

Model UN Member Resource Packet

A. Model UN Overview

B. UN Glossary

C. Organization of the UN

1. "Six Principal Organs of the UN"
2. "Subsidiary Bodies, Commissions, and Departments"

D. Parliamentary Procedure and Flow of Debate

1. "Guidelines for General Assembly and ECOSOC"
2. "Guidelines for General Assembly and ECOSOC – Summary Diagram"
3. "Guidelines for Crisis Committees"
4. "Basic Model UN Procedural Rules Chart"

E. Pre-Conference Preparation

F. Research

1. "How to Find UN Documents in 4 Steps or Less"
2. "How to Find Resolutions Passed on Any Topic"
3. "How to Find Voting Records for a General Assembly or Security Council Resolution"
4. "How to Find Speeches on an Issue Delivered by Your Country's Representatives"
5. "How to Find All Press Releases on a Topic"
6. "How to Find an ICJ Decision on a Specific Topic"
7. "General Websites"
8. "Country Information Websites"
9. "Links to Other International Organizations"

G. Position Paper Writing

1. "How should the position paper be organized?"
2. "Tips"

H. At-Conference Participation

1. "Tips for Effective Caucusing"
2. "Conclusions"

I. Public Speaking

1. "How to Make an Opening Speech"
2. "How to Make a Speech During Debate"
3. "General Public Speaking Tips"

J. Resolutions

1. "Preambulatory Clauses"
2. "Operative Clauses"
3. "Amendments"
4. "Tips for the Resolution"
5. "Sample Resolution: General Assembly Third Committee"

K. Attire

L. Conference Checklist

A. Model UN Overview

Q: What is Model United Nations?

A: Model United Nations is a simulation of the UN General Assembly and other multilateral bodies. In Model UN, students step into the shoes of ambassadors from UN member states to debate current issues on the organization's agenda. While playing their roles as ambassadors, student "delegates" make speeches, prepare draft resolutions, negotiate with allies and adversaries, resolve conflicts, and navigate the Model UN conference rules of procedure - all in the interest of mobilizing "international cooperation" to resolve problems that affect countries all over the world.

Model UN participants learn how the international community acts on its concerns about topics including peace and security, human rights, the environment, food and hunger, economic development and globalization. Model UN delegates also look closely at the needs, goals and foreign policies of the countries they will represent at the event.

Q. What types of topics are discussed in Model United Nations conferences?

A. The agenda items discussed in committee vary at each conference. Most conferences tend to focus on current affairs issues that are being discussed in the United Nations. These issues can highlight political, financial and/or social concerns. However, the task of some committees might be to address hypothetical concerns or issues from the past or future. For example, many conferences have "crisis" committees, in which delegates must react to a hypothetical or actual crisis situation. Other conferences host historical or future Security Council simulations.

Q: What is a Model United Nations delegate?

A: A Model UN delegate is a student who assumes the role of an ambassador to the United Nations in a Model UN simulation. Prior to a conference or event, a Model UN delegate does not need extensive experience in international relations. Anyone can participate in Model UN, so long as they have the ambition to learn something new and to work with people to try and make a difference in the world. Model UN students tend to go on to become great leaders in politics, law, business, education, and medicine.

Q: Why should I participate in Model United Nations?

A: Model UN promotes students' and teachers' interest in world around them and broadens a student's knowledge in a variety of subjects. Model UN also teaches vital skills in problem solving, conflict resolution, research and communication. Model UN also gives students and teachers the opportunity to meet interesting new people and make new friends.

B. Glossary

Now that we have familiarized ourselves with how the U.N. is structured, you will need to know a few general terms before we move onto UN procedures. It's not necessary to memorize the meaning of these words, as they will become more and more familiar to you with the addition of practice and experience. Use the glossary as a handy reference for conferences, just in case!

Note that several of the terms below, including Secretariat and Secretary General, have different meanings in Model UN than they do in the real UN; you should familiarize yourself with both meanings. Also, rules of procedure vary greatly from Model UN conference to Model UN conference. Though these are the most common definitions of the terms below, do not be surprised if you see them used in a slightly different manner at some of the conferences you go to.

Abstain - During a vote on a substantive matter, delegates may abstain rather than vote yes or no. This generally signals that a state does not support the resolution being voted on, but does not oppose it enough to vote no.

Adjourn - All UN or Model UN sessions end with a vote to adjourn. This means that the debate is suspended until the next meeting. This can be a short time (e.g., overnight) or a long time (until next year's conference).

Agenda - The order in which the issues before a committee will be discussed. The first duty of a committee following the roll call is usually to set the agenda.

Amendment - A change to a draft resolution on the floor. Can be of two types: a "friendly amendment" is supported by the original draft resolution's sponsors, and is passed automatically, while an "unfriendly amendment" is not supported by the original sponsors and must be voted on by the committee as a whole.

Binding - Having legal force in UN member states. Security Council resolutions are binding, as are decisions of the International Court of Justice; resolutions of the General Assembly and Economic and Social Council are not.

Bloc - A group of countries in a similar geographical region or with a similar opinion on a particular topic.

Decorum - The order and respect for others that all delegates at a Model UN conference must exhibit. The Chair will call for decorum when he or she feels that the committee is not being respectful of a speaker, of the dais, or of their roles as ambassadors.

Division of the Question - During voting bloc, delegates may motion to vote on certain clauses of a resolution separately, so that only the clauses that are passed become part of the final resolution. This is known as division of the question.

Gavel - The tool, shaped like a small wooden hammer that the Chair uses to keep order within a Model UN committee. Many conferences give the gavel used in a committee to the delegate recognized by the dais as the best in that committee; therefore, the term is frequently used to refer to the award given to the best delegate, even in cases where no actual gavel is given.

Member State - A country that has ratified the Charter of the United Nations and whose application to join has been accepted by the General Assembly and Security Council. As of summer 2014, there are 193 member states. Note that the Holy See and the State of Palestine are non-member observer states of the General Assembly.

Motion - A request made by a delegate that the committee as a whole do something. Some motions might be to go into a caucus, to adjourn, to introduce a draft resolution, or to move into voting bloc.

Observer - A state, national organization, regional organization, or non-governmental organization that is not a member of the UN but participates in its debates. Observers can vote on procedural matters but not substantive matters. An example is the Holy See.

On the floor - At a Model UN conference, when a working paper or draft resolution is first written, it may not be discussed in debate. After it is approved by the Director and introduced by the committee, it is put "on the floor" and may be discussed.

Page - A delegate in a Model UN committee that has volunteered to pass notes from one delegate to another, or from a delegate to the dais, for a short period of time.

Placard - A piece of cardstock with a country's name on it that a delegate raises in the air to signal to the Chair that he or she wishes to speak.

Point - A request raised by a delegate for information or for an action relating to that delegate. Examples include a point of order, a point of inquiry, and a point of personal privilege.

Procedural - Having to do with the way a committee is run, as opposed to the topic being discussed. All delegates present must vote on procedural matters and may not abstain.

Quorum - The minimum number of delegates needed to be present for a committee to meet. In the General Assembly, a quorum consists of one third of the members to begin debate, and a majority of members to pass a resolution. In the Security Council, no quorum exists for the body to debate, but nine members must be present to pass a resolution.

Resolution - A document that has been passed by an organ of the UN that aims to address a particular problem or issue. The UN equivalent of a law.

Right of Reply - A right to speak in reply to a previous speaker's comment, invoked when a delegate feels personally insulted by another's speech. Generally requires a written note to the Chair to be invoked.

Roll Call - The first order of business in a Model UN committee, during which the Rapporteur

reads aloud the names of each member state in the committee. When a delegate's country's name is called, he or she may respond "present" or "present and voting." A delegate responding "present and voting" may not abstain on a substantive vote.

Second - To agree with a motion being proposed. Many motions must be seconded before they can be brought to a vote.

Secretariat - The most senior staff of a Model UN conference.

Secretary General - The leader of a Model UN conference.

Signatory - A country that wishes a draft resolution to be put on the floor and signs the draft resolution to accomplish this. A signatory need not support a resolution; it only wants it to be discussed. Usually, Model UN conferences require some minimum number of sponsors and signatories for a draft resolution to be approved.

Simple majority - 50% plus one of the number of delegates in a committee. The amount needed to pass most votes.

Speakers' List - A list that determines the order in which delegates will speak. Whenever a new topic is opened for discussion, the Chair will create a speakers' list by asking all delegates wishing to speak to raise their placards and calling on them one at a time. During debate, a delegate may indicate that he or she wishes to be added to the speakers' list by sending a note to the dais.

Sponsor - One of the writers of a draft resolution. A friendly amendment can only be created if all sponsors agree.

Substantive - Having to do with the topic being discussed. A substantive vote is a vote on a draft resolution or amendment already on the floor during voting bloc. Only member states (not observer states or non-governmental organizations) may vote on substantive issues.

Working Paper - A document in which the ideas of some delegates on how to resolve an issue are proposed. Frequently the precursor to a draft resolution.

Veto - The ability, held by China, France, the Russian Federation, the United Kingdom, and the United States to prevent any draft resolution in the Security Council from passing by voting no.

Voting bloc - The period at the end of a committee session during which delegates vote on proposed amendments and draft resolutions. Nobody may enter or leave the room during voting bloc.

C. Organization of the UN

"Six Principal Organs of the UN"

THE UNITED NATIONS

"6 Principal Organs" - The Bare-Bone Basics

GENERAL ASSEMBLY

- 1st Committee: Disarmament & Int'l Security
- 2nd Committee: Economic & Financial
- 3rd Committee: Social, Humanitarian, & Cultural
- 4th Committee: Special Political & Decolonization
- 5th Committee: Administrative and Budgetary
- 6th Committee: Legal

**SECURITY
COUNCIL**

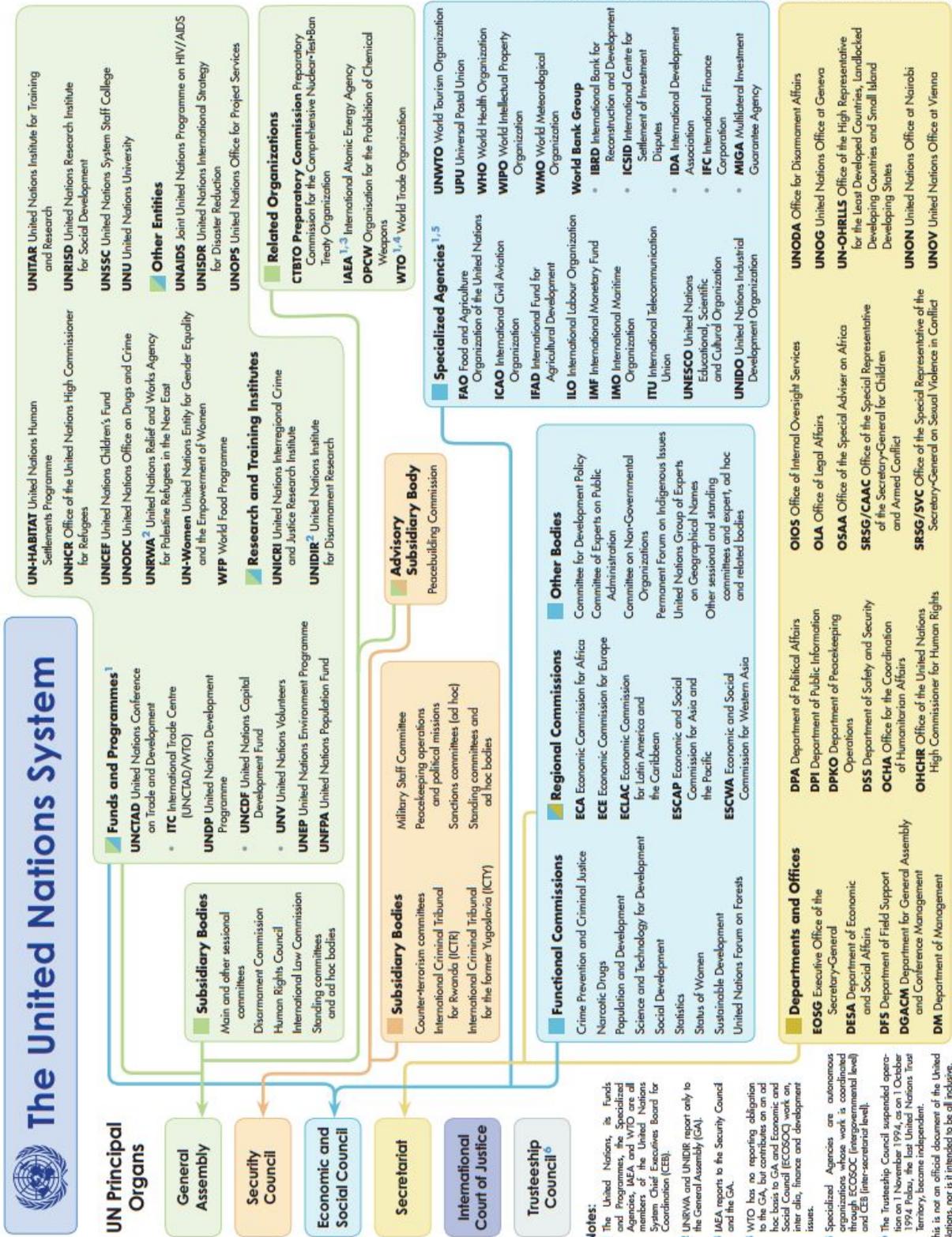
**ECONOMIC &
SOCIAL COUNCIL**

**INT'L COURT OF
JUSTICE**

SECRETARIAT

**TRUSTEESHIP
COUNCIL (INACTIVE)**

"Subsidiary Bodies, Commissions, and Departments"



D. Parliamentary Procedure and Flow of Debate

“Guidelines for General Assembly and ECOSOC”

1. Roll Call

- A. Taken at the beginning of each session
- B. Options in answering:
 - i. Present - *must vote on all procedural¹ motions*
 - ii. Present and Voting – *must vote on all procedural and substantive² motions*
- C. If a delegate arrives later during the session, he must send a note up to the Chair stating his presence.

2. Quorum

- A. Chair establishes and announces:
 - i. Simple majority – *one more delegate than half of the committee*
 - ii. Super majority – *one more delegate than 2/3 of the committee*
- B. It is convenient that the Chair announces:
 - i. The limit to the number³ of sponsors for a working paper/resolution (should there be such limit), and
 - ii. The minimum number⁴ of signatories for a working paper to be considered.

3. Motion to Open Debate

4. Motion to Open Speakers List (Temporary)⁵

- A. This is a temporary speakers list to debate on which topic should be discussed first.
- B. The Chair will determine the speaking time

5. Motion to Set the Agenda⁵

- A. Any time in the middle of the temporary speakers list
- B. Chair entertains 1 speaker in favor and 1 speaker against setting that topic first.
- C. Needs simple majority to pass:
 - i. If carries, debate proceeds with that topic
 - ii. If fails, continue with the temporary speakers list
- D. If all motions fail, either:
 - i. Continue with the temporary speakers list, or
 - ii. Chair decide on which topic to be discussed first

6. Motion to Open Speakers List (Permanent)

- A. This is a permanent speakers list to debate on the topic itself
- B. If motion carries, Chair will allow all delegates wishing to speak to raise their placards and be added to the list
 - i. A delegate who later wants to be added or re-added to the list must send a note⁶ up to the Chair

¹ i.e., not pertaining to resolutions and amendments

² i.e., pertaining to resolutions and amendments

³ Usually 5

⁴ Usually 1/5 of the committee

⁵ Not needed in committees with only 1 topic

⁶ Some committees allow delegates to raise their placards in such situation at the discretion of the Chair.

- C. If the list is exhausted, the debate will immediately be closed and move into voting procedure.
- D. Note that certain committees entertain a Motion to Close/Re-Open to Speakers List, which closes/re-opens the speakers list to all delegates wishing to speak. Requires 2 speakers for and against; needs simple majority to pass.

7. Motion to Set the Speaking Time⁷

- A. To set/change time for each speech
- B. Chair entertains one speaker in favor of and one speaker against the motion.
- C. Needs single majority to pass.

8. Yields

- A. To the Chair
- B. To another delegate⁸ (must specify whom)⁹
- C. To Points of Information⁹

9. Notable Points and Motions throughout Debate

- A. Point of Parliamentary Procedure – *to ask the Chair about a rule of procedure*
- B. Point of Order – *to note a possible error about parliamentary procedure committed by another delegate or the Chair*
 - i. Must be brought up immediately
- C. Point of Information – *to ask a question to the speaker*
 - i. Only when speaker yields to Points of Information
 - ii. Chair recognizes a delegate who wishes to ask the question
 - iii. If a clarification about the question is needed, the speaker will ask the Chair, who will then ask the delegate who has asked the question; inter-delegate conversation at this time is prohibited.
 - iv. Only the response of the speaker will count against the remaining time.
- D. Point of Personal Privilege – *to notify the Chair of a personal discomfort*
- E. Motion for a Moderated Caucus – *temporary suspension of the speakers list, but formal speaking structure remains*
 - i. The delegate specifies the purpose, caucus time, and speaking time.
 - ii. Needs simple majority to pass
 - iii. During a moderated caucus, a delegate does not yield his time.
- F. Motion for an Unmoderated Caucus – *temporary suspension of both the speakers list and formal speaking structure; delegates may leave their seats to talk with one another*
 - i. The delegate specifies the purpose and caucus time.

10. Right of Reply

- A. Only in cases of false or malicious slander against a delegate or his country
- B. The delegate will submit a right of reply in writing to the Chair.
 - i. The Chair will decide if he will grant the right of reply.^{10 11}

⁷ In some committees, this motion will not be necessary; instead, the delegate will specify the speaking time when motioning to open the speakers list

⁸ That delegate is not permitted to yield his time for that speech.

⁹ i.e., a question from another delegate

¹⁰ This decision cannot be appealed.

¹¹ Note that there cannot be a right of reply to an original right of reply.

11. Motion to Suspend Meeting

- A. To end a session¹²; does not signify the end of the committee
- B. Needs simple majority to pass

12. Motion to Return to Debate

- A. After coming back from a break

13. Working Paper / Resolution

- A. Difference between:
 - i. Working paper – *until it has been introduced to the committee and read aloud*
 - ii. Resolution – *after such*
- B. Difference between:
 - i. Sponsor – *actually participated in the creation of the document; Chair decides if there will be a certain limit to the number of sponsors or not*
 - ii. Signatories – *wants to see it be debated; Chair decides the number of needed signatories for a working paper to be considered*
- C. The sponsors submit the working paper in writing to the Chair
 - i. The Dais will label it with a number¹³ and type it (and usually, print it).
- D. Motion to Introduce Working Paper
 - i. Chair decides on this.
 - ii. If carries, the sponsors will read it aloud to the committee
- E. The Chair may allow the sponsors to:
 - i. Explain the working paper to the committee, and
 - ii. Take and answer questions.
- F. If a working paper/resolution is to be withdrawn at any point in time, all of its sponsors must agree.

14. Amendments

- A. Can have words added, taken out, or substituted on the resolution
- B. Must be written down to be submitted to the Chair
- C. Difference between:
 - i. Friendly amendment – *agreed upon by all sponsors of the resolution; must have their signatures before being submitted*
 - ii. Unfriendly amendment – *not agreed upon by all sponsors of the resolution; must have a certain number¹⁴ of signatures from the committee before being submitted; voted during voting procedures, before its original resolution, in order submitted; needs 2/3 majority to pass*
- D. Amendments cannot have their own amendments.

15. Voting

- A. Motion to Close Debate and Move into Voting Procedure
 - i. 2 speakers for, 2 speakers against
 - ii. Needs 2/3 majority to pass

¹² e.g. to leave for lunch

¹³ e.g. Working Paper 1.1

¹⁴ at the discretion of the Chair; usually, 1/5 of the committee

- B. During voting, the room must be locked; no one may enter or leave the room
- C. Vote on all unfriendly amendments
- D. Motion to Divide the Question
 - i. After unfriendly amendments are voted upon, a delegate may motion for such if he wishes to consider a certain resolution as two or more separate parts.
 - ii. Before specifics of separation are proposed, the Chair will entertain 2 speakers for and 2 speakers against the motion.
 - iii. Needs simple majority to pass
 - iv. If carries, the Chair takes all motions with specific proposals for separation. The Chair will not entertain any more motions to divide the question after this time.
 - v. The committee will vote on each motion (i.e. proposal) for separation in order of most to least severe; 1 speaker for and 1 speaker against each; needs simple majority to pass
 - vi. If a motion passes, the resulting parts of the resolution will be voted on separately with regular voting procedures (below); the remaining motions be considered dilatory.
- E. Two methods for voting:
 - i. Placard Vote
 - ii. Roll Call Vote – if a delegate requests this, the Chair would decide to entertain it or not; going through the roll, a delegate may vote in one of the following ways:
 - Yes
 - No
 - Abstain – *wishes not to vote for either side*
 - Yes/No with Rights – *at the end of the roll call vote, will receive a short time¹⁵ to explain why he voted against his country's position or his argument from debate*
 - Pass – *cannot decide at the moment; will return at the end of the roll call vote¹⁶*

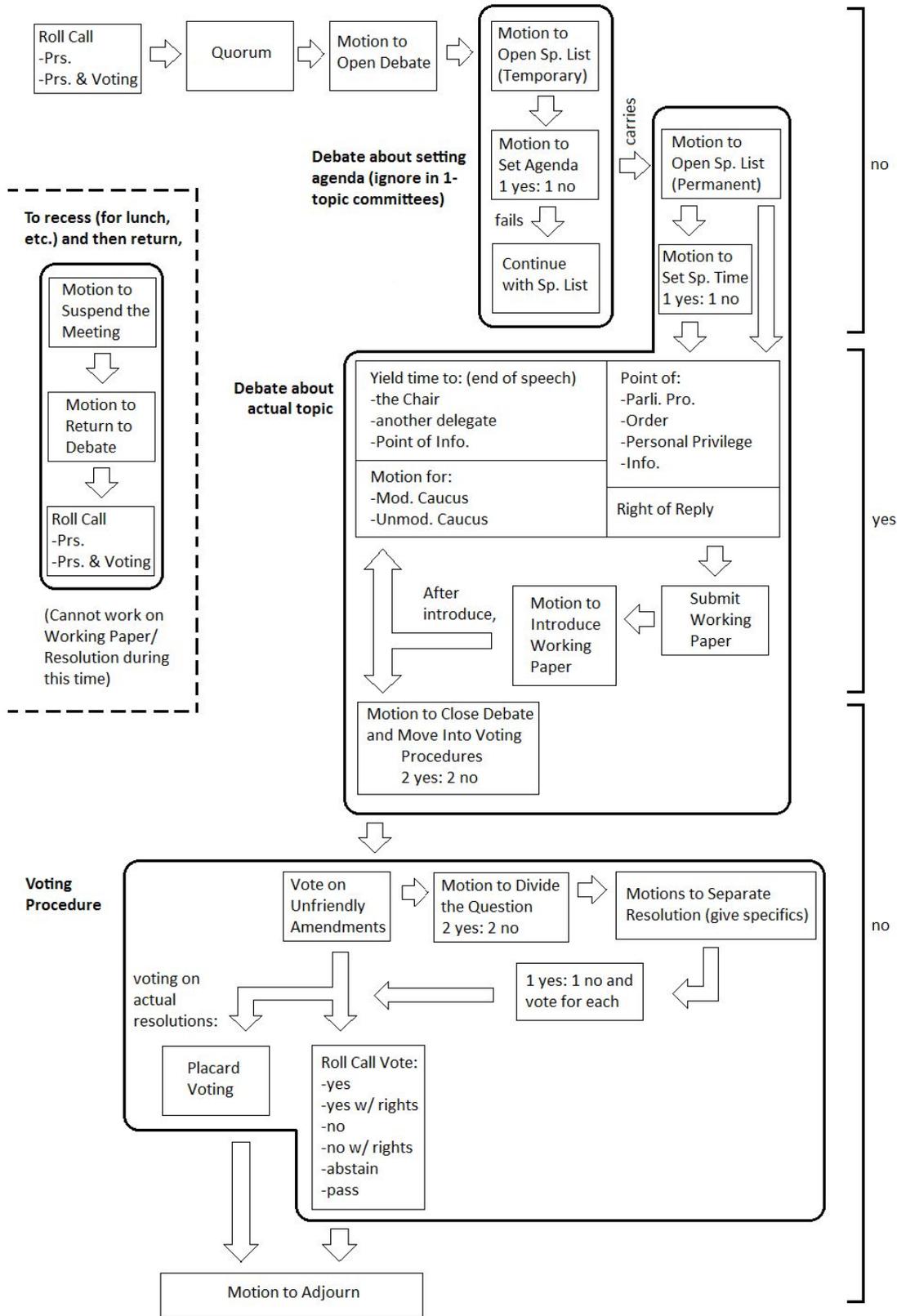
16. Motion to Adjourn

¹⁵ Length is at discretion of the Chair; usually 30 seconds.

¹⁶ The delegate may not vote for “yes/no with rights” upon this return.

“Guidelines for General Assembly and ECOSOC – Summary Diagram”

Work on Working Papers/ Resolutions?



“Guidelines for Crisis Committees”

Crisis Committees follow a structure to similar that of General Assemblies and ECOSOC Committees in terms of flow of debate, moderated and unmoderated caucuses, and points and motions. The regular structure, however, is interrupted by crises, implemented by the Crises Committee. The committee must then react quickly to the introduced crises and has four handy tools which take the place of resolutions and are implemented promptly throughout the course of the committee

1. Directives

- A. The main tool used in committee to address an issue
- B. Actions the committee wants to carry out
- C. Need to be voted on
- D. Shorter resolutions only using operative clauses (do not waste precious time on overly complex language, make directives concise and specific)
- E. Bullet points can be used
- F. Examples:
 - i. Authorizes 50 assault rifles to be sent to forces on the West Bank.
 - ii. Establishes refugee camps in areas under attack
 - iii. Orders all airborne vehicles in the region to be shot down

2. Communiqués

- A. Messages from the committee as a whole to another organization, government, person, or group of people
- B. Need to be voted on
- C. Serve as methods of communication with other groups in a crises and can be used to negotiate or request aid
- D. Example:
 - i. Dear Doctors Without Borders,

An outbreak of a deadly but unknown virus has occurred in Liberia and has claimed thousands of lives in the course of less than a month. We seek your support and request that forty of your finest doctors can be sent to aid the sick and suffering.

Sincerely,

Ellen Johnson Sirleaf

President of Nigeria

3. Press Releases:

- A. Messages from the committee to the public
- B. Require a vote to be implemented
- C. Used to sway public opinion, cause outrage, drum up support
- D. Example:
 - i. The United States Department of Homeland Security has issued a statement that terrorists within United States Borders are receiving shipments of weapons from their allies in the Middle East.

4. Portfolio Requests:

- A. Actions taken by one member of the committee, do not need to be voted on

- B. The action taken must be within the power of the individual in real life; The head of an NGO has the power to fund relief efforts but cannot authorize a military attack
- C. Can be used to maintain secrecy
- D. Examples of uses:
 - i. Meeting in secret with a group or individual
 - ii. Authorizing funds for relief efforts
 - iii. Authorizing weapons or military supplies
 - iv. Leaking false information

Remember: In a crisis committee, you represent a character instead of a delegate from a specific country. In order to succeed in your committee, firmly establish your viewpoints on the topic at hand and make sure that actions you take through directives, communiqués, press releases, and portfolio requests reflect these viewpoints.

“Basic Model UN Procedural Rules Chart”

BASIC MODEL UN PROCEDURAL RULES	REQUIRED TO PASS
A motion to set the speakers time sets or changes the amount of time each delegate has to speak.	Simple majority vote
A motion to open the speakers list allows delegates to sign up to speak. At some conferences a motion to close the speakers list closes the list for the remainder of the session or topic. However, at most Model UN conferences the speakers list can be opened and closed multiple times. This motion requires an immediate vote.	Simple majority vote
Delegates propose a motion to suspend debate for the purpose of holding a caucus. If you move to suspend the meeting, be sure to specify the purpose and the amount of time.	Simple majority vote
A motion to adjourn meeting ends the committee session until the next session, which might be the next year’s conference, or after lunch or dinner.	Simple majority vote
A motion to adjourn debate (also known as motion to table debate) is not the same as a motion to adjourn the meeting. Rather, it is used to table, or put on hold, all of the work that the committee has completed on a particular topic. At some Model UN conferences you can return to this topic later, while at others the topic cannot be discussed again.	Two-thirds majority vote
A delegate makes a motion to close debate in order to move the committee to a vote, usually when the delegate has made his or her country's position clear and there are enough draft resolutions on the floor.	Two-thirds majority vote
A point of order is used when a delegate believes the chair has made an error in the running of the committee. The Delegate should only specify the errors they believe were made in the formal committee procedure, and may not address the topic being discussed.	Decision of Chairperson
A point of inquiry (also known as a point of parliamentary procedure) can be made when the floor is open (i.e. when no other delegate is speaking) in order to ask the chairperson a question regarding the rules of procedure.	No vote
A delegate may raise a point of personal privilege in order to inform the chairperson of a physical discomfort he or she is experiencing, such as not being able to hear another delegate's speech.	No vote
A delegate raises a point of information in order to pose a question to a speaker during formal debate. The speaker chooses whether or not to yield his or her time to points of information.	Decision of speaker
A delegate makes an appeal to the chair’s decision when he or she feels the chairperson has incorrectly decided a point or motion. At some conferences, this formal challenge must be made in writing. The appealing delegate speaks and the chairperson defends himself or herself before the vote.	Two-thirds majority vote

E. Pre-conference Preparation

1. Research. Sources include:
 - a. Country speeches
 - b. Secretary-General's reports
 - c. Country websites
 - d. UN Wire
 - e. Other "print" sources
 - f. Materials from the conference you will be attending
 - g. Beware the web! (know which sources to trust)
2. Use the research handout as a REFERENCE- there are plenty of websites listed
3. Set your preparation files in a folder or a binder
 - a. Keep it organized for easy reference
 - b. Always carry it around
4. Print everything you can - you'll need a lot of it at the conference
 - a. Learn how to go through what you printed with a critical eye
5. Share research with your group. There's no need to work alone.
6. Practice speaking in front of the group - there's no substitute for practice
 - a. Both informal briefings and formal speeches are good tools
7. Simulations are the ultimate practice - and do them in groups when possible.

F. Research

The first step in preparing for a rewarding Model UN experience is to gather information. Give yourself plenty of time before a conference to research, read, and then formulate your arguments. Since most delegates use the Internet for about 80 percent of their research, UNA-USA has compiled a list of web resources to help you get started. However, you should not overlook the resources available in books and periodicals at your local library.

While conducting research, try to keep in mind that your primary goal is to represent your country as realistically as possible. To do so, you will need to research three different areas. Follow these links for tips on researching each of the three components:

- a. Your country and its positions;
- b. The issues to be debated at the conference; and
- c. The UN system.

“How to Find UN Documents in 4 Steps or Less”

The UN has made it easier than ever to find resolutions, treaties, speeches, decisions, voting records and more on its website. Below is a list of where to locate commonly-used documents and research, followed by specific instructions.

1. The UN Bibliographic Information System (UNBISnet), available at unbisnet.un.org, can be used to find:
 - a. Resolutions passed by the Security Council, ECOSOC, and General Assembly (1946 onward);
 - b. Voting records for all resolutions which were adopted by the General Assembly (1983 onward) and the Security Council; and
 - c. Speeches made in the General Assembly (1983 onward), the Security Council (1983 onward), the Economic and Social Council (1983 onward), and the Trusteeship Council (1982 onward).
2. The UN News Centre, available at www.un.org/news, can be used to find press releases from UN bodies and the Secretary-General.
3. The International Court of Justice's website, available at www.icj-cij.org, can be used to locate ICJ decisions.
4. For research, news and resources on specific topics, the UN's website has a section on "Issues on the UN Agenda," available at www.un.org/issues.

“How to Find Resolutions Passed on Any Topic”

1. Go to UNBISnet at unbisnet.un.org
2. Under the heading "Bibliographic Records," click on "New Keyword Search."
3. You are presented with four optional search fields.
 - a. Enter a topic or keyword next to "Subject (All)."
 - b. If you want to refine your search to one specific body, such as the Security Council, select "UN Doc. Symbol/ Sales No." in the second drop-down menu, and enter the appropriate resolution code. (For instance, all Security Council resolutions begin with S/RES; all General Assembly resolutions begin with A/RES; all ECOSOC resolutions begin with E/Year where year is the year in which the resolution passed. Enter any of these codes in the second search field, or leave it blank to search all committees on the topic.)
 - c. To limit the search results by date, scroll down to the "User Defined Limits"

and select "Year of Publication," the appropriate delimiter, and enter the year of the resolution.

4. Click on the "Go" button.
5. All the resolutions passed by the UN on that subject will appear in a list. If available, a link to the actual resolution will be provided in each of the official UN languages.

“How to Find Voting Records for a General Assembly or Security Council Resolution”

NOTE: GA resolutions passed before 1983 are not available.

1. Go to UNBISnet at unbisnet.un.org
2. Under the heading "Voting Records," click on "New Keyword Search."
3. You are presented with four optional search fields. Enter the appropriate resolution number next to the drop-down reading "UN Resolution Symbol."
4. Click on the "Go" button.
5. The resolution you want will come up. Under the resolution number is a link to the full text of the resolution. Below that is the full voting history, with Y and N standing for yes and no votes.

“How to Find Speeches on an Issue Delivered by Your Country's Representatives”

NOTE: Speeches are only available if they were made in the General Assembly, Economic and Social Council, Trusteeship Council, or Security Council since 1983; not all speeches made in this time are yet online. Most speeches made in subsidiary bodies of these organs will not be available.

1. Go to UNBISnet at unbisnet.un.org
2. Under the heading "Index to Speeches," click on "New Keyword Search."
3. You are presented with four optional search fields.
 - a. Enter the country's name next to the drop-down reading "Country/Organization."
 - b. If you would like to limit the topic, enter a keyword next to the drop-down reading "Topic."
 - c. To limit the UN body in which the speech was given, enter the appropriate code next to the drop-down reading "Meeting Record Symbol." Enter A for the General Assembly, S for the Security Council, E for ECOSOC, or T for the Trusteeship Council.
4. Click on the "Go" button.
5. All speeches given by your country on this topic will be listed. Click on the link to display the full text of the speech if it is available.

“How to Find All Press Releases on a Topic”

NOTE: Only press releases issued in 1995 or later are available.

1. Go to the Press Release Series Symbols Index at www.un.org/Depts/dhl/resguide/press1.htm. Scroll down until you see your committee. Record the symbol listed to the right of it.
2. Go to the UN News Centre at www.un.org/News/.
3. Under "Press Releases" on the sidebar on the left, click on "Search."
4. The Full Text search page will appear. In the box next to the word "Keywords," type your topic or a one-word description of it, a space and the symbol you found in Step Two.
5. Click on the "Search" button.

“How to Find an ICJ Decision on a Specific Topic”

1. Go to the ICJ website at www.icj-cij.org.
2. Click on "Decisions" in the header.
 - a. If you know the year of your case, scroll down until you find it.
 - b. If you know just the topic of the case, or one of the parties, use the "find" function (Ctrl-F on a PC) and enter the country name or keyword.
3. When you find the case, click on the appropriate link.
4. To see the full text of the decision, click on the "Judgment" link on the left of the page, if it is available. If it is not available, the case has not yet been decided.

“General Websites”

United Nations

www.un.org

UN CyberSchoolBus

www.un.org/cyberschoolbus

UN Works

www.un.org/works

UN Peace and Security Page

www.un.org/peace

UN Human Rights Page

www.un.org/rights

UN Economic and Social Development Page

www.un.org/esa

UN Humanitarian Affairs Page

www.un.org/ha

UN International Law Page

www.un.org/law

Global Envision

<http://www.globalenvision.org>

Center for Global Development

www.cgdev.org

Globalization101.org

www.globalization101.org

Global Policy Innovations

<http://www.policyinnovations.org/>

“Country Information Websites”

The UN's National Government Information Page
www.un.org/esa/national.htm

UN CyberSchoolBus Country At A Glance
www.cyberschoolbus.un.org/infonation/index.asp

BBC News Country Profiles
http://news.bbc.co.uk/2/hi/country_profiles/default.stm

CIA World Factbook
www.cia.gov/cia/publications/factbook

Library of Congress Country Studies
<http://lcweb2.loc.gov/frd/cs/cshome.html>

Country Reports
www.countryreports.org

The Economist Country Briefings
www.economist.com/countries

Embassies in Washington, DC
www.embassy.org/embassies

Governments on the World Wide Web
www.gksoft.com/govt/en

Infoplease Country Information
www.infoplease.com/countries.html

One World - Nations Online
www.nationsonline.org/oneworld

Southern Center for International Studies, Timeslines and Infolinks
<http://www.southerncenter.org/timeline>

Political Resources
www.politicalresources.net/index2.htm

UN Missions
www.un.int

US Department of State Country Background Notes
www.state.gov/r/pa/ei/bgn

“Links to Other International Organizations”

African Development Bank

www.afdb.org

African Union (AU)

www.africa-union.org

Small Island Developing States (SIDS)

<http://www.sidsnet.org/>

Andean Community (in Spanish)

<http://www.comunidadandina.org/>

North Atlantic Treaty Organization (NATO)

www.nato.int

Organization for Economic Cooperation and Development (OECD)

www.oecd.org

Organization of the Petroleum Exporting Countries (OPEC)

www.opec.org

Organization for Security and Cooperation in Europe (OSCE)

www.osce.org

Pan-American Health Organization (PAHO)

www.paho.org

Secretariat of the Pacific Community

www.spc.org.nc

Asia-Pacific Economic Cooperation

www.apecsec.org.sg

Asian Development Bank

www.adb.org

Association of Southeast Asian Nations (ASEAN)

www.aseansec.org

Caribbean Community and Common Market

www.caricom.org

Commonwealth of Independent States (CIS)

www.cisstat.com/eng/cis.htm

G. Position Paper Writing

You will write a position paper after doing research in order to:

1. demonstrate your knowledge of the country that you are representing
2. demonstrate your knowledge of the issue at hand
3. express your cognitive abilities by using the researched information to propose a resolution to the issue

All position papers follow the basic format and should contain the following:

1. A brief introduction to the country and its history regarding the topic and/or UN body
2. The country's background on the topic: past actions on a national and international level and past resolutions that the country supported
3. Current views, opinions and statistics regarding the topic
4. Recommendation for a resolution, what your country would like to see done to address the issue, and how the positions of other countries affect your country's position

“How should the position paper be organized?”

The required format may be different for every conference. Here are two possibilities for which a position paper can be logically organized.

I. One issue per paper

1. Length: A minimum of 1 page double spaced per issue or a max of 1 page singled spaced (depending on the conference)
2. Format:
 - a. Opening statement that expresses the country's general view on the issue (If there is enough room, you can use 1-2 sentences to summarize the issue at hand before specifically stating how your specific country has been affected)
 - b. How the issue has affected your country in the past, or if it has not affected your country, what actions did the country take in the past to alleviate the problem?
 - c. What actions should still be taken (based on the problems that are still present) and what the country would (and would not) support
 - d. A proposed resolution (try to be as specific as possible, it will help as a brainstorming process for when you draft resolutions in committee)

II. All issues in one paper

1. Length: 1-3 pages double spaced (depending on the conference)
2. Format:
 - a. Opening statement that expresses the country's general goals about its membership in the committee
 - b. Tackle the first issue following the basic format listed at the top of the page.

The only difference would be to cut out a lot of the background information. Use 2-4 sentences to explain how the issue affected your country, what your country has done in the past, what your country would and would not support. Finally, use the last 4-5 sentences to propose a resolution. TRY TO BE SPECIFIC!

- c. Move onto the second issue. If you are a more sophisticated writer, you may try to connect each of the paragraphs. If not, then just start this paragraph by stating the issue (ie. Another issue that the Russian Federation would like to see resolved is the usage of child soldiers.) Use the same steps as above.
- d. Repeat the process for the final issue.
- e. In the last paragraph, you may take 2-5 sentences to explain the country's ultimate goals for all of the issues, and why the resolutions proposed would resolve the issues (basically, pitch your resolutions one last time).

“Tips”

Keep it simple: To communicate strongly and effectively, avoid flowery wording and stick to uncomplicated language and sentence structure.

Make it official: Try to use the seal of your country or create an "official" letterhead for your position paper. The more realistic it looks, the more others will want to read it.

Get organized: Give each separate idea or proposal its own paragraph. Make sure each paragraph starts with a topic sentence.

Read and reread: Leave time to edit your position paper. Ask yourself if the organization of the paper makes sense and double-check your spelling and grammar.

Speech! Speech! Do you plan to make an opening statement at your conference? A good position paper makes a great introductory speech. During debate, a good position paper will also help you to stick to your country's policies.

Let the bullets fly: Try not to let your proposals become lost in a sea of information. For speechmaking, create a bulleted list of your proposals along with your most important facts and statistics so that you will not lose time looking for them during debate.

H. At-Conference Participation

1. Start “caucusing” early
 - a. Introduce yourself to others when you arrive at the conference site, and especially in the time before the meeting is called to order
2. When giving a formal speech, make good use of the time
 - a. Time for speeches may be short, and you need to be prepared
 - b. Base your speech on the current circumstances
 - c. Pre-written speeches vs. speaking extemporaneously – you need both!
 - d. A note about speaking styles: Don't read your speech!
3. Caucusing is where all the work gets done, and it should be done early and often
 - a. Behind the scenes versus "formal" caucusing
 - b. After hours caucusing and personal contacts
4. A view of formal caucusing - concentric circles
 - a. Stick with the leaders (center of the caucus)
 - b. Be active
5. What is your role?
 - a. Some possible roles: leader, facilitator, whip, wordsmith, consensus builder, typist, follower
6. The only cardinal sin at the UN - never act alone
 - a. Strength in diplomacy often comes through numbers
7. Don't write a resolution that just states the problem, *work toward a solution* to the problem first
 - a. If the answers are simple, why hasn't someone solved it yet?
8. Whenever possible, don't condemn
 - a. If you are trying to solve a problem, condemning one party rarely helps
9. Compromise, compromise, compromise
 - a. What does your nation *really* need to see in a solution, and what are you willing to compromise?
10. Credit others whenever possible
 - a. Nothing makes friends faster than proving that you were listening, and giving credit to others for their ideas

“Tips for Effective Caucusing”

Enter the caucus with a plan in mind: Formulate ideas on what your country would like to see included in a resolution. Decide which clauses you are willing to negotiate on and which you are not.

Find delegates in your regional bloc: This is the easiest way to seek out allies. However, if you find that the group you are working with is not meeting your needs, do not be afraid to switch groups.

Provide ideas: Tell others what your country is hoping to achieve. If you do not agree with an idea, do not hesitate to say that it is against your country's policy.

Negotiate: While it is often necessary to give up something that you want, make sure that you are not giving up anything too important.

Listen: By listening to what others are saying you will be able to build on other people's ideas

and add more to the discussion. Listening also shows respect for each delegate in your group.

Do not interrupt: Allow other delegates to finish their thoughts rather than interrupting others in the middle of a sentence. It sometimes helps to write down your idea so that you can bring it up when the delegate is finished speaking.

Record ideas: Start to formulate a resolution in writing. Rather than waiting until the last minute, begin recording fellow delegates' ideas right away.

Be resourceful: By providing fellow delegates with resolution text, maps or information as they need it, you will show that you are valuable to the group.

Have one-on-one conversations: Speaking with an individual or in a small group is the best way to find out a delegate's position on an issue. Larger groups are better suited to brainstorming.

Stay calm: In caucuses, delegates can sometimes "lose their cool." Staying calm will not only help your group be more effective, but will be noticed by the conference staff. Always keep your voice at a normal level. If you see that you are becoming upset or raising your voice, excuse yourself from the group for a few minutes.

Use time effectively: Make sure you have enough time to hear everyone's ideas so that you can discuss them during formal debate. Try not to waste time arguing over small details that do not seriously affect the draft resolution.

Show respect: Never give orders or tell other delegates what they should or should not do. Be polite and treat all your fellow delegates with respect.

Provide constructive critique: Rather than negatively criticizing another delegate, focus on providing constructive critique. If you dislike an idea, try to offer an alternative. Critique ideas, not people.

Establish connections with other delegates: Although it can be tempting to call a fellow delegate "Pakistan," "Brazil" or "Sweden", you can form a better connection with a delegate by learning his or her name and where he or she comes from. Ask the delegate about his or her ideas and impressions of the debate. Showing interest in your fellow delegates at the beginning of the conference will help you gain more support later on and can help you to form lasting friendships.

“Conclusions”

Remember: When at the conference you are a diplomat and the Distinguished Representative of your country - think and act the part with seriousness and others will treat you that way

Always keep in mind: A diplomat's primary job is to "make friends and influence people"

I. Public Speaking

Speaking with confidence is absolutely essential to a Model U.N. delegate. At most conferences, the dais members keep track of how often delegates speak, how well delegates speak, and how effectively the delegate speaks (time management). Thus, public speaking is of the utmost importance.

“How to Make an Opening Speech” (These things should be in your position paper as well)

1. Begin by providing a brief history on the issue as it relates to your country.
2. Speak about how the issue is currently affecting your country.
3. Provide your country's position on the issue. Include an explanation for your country's stance, such as economic or security concerns or political or religious ideology.
4. You may choose to give an explanation of how your country's position relates to the positions of other member states such as the major powers or countries in your regional bloc.
5. You should discuss some of the past actions taken by the UN, member states and NGOs to address the issue.
6. Present ideas for a resolution, stressing your country's objectives for the resolution.
7. Talk about the role that NGOs or regional organizations have to play in addressing the issue.
8. Indicate to the committee members whether your country is willing to negotiate.
9. *Note 1: Even if you are not the first to speak on an issue, you should still address the chairperson, the committee and speak as if you were the opening speaker*
10. *Note 2: Even before debate on a topic begins, try to get on the speaker's list for setting the agenda. Use the opportunity to show the committee your persuasive skills and express your country's general outlook on the topics.*

“How to Make a Speech During Debate”

1. During unmoderated caucuses, raise your placard, but be courteous. Do not wave it around violently
2. Again, you should thank the presiding official by saying "Thank you Mr./ Madame/ Honorable Chair/ President. .." (If following a speaker's list, it is usually unnecessary to start off this way. You could use it every now and then for moderated caucuses, when the chair indicates that you may speak.)
3. Encourage collaboration among member states by proposing ways that your country would be willing to work with other member states.
4. By referencing what other delegates have said, you can show support for your allies or indicate which proposals your country does not favor.
5. Present ideas for draft resolutions.
6. Explain why your country does or does not support other draft resolutions.
7. If you have a resolution in the works, use the time to "advertise" your resolution and ask that any delegates who are interested pass you a note and you will explain more, add them as a sponsor, etc .

“General Public Speaking Tips”

Prepare: Decide how you feel most comfortable delivering your speech. If you plan to use a word or phrase that is unfamiliar to you, make sure you learn its meaning and how to pronounce it properly. During committee, closely observe others' speeches for ideas on improving your own speech and **take notes** on what characteristics of an effective speech

are. Have a **note card** with the topics you want to address for quick reference.

Practice: Rehearsing your speech is the best way to perfect your public speaking skills. Try practicing in front of a teacher, a parent, or fellow Model UN members from your club.

Consider your audience: Make your speech appropriate to the age and experience-level of the other delegates at the conference. Remember that the beginning of the speech should captivate your audience and make them to want to hear more. Remember, **you are the representative from country X**, not Joe Schmo, so refer to yourself as "we" or "my government" not "I". **Begin your speech with:** "Honorable Chair, Fellow Representatives, ...

Eliminate unnecessary "filler" words: Fillers are words and phrases such as "umm," "well," "sort of," and "like."

Use meaningful pauses: Leaving a moment of silence between sentences can be a powerful public speaking tool.

Pace yourself & Breathe: Don't talk too fast or too slow. Remember that most speakers have a tendency to talk too quickly. (See above for pauses)

Choose a powerful posture & project your presence: Be aware of your posture when you speak. Stand up straight, relax your shoulders. Make sure that you are speaking loud enough to be easily heard. Focus on speaking with enthusiasm and energy.

Gesture: It is worthwhile to use your face, hands, arms and body to help you communicate as long as your motions do not distract the audience from your speech. Control your hands with smooth movements.

Connect with your audience: Glance at your notes rather than reading them so that you can make eye contact with the other delegates. It is often helpful to speak directly to individual members of the audience, or focus on a spot in front of you, somewhere behind the audience.

Get to the point: Speak concisely so that your audience does not lose your main arguments among less-important details. Try not to speak in circles. Instead, go straight to your most important point.

Ask rhetorical questions: These are not only for dramatic effect, but they can also help you gather your thoughts. While your audience takes a few moments to think about your question, you should think about what to say next.

Be positive & respectful: Rather than criticizing another point of view, critique it in a constructive way. Always provide alternatives and be sure to back up your arguments. Don't forget to thank and address the chairperson before and after any speeches.

J. Resolutions

Draft Resolutions:

Draft resolutions are all resolutions that have not yet been voted on. Delegates write draft resolutions alone or with other countries. There are three main parts to a draft resolution: the heading, the preamble and the operative section. The heading shows the committee and topic along with the resolution number. It also lists the draft resolution's sponsors and signatories (see below). Each draft resolution is one long sentence with sections separated by commas and semicolons. The subject of the sentence is the body making the statement (e.g., the General Assembly, Economic and Social Council, or Security Council). The preamble and operative sections then describe the current situation and actions that the committee will take.

Bringing a Resolution to the Floor for Debate:

A draft resolution must always gain the support of a certain number of member states in the committee before the sponsors (the delegates who created the resolution) may submit it to the committee staff. Many conferences require signatures from 20 percent of the countries present in order to submit a draft resolution. A staff member will read the draft resolution to ensure that it is relevant and in proper format. Only when a staff member formally accepts the document and assigns it a number can it be referred to in formal debate. In some cases a delegate must make a motion to introduce the draft resolution, while in other cases the sponsors are immediately called upon to read the document. Because these procedures can vary, it is essential to find out about the resolution process for the conference you plan to attend.

“Preambulatory Clauses”

Preambulatory Clauses state (see sample for reference):

1. The problem
2. References from several sources, including the UN Charter, past UN resolutions, and statements by the Secretary General or a relevant UN body or agency
3. The work or efforts of regional organizations in dealing with the issue
4. General statements on the topic, its significance, and its effects

The perambulatory clauses always start with verbs like:

<i>Acknowledging...</i>	<i>Declaring...</i>	<i>Grieved ...</i>
<i>Affirming...</i>	<i>Deeply disturbed...</i>	<i>Guided by...</i>
<i>Alarmed...</i>	<i>Desiring...</i>	<i>Having...</i>
<i>Anxious...</i>	<i>Determined...</i>	<i>Observing...</i>
<i>Approving...</i>	<i>Emphasizing...</i>	<i>Reaffirming...</i>
<i>Aware...</i>	<i>Encouraged...</i>	<i>Realizing...</i>
<i>Bearing in mind...</i>	<i>Endorsing...</i>	<i>Recalling ...</i>
<i>Being convinced...</i>	<i>Expressing...</i>	<i>Recognizing ...</i>
<i>Believing...</i>	<i>Referring ...</i>	<i>Regretting...</i>
<i>Cognizant...</i>	<i>Keeping in mind...</i>	<i>Reiterating...</i>

<i>Concerned...</i>	<i>Expecting...</i>	<i>Mindful...</i>
<i>Confident...</i>	<i>Fulfilling...</i>	<i>Noting...</i>
<i>Conscious...</i>	<i>Fully...</i>	<i>Seeking...</i>
<i>Considering...</i>	<i>Welcoming...</i>	<i>Stressing ...</i>
<i>Contemplating...</i>	<i>Convinced...</i>	

“Operative Clauses”

Operative Clauses state/should be (see sample for reference):

1. The solution the committee is offering to solve the problem at hand (In a numbered & listed format)
2. Proposed in a logical order that proposes a single idea in every number
3. End with a semicolon with the exception of the very last one which finishes with a period

The operative clauses start with verbs such as:

<i>Accepts...</i>	<i>Declares...</i>	<i>Recognizes...</i>
<i>Adopts...</i>	<i>Deplores...</i>	<i>Recommends...</i>
<i>Affirms...</i>	<i>Designate ...</i>	<i>Proclaims...</i>
<i>Appeals...</i>	<i>Directs...</i>	<i>Reiterates...</i>
<i>Appreciates...</i>	<i>Emphasizes...</i>	<i>Requests...</i>
<i>Approves...</i>	<i>Encourages...</i>	<i>Repeats...</i>
<i>Authorizes...</i>	<i>Endorses...</i>	<i>Suggests...</i>
<i>Calls upon...</i>	<i>Instructs ...</i>	<i>Supports...</i>
<i>Commends...</i>	<i>Invites...</i>	<i>Reaffirms...</i>
<i>Concurs...</i>	<i>Notes...</i>	<i>Takes note of...</i>
<i>Condemns...</i>	<i>Transmits...</i>	<i>Urges...</i>
<i>Confirms...</i>	<i>Decides...</i>	<i>Welcomes...</i>
<i>Congratulates...</i>	<i>Considers...</i>	

“Amendments”

The guidelines for these amendments are less strict since many arise during the course of the activity itself; however, the style, wording and intent of the amendment should complement the original draft resolution. Amendments follow the pattern already stated in the document and simply present new viewpoints or suggestions for action on the same topic.

Most conferences have two forms of amendments:

1. Friendly amendment: is a change to the resolution that all of the sponsors feel is appropriate.
2. Unfriendly amendment: is an amendment that not all the sponsors of the resolution support (some for, some against).

“Tips for the Resolution”

1. Details!
 - a. E.g. If your resolution calls for a new program, think about how it will be funded and what body will manage it.
2. Cite facts whenever possible
3. Be realistic. Do not create objectives for your resolution that cannot be met. Make

sure your body can take the action suggested.

- a. E.g. The General Assembly can't sanction another country - only the Security Council can do so.
4. Try to find multiple sponsors. Your committee will be more likely to approve the resolutions if many delegates contribute ideas.
5. **Preambulatory clauses** are historic justifications for action.
6. **Operative clauses** are policies that the resolution is designed to create. Use them to explain what the committee will do to address the issue.

"Sample Resolution: General Assembly Third Committee"

Sponsors: United States, Austria and Italy

Signatories: Greece, Tajikistan, Japan, Canada, Mali, the Netherlands and Gabon

Topic: "Strengthening UN coordination of humanitarian assistance in complex emergencies"

The General Assembly,

Reminding all nations of the celebration of the 50th anniversary of the *Universal Declaration of Human Rights*, which recognizes the inherent dignity, equality and inalienable rights of all global citizens, **[use commas to separate preambulatory clauses]**

Reaffirming its Resolution 33/1996 of 25 July 1996, which encourages Governments to work with UN bodies aimed at improving the coordination and effectiveness of humanitarian assistance,

Noting with satisfaction the past efforts of various relevant UN bodies and nongovernmental organizations,

Stressing the fact that the United Nations faces significant financial obstacles and is in need of reform, particularly in the humanitarian realm,

1. Encourages all relevant agencies of the United Nations to collaborate more closely with countries at the grassroots level to enhance the carrying out of relief efforts; **[use semicolons to separate operative clauses]**
2. Urges member states to comply with the goals of the UN Department of Humanitarian Affairs to streamline efforts of humanitarian aid;
3. Requests that all nations develop rapid deployment forces to better enhance the coordination of relief efforts of humanitarian assistance in complex emergencies;
4. Calls for the development of a United Nations Trust Fund that encourages voluntary donations from the private transnational sector to aid in funding the implementation of rapid deployment forces;
5. Stresses the continuing need for impartial and objective information on the political, economic and social situations and events of all countries;
6. Calls upon states to respond quickly and generously to consolidated appeals for

humanitarian assistance; and

7. Requests the expansion of preventive actions and assurance of post-conflict assistance through reconstruction and development. **[end resolutions with a period]**

K. Attire

Dressing professionally and appropriately is an important aspect of Model United Nations preparations. Just like being polite and having proper manners, dressing appropriately is an important way to show respect for the nation you are representing, for your fellow delegates and for the United Nations. At some conferences, delegates may wear their own national dress; however, most conferences will require western business attire.

Western business attire, or international standard business attire, serves as customary dress for workplaces. It entails wearing a suit, which is made up of trousers, a matching jacket, a button-down dress shirt, and a tie. Conservative dress shoes and socks are also important. Skirts and dresses may also be worn as long as they fall to a decent length. The main thing to remember is to always insure that your appearance is tidy and put-together, and that you are well-covered.

	Females	Males
Suits	A suit always looks professional. Be sure to keep suits clean and wrinkle-free.	A suit always looks professional. Be sure to keep suits clean and wrinkle-free.
Tops	No t-shirts. A blouse, sweater, or button-down shirt of any kind is appropriate. Dresses are also appropriate as long as they are not revealing and adequate in length (follow the rules below for skirt length). Tops should always have sleeves. Sleeveless tops should be worn under a jacket or cardigan, not alone. Dress appropriately for the weather!	No t-shirts. A collared/button-down shirt is appropriate and do not forget a tie! No polos either.
Bottoms	No jeans or shorts. Slacks and suit-pants are acceptable. Skirts must be worn with pantyhose/stockings and should not be more than two inches above the knee. Bottoms should have a subtle pattern; avoid loud designs. Stockings/hose should be the same color as the shoes or nude, never darker than the color of the shoes.	No jeans or shorts. Slacks, preferable in dark colors, are appropriate. Khaki pants may be worn with a sports coat, but only for business casual attire.
Shoes	No sneakers or open-toe sandals. Remember: high-heeled shoes may look pretty, but they can also be very uncomfortable, so use your discretion. Slingbacks are great with slacks, not really for cold weather though.	No sneakers or open-toe sandals. Loafers or other types of dress shoes are preferred. Keep your shoes shined.
Hair/Makeup/Accessories	Keep hair clean and out of your face for a professional look. Keep makeup to a minimum and stay away from bright colors. Do not wear distracting jewelry, let them compliment the outfit.	Keep hair clean and out of your face a professional look.

L. Conference Checklist

1. Copy of the POSITION PAPER
2. All research and handouts (e.g. Hamburger format, UN Vocabulary, Resolution writing, Public speaking...)
3. Binder/Folder to keep notes and drafts of resolutions
4. Writing Utensils: Pens, pencils, highlighter, etc.
5. Money: For meals (an estimate of \$30-\$40 a day on meals, with some extra), etc.
6. *Dress Clothes for 3-4 days (plus extra set in case) & **Casual Clothes (NOTE: Dress warmly and bring comfortable shoes.)
7. Cell phone (with charger)/Spare change/phone card to make calls home
8. Optional: Laptop (DO NOT BRING INTO THE COMMITTEES! Keep them in a safe place, in your rooms), Camera, USB/flash drive & other electronics
9. Other personal items

NOTE: You are responsible for your own belongings, so keep them safe!

** Dress Clothes*

For Females: Button up shirts, suit jacket/suit ensembles, dressy shirts/blouses, nice sweaters, dark dress pants, skirts no more than 2 inches above the knee, dress shoes.

- NOT ALLOWED: denim, athletic wear, low cut shirts, strappy or sleeveless shirts, evening wear (homecoming type dresses), open toed shoes/sandals/flip flops & sneakers.

For Males: Button up shirt with a tie, dark dress pants or nice khakis, belt, suit jacket or sports coat, dark socks, dress shoes.

- NOT ALLOWED: denim, polos, T-shirts, cargo pants with tons of pockets, athletic wear, sneakers & flip flops, white socks, shorts

*** Casual Clothes*

Follow the school dress code. No shirts with profanity or drug/alcohol references. Wear things that will cover up ALL of your under garments & any part of your body that we should NOT be seeing. You're still at a conference: Dress appropriately.