



# Delegate Handbook



## WELCOME

Welcome to ASMMUN in Milan, Italy! This guide has been designed to help you get the most out of your experience, whether you're a first-time delegate or a seasoned MUN participant. The Google Doc format allows you to easily navigate through essential sections using the interactive Table of Contents on the left. Inside, you'll find key resources and information to support your research and preparation for a successful ASMMUN conference. Let's make this an unforgettable experience in Milan!

## MUN WORLD PLATFORM


We are excited to announce that this year's ASMMUN conference will be fully run through the MUN World Platform! This digital platform will streamline every part of the conference, from debates and resolutions to messaging and voting, making it easy for all delegates to stay engaged and organized.

***To access the platform, each student will need a laptop for the duration of the conference.*** The MUN World Platform will serve as the central hub for committee discussions, document sharing, real-time updates, and more, so having a laptop is essential. We're looking forward to seeing how the platform enhances your ASMMUN experience!

Each student will have a unique log in to the platform. Your director will have your access code. Below is the website to our conference

[ASMMUN Conference](#)

Below is a video overview of the platform as well as a guide to help you get started.

 MUN World Platform.mp4

 MUN World Platform Guide - DELEGATES.pdf



## COMMITTEE TOPICS

### **Researching your country, committee and topic**

To maximize your ASMMUN experience, prepare thoroughly by researching your country, topic, and committee in advance. Below is a list of committees and topics to help guide your preparation. Be sure to review these along with the detailed topic papers available on our website: [ASMMUN Committees](#)

### **Security Council (SC)**

- **Topics:**
  - The situation in Sudan
  - The situation in Gaza

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### **Historical Security Council (HSC)**

- **Topics:**
  - The fall of the Berlin Wall– stabilizing Europe (1989)
  - The Korean War (1950-1953)

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### **Human Rights (HR)**

- **Topics:**
  - Human rights abuses in fast fashion : tackling child labor and exploitation
  - Protecting the rights of refugees and internally displaced persons in conflict zones

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### **Disarmament and International Security (DISEC)**

- **Topics:**
  - Mitigating the security risks of private military and security companies (PMSCs)
  - Regulating the military use of artificial intelligence and autonomous weapons systems

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### **Social, Humanitarian & Cultural Committee (SOCHUM)**

- **Topics:**
  - Combating hate speech, disinformation, and extremism on social media platforms
  - Protecting journalists and human rights defenders in repressive regimes



## **Environmental Committee**

- **Topics:**
    - Addressing environment issues within Fast Fashion brands
    - Transitioning to renewable energy in fossil fuel-dependent economies
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## **Economics & Social Committee (ECOSOC)**

- **Topics:**
    - Combating economic inequality through accessible education
    - Leveraging digital economies to create employment opportunities for youth
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## **World Health Organization (WHO)**

- **Topics:**
    - Providing healthcare in remote and crisis-affected areas
    - Establishing global guidelines for tech companies to minimize mental health harm
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## **Council of Europe (CoE)**

- **Topics:**
    - Defending democratic freedoms under threat from authoritarian backsliding
    - Ensuring free and fair elections amid rising political polarization in Europe
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## **UN Women**

- **Topics:**
    - Addressing Women's Rights Violations by Extremist Groups
    - Protecting Women's Reproductive Rights and Healthcare Access
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## **African Union (AU)**

- **Topics:**
    - Addressing the lack of basic necessities in the face of climate change
    - Developing Regional Frameworks for the Return and Reintegration of Displaced Populations
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## **UN Office on Drugs and Crime (UNODC)**

- **Topics:**
  - Combating the Global Synthetic Opioid Crisis
  - Preventing Organized Crime from Exploiting Climate-Induced Migration



## **UN Council on Refugees (UNCoR)**

- **Topics:**
  - Protecting the Rights of Stateless People in Regions of Political Instability
  - Preventing Human Trafficking Among Refugee and Migrant Populations

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## **North Atlantic Treaty Organisation (NATO)**

