbying, delegates can share their email ids and phone numbers with each other for ease of lobbying/formal paper documentation. This is typically what happens during online MUN sessions. We shall explain how lobbying works either way via the Zoom platform which is also quite effective.
5. **Using Zoom**: A complete Zoom orientation will be given at the beginning of the committee to make sure that all delegates are perfectly oriented about participation. The MUN shall be using Zoom as the conferencing software while following all guidelines laid down for its usage by the Ministry of Home Affairs (MHA) of India. Further, a Zoom guideline document will be made available on the PWSMUN website soon. You will be notified when it is available.
6. **Zoom Hands as placards**: No paper placards are required. Zoom has a 'raise hands' system which works perfectly for recognition in MUNs. We shall explain this and how you must change your name to your country name.
7. **Timings**: The MUN session formally starts at 10:30 am and ends at around 5:30 pm on day 1 and at 2:30 on day 2. There shall be short tea breaks and a lunch break on both days. The full schedule is available at the PWSMUN website.
8. **Start time and lobbying**: Zoom committee rooms shall be opened earlier than the scheduled time to allow for delegate lobbying. However, sessions will formally commence at the scheduled time.
9. **Zoom Name**: You must enter the name only with your actual name. Once your attendance has been recognized informally prior to the MUN, you must change your name to your specific delegation name. If you do not enter the MUN committee with your actual name, you might be removed from the committee for security purposes.
10. **Cameras**: Delegates' cameras must be turned on throughout the session- unless you are facing severe technical issues.
11. **Technical Difficulties**: In case of technical difficulties, please alert your rapporteur. Their contact details will be made available to you at the start of committee.

**12. Breaks:** During breaks, we would suggest that you switch off your microphone and camera but remain in the meeting which will be running. This would help us start the next session in time. However, if you think that you may have technical difficulties by doing this, you may log off and join again but try and come back a couple of minutes before the session starts!

**13. Chits:** The zoom chat may be used as the equivalent of chits. To do this, send a zoom message to a particular delegate (make sure you are not sending the message to 'everyone'). Chits that you would like to send via EB must be sent twice- once to the respective delegate, and once to the EB.

**14. Discipline:** Delegates are expected to maintain respectful conduct throughout the conference. While necessary Zoom security guidelines are in place, any obscene display backgrounds, language or conduct will lead to temporary / permanent suspension from committee.

**15. Recordings:** The Organizing Committee might record parts of the session for documentation purposes.