- **Topics:**
  - Reaffirming Collective Defense in Response to Gray Zone Aggression
  - Strengthening NATO's Response to Emerging Security Threats in the Arctic

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## **UN Development Program (UNDP)**

- **Topics:**
  - Ensuring sustainable economic recovery in the MENA region post-conflict
  - Addressing Disaster Resilience and Economic Recovery in Southeast Asia

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## **World Trade Organization (WTO)**

- **Topics**
  - Managing Trade with State-Owned Enterprises in a Global Economy
  - Digital Trade and Protectionism: The Risk of New Trade Barriers in the Tech Sector

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## **UN International Children's Emergency Fund ( UNICEF)**

- **Topics**
  - Supporting Digital Access and Online Safety for Children
  - Combating the Root Causes of Child Marriage Amid Social and Economic Instability



## COUNTRY RESEARCH

To make the most of your ASMMUN experience, we recommend thorough research on your assigned country and committee topics. This preparation will help you represent your country's stance confidently and accurately. Here's how to get started:

### 1. **Country Profile**

Research your country's geography, demographics, economy, political structure, and international relationships. Use sources like the CIA World Factbook and other reliable sites to understand aspects like:

- **Geography:** Natural resources, key neighbors, and any shared resources or conflicts.
- **Social Factors:** Population details, major ethnic groups, languages, religions, and cultural points that may shape policies.
- **Economy:** GDP, major imports/exports, key economic partners, and relevant trade agreements.
- **Politics:** Government type, political stability, human rights record, and transparency.

### 2. **Military and International Relations**

Understand your country's defense spending, alliances, and treaties, as well as any dependencies on or contributions to international defense efforts. This context will guide your approach to international security topics.

### 3. **UN Involvement**

Find out your country's history in the UN, including committee memberships, participation in peacekeeping missions, or support of key UN treaties.

### 4. **Topic-Specific Research**

Review your committee topics below and find more details in the [topic papers on our website](#). Look for how your country is impacted by these issues or has responded in the past.



## WRITING A CLAUSE

The debate at ASMMUN will be conducted ***clause by clause***. A clause is a component of a resolution that addresses a specific aspect of the issue at hand. Each clause in a resolution will be debated and voted on individually. At the very end of the debate, the resolution will be debated and voted on as a whole.

At ASMMUN, we believe that discussing clauses separately rather than the entire resolution at once, has several benefits :

- Discussing individual clauses allows delegates to focus on specific issues within the resolution.
- Breaking down the resolution into clauses makes the debate more manageable, especially for newer delegates. It gives everyone a chance to contribute their ideas and opinions without being overwhelmed by the complexity of an entire resolution.
- When focusing on individual clauses, amendments can be more specific and relevant.

### **Conference preparatory work :**

- a. Each delegate must prepare a minimum of **2 clauses** (1 per main topic) prior to the conference.
- b. Position Papers are *not* required although they are encouraged as individual preparation for the benefit of delegates.

### **How to submit a clause during the conference ?**

- c. In lobbying, you will edit your clause together with your signatories. Your chair will instruct you on how to submit your clause via the MUN World platform.
- d. During debate, new clauses will be posted on the platform for delegates to access during unmoderated caucus.



## Format of a clause :

There are two main types of clauses: **Preambulatory Clauses** and **Operative Clauses**.

**Preambulatory Clauses** describe previous actions taken and reasons for the new draft resolution. Pre-ambulatory clauses can include past UN resolutions, treaties, or conventions related to the topic.

Here are some recommended vocab for preambulatory clause:

- |                   |                               |                             |
|-------------------|-------------------------------|-----------------------------|
| • Affirming       | • Desiring                    | • Observing                 |
| • Alarmed by      | • Emphasizing                 | • Pointing out              |
| • Approving       | • Expecting                   | • Reaffirming               |
| • Aware of        | • Expressing its satisfaction | • Realizing                 |
| • Bearing in mind | • Fully alarmed               | • Recalling                 |
| • Believing       | • Fully aware                 | • Recognizing               |
| • Confident       | • Further recalling           | • Referring                 |
| • Congratulating  | • Guided by                   | • Taking into consideration |
| • Contemplating   | • Keeping in mind             | • Viewing with appreciation |
| • Convinced       | • Noting with appreciation    | • Welcoming                 |

**Operative Clauses** outline the specific actions that the resolution calls for and are subject to amendments. Here are recommended vocab for operative clauses:

- |                  |              |                    |
|------------------|--------------|--------------------|
| • Accepts        | • Declares   | • Requests*        |
| • Advises        | • Demands*   | • Regrets          |
| • Affirms        | • Decides*   | • Resolves         |
| • Approves       | • Deplores   | • Sanctions*       |
| • Asks           | • Designates | • Strongly affirms |
| • Calls for/upon | • Encourages | • Suggests         |
| • Condemns*      | • Endorses   | • Supports         |
| • Confirms*      | • Hopes      | • Trusts           |
| • Congratulates  | • Invites    | • Urges            |
| • Considers      | • Proposes   | • Welcomes         |
| • Commends       | • Recommends |                    |

**Examples of operative clauses:**

#1

**Forum: Security Council**

1. Encourages all member nations to acknowledge that the South China Sea pertains to the People's Republic of China (PRC) as long as the following conditions are met by and agreed upon by the PRC:
  - a. Declaring that the region maintains a special status, in which the area does pertain to China economically, with certain conditions, but not militarily,
  - b. Granting a transparent policy both environmentally and economically through a yearly statement that includes information regarding the PRC's use of the region and its resources,
  - c. Granting the countries that also have coasts at the South China Sea the rights to:
    - i. Free navigation,
    - ii. Create joint ventures with Chinese companies for the exploration and utilization of natural resources,
  - d. Ensuring that no more artificial land masses will be created,
  - e. Ensuring that no more military bases without previous agreements will be placed in the region and that old ones without agreements will be removed;



#2

**Forum: Human Rights Committee**

1. Endorses nations to adopt legislative systems that enable the naturalization of foreign citizens by means such as, but not limited to:
  - a. Allowing applicants aged eighteen and above to apply for and earn the citizenship of a country if they:
    - i. Have the temporary residence permit or the permanent residence permit,
    - ii. Resided in the country for 7 uninterrupted years (maximum time outside of the country is 3 months per year to be considered uninterrupted) since given a residence permit,
    - iii. Declare to comply with the Constitution, laws, and government of the country and show lawful behaviour,
    - iv. Prove a legal source of income,
    - v. Have an evident track record of respecting national and international laws, with no criminal or terrorist behaviour, and no anti-governmental violence that would put state security at risk,
    - vi. Speak the country's official language, which will be examined by the state,
    - vii. Respect and know about the culture and traditions of the country;

**Forum: ECOSOC**

1. Encourages all Member States to elaborate a policy in which multinational corporations originating from their state are responsible for the creation of a common healthcare policy, for all their workers worldwide, through means such as, but not limited to:
  - a. Taking care of the health of the employees, if needed, through insurance policies,
  - b. Having coverage of the employees' direct family's healthcare through insurance policies,
  - c. Granting its employees yearly health control and checkups to prevent any health problems,
  - d. Granting conditions in the workplace which enable a safe and healthy environment for the employees;



## **ASMMUN AI POLICY**

At this conference we would like to embrace the development of new technologies. As such we do not reprimand the responsible use of AIs such as Chat GPT. In this document we will outline our AI policy that we expect you to follow when utilising AI throughout our conference.

### **1. General Principles**

Academic Integrity:

- AI tools should be used to support your own work, not to replace it. Delegates must not submit AI-generated content as their original work without proper understanding or modification.

Transparency:

- If AI tools are used to generate text or ideas, delegates should clearly acknowledge this in their submissions or speeches.

### **2. Tips for Responsible AI Use**

- Use AI as a tool. Do not depend on it! Always add your own analysis and voice.
- Verify AI-generated information from trusted sources.

### **3. Permitted Uses of AI**

Research Assistance:

- You can use AI to gather background information of your country/stance or summarize complex topics.

Idea Generation:

- You can use AI to brainstorm arguments, questions, or possible solutions to include in your clause.

Language Support:

- AI can help improve grammar, vocabulary, and clarity in speeches.

Fact-Checking:

- AI can assist in verifying facts but always double-check from reliable sources. It can also provide resources to verify the fact.



#### **4. Consequences**

- Failure to adhere to this policy may result in warnings, or disqualification from awards.

#### **5. AI Prompts**

It is important to note that ChatGPT and other language models often do not format clauses properly. This is why you should always create your clauses and use AI to refine them. The following prompts can be customized and adapted to your specific needs and topics. Inputting these into ChatGPT or similar AI tools will provide you with more detailed responses and insights to aid in your MUN preparation.

##### **1. Understanding the Topics**

- "Provide a brief history of [topic/issue]."
- "What are the primary causes and effects of [topic/issue]?"
- "Can you give an overview of different perspectives on [topic/issue]?"
- "What past UN resolutions address [topic/issue]?"
- "Which international organizations or NGOs are actively involved in [topic/issue]?"
- "Share recent news articles or developments related to [topic/issue]."

##### **2. Country Position and Policies**

- "What is [assigned country]'s stance on [topic/issue]?"
- "What domestic factors influence [assigned country]'s position on [topic/issue]?"
- "Has [assigned country] made official statements on [topic/issue]?"
- "Who are [assigned country]'s allies and adversaries regarding [topic/issue]?"
- "Which treaties related to [topic/issue] has [assigned country] signed?"

##### **3. Drafting Clauses and Negotiation**

- "Provide sample clauses related to [topic/issue] that might be proposed by [assigned country]."
- "What key terms or phrases are associated with [topic/issue]?"
- "What are potential off-topic issues that might arise during discussions on [topic/issue]?"
- "Which countries or blocs are likely to support [assigned country]'s position on [topic/issue]?"
- "What are the potential points of contention between [assigned country] and other nations on [topic/issue]?"
- "Ask questions that opposing countries might pose to [Country] on [Topic]."
- "What are some existing clauses/resolutions that exist on [Topic]?"



## Role of a Delegate

As a delegate, you represent a country or a specific viewpoint within a simulated United Nations setting, making your participation an exercise in diplomacy, negotiation, and critical thinking. This role requires a deep understanding of the country you represent as well as the ability to separate your personal views from those of your assigned nation:

**1.1** A delegate's key role is to represent their assigned nation **objectively**, without letting personal beliefs or opinions influence their actions. All speeches, votes, and negotiations should align with the country's official policies and interests.

**1.2** When addressing the committee, you must refer to yourself **in the third person** (e.g., "*The delegate of North Korea believes...*"), because you are acting as a representative of a nation, not an individual.-

**1.3** Your role often involves finding common ground with other countries, which requires **skilled negotiation**. In diplomatic negotiation, you must maintain a **respectful and formal tone** at all times using titles and addressing others appropriately (e.g., "*The honourable delegate from (country)...*"). Examples of diplomatic phrases can be : "*The delegate respectfully disagrees...*" or "*While the delegate understands the concerns of (country) , we believe...*" or " *We respectfully request that (country) provide more details on how their suggested approach would be implemented.*"

**1.4** At ASMMUN, like at any other MUN conference, you are a diplomat representing a sovereign nation and need to adopt **diplomatic conduct**. This dual role extends beyond the conference room into every aspect of your conduct during the event. Your behaviour must reflect the professionalism and decorum expected of a real diplomat. This includes being respectful to other delegates, following the rules of procedure, and adhering to the conference's dress code.



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Milan, Italy



The conference process at ASMMUN begins with a dynamic lobbying period, where delegates from various nations engage in informed discussions, ad hoc committee meetings, and organizational sessions. During lobbying, individual clauses can be amended, merged with others, or even set aside if a delegate finds another set of clauses that better aligns with their country's interests.

Not every clause or set of clauses will advance to the debate stage, but delegates shouldn't be discouraged if their original clauses aren't presented. Their research and preparation remain invaluable, as they can still propose key clauses to integrate into more widely supported resolutions. The primary goal is for each delegate to represent their country actively and constructively in debate, contributing meaningfully to the discussion on agenda topics, regardless of whether their clauses are individually debated.

During mergers, delegates should be cautious about creating overly broad coalitions that might result in resolutions that lack cohesion or realistic recommendations. It is essential to craft resolutions that represent the interests of specific groups and provide practical actions for addressing the issues at hand.



Rules of Procedure govern committee operations, including speaking, presenting clauses, and voting. They ensure orderly, fair, and productive debate. Understanding these rules is essential for maintaining conference structure and facilitating effective discussions. While most committees follow the same rules, exceptions exist for the Security and Historical Council committees.

## **1- General Flow of Debate**

### **1.1 Debate is opened**

Chairs will take attendance and either call for the introduction of a clause or resume debate as appropriate.

### **1.2 Clause Reading Time**

Time is set by Chairs and allows delegates to read the clause and begin formulating amendments. During this time the main submitter will approach the podium and read out his/her clause

### **1.3 Speech for the Clause by Main Submitter**

The opening speech supports and summarizes the main points within the clause and provides additional arguments to make the clause more convincing.

### **1.4 Time in Favor of Clause as a Whole**

Allows a few speeches by other delegates in support of the clause.

### **1.5 Time Against Clause as a Whole**

Allows a few speeches by other delegates to discuss weaknesses in the clause.

### **1.7 Final Speech for Clause**

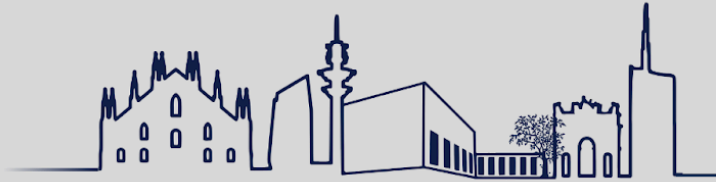
Given by delegates / main submitters to encourage the house to pass the clause. No Points of information will be entertained in this section.

### **1.8 Final Speech Against Clause**

Given by opposing delegates to urge the House to vote against the clause. No Points of information will be entertained in this section.

### **1.9 Voting on Clause as a Whole**

Here the chairs will ask the delegates whether they want to vote in favorr, against or abstain from the clause as a whole. If the clause passes it will be added to the final



Given by delegates / main submitters to encourage the house to pass the resolution.

#### **1.11 Final Speech Against Resolution**

Given by opposing delegates to urge the house to vote against resolution.

#### **1.12 Voting on Resolution as a Whole**

This is the very last thing done at the conference in which the committee vote on the resolution as a whole.

### **2- Amendment**

#### **2.1 Send proposed amendment to the Chair**

This can be done by email or as a note, but must be done before the motion to submit an amendment.

#### **2.2 Reading and speech by Amendment Submitter**

Following the motion to submit an amendment, the delegate must read the amendment aloud and present a speech.

#### **2.3 Open debate on the amendment**

Time is allocated for speakers to support or oppose an amendment. During this period, delegates can propose an Amendment to the Second Degree, following the same procedure as a regular amendment. Additionally, a Friendly Amendment may be introduced.

#### **2.4 Short speeches before voting procedures**

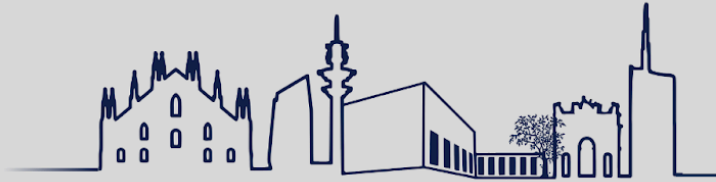
At the Chair's discretion, 1 speech in favour and 1 against may be in order before voting.

#### **2.5 Voting on Amendment**

If passed, the amendment becomes part of the resolution that will be voted on as a whole at the end of the debate.

### **3- Voting**

Voting is done by means of a show of hands. The chair conducts the vote by counting the number of votes in favor, the number against, and the number of abstentions. A simple majority of votes in favor over votes against is required for the passing of a clause/ resolution as a whole.



giving a speech. It may be raised after the Chair announces the speaker is "open to points of information." Delegates wishing to make a point must raise their placards at this time and wait for the Chair to call on them. The Chairs will first call all the delegates selected to make a point, and then each chosen delegate must rise and state their point, in the order in which they were called. Unless granted by the Chairs, a point may not be entertained.

**4.2 Point of Order:** This point may be raised at any time and is used when a delegate believes that there has been a procedural error or violation of the rules.

**4.3 Point of personal privilege:** is used when a delegate is experiencing personal discomfort. It may only interrupt a speaker if related to audibility.

**4.4 Point of parliamentary inquiry :** is used to ask the chair about the rules or procedure. It is for clarifying how something works during the session

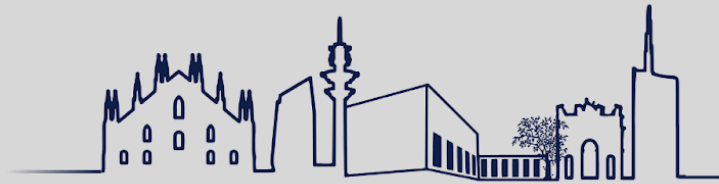
**4.5 Motion to open debate :** Starts the formal debate on the agenda items or topics.

**4.6 Motion to Follow Up :** This motion is entertained after a delegate has posed a point of information to a speaker, received an answer, and wishes to clarify or extend their point of information. It must follow the same delegate's Point of Information and the speaker is given a chance to respond. It requires no second, can be rejected by the speaker and must be approved by the Chair.

**4.7 Motion to Rephrase Point of Information:** A speaker can make this motion towards the chair after receiving a point of information from a delegate. The Chair then asks the delegate to rephrase their point of information.

**4.8 Motion to Introduce an Amendment:** During clause debates, delegates can submit amendments to the Chairs. If the Chair approves a motion to debate the amendment, the submitter presents it to the House. The proposing delegate gives a speech in favour, followed by a general debate. After discussion, the House votes on whether to include the amendment in the final resolution or discard it. This motion cannot be made once the debate has ended.

**4.9 Motion to Introduce a Friendly Amendment:** This motion proposes a brief amendment, typically under a sentence, submitted to the Chair for direct approval or rejection by the main submitter of the clause. The Chair reads the amendment, and the main submitter decides. If accepted, the amendment is added without a vote. Preambulatory clauses can only be altered through a friendly amendment. This motion is not allowed once the debate on a clause is closed.



specify a time and purpose, and requires a 'second' and Chair approval. Delegates can object with a speech or amendment. It cannot be made after general debate closes.

**4.11 Motion to Move into Voting Procedures:** This motion closes the debate on an amendment or resolution. If an amendment, a vote will decide whether to add it to the resolution. If on a clause, the clause will be voted on. The motion requires a 'second' and Chair approval but may be rejected. If accepted, one speech for and one against may be made before voting. This motion cannot be made after debate is closed, and if successful, moves the body into voting procedures.

**4.12 Motion to Move into Previous Question :** This motion ends the current debate section, whether on an amendment or resolution, and moves to the next section (e.g., from time in favour of an amendment to time against it). It requires a 'second' and Chair approval but can be challenged to by any delegate with a pending amendment or speech. It is seldom used during the final speeches for or against the resolution and cannot be used to initiate voting procedures.

**4.13 Motion to Split the House:** This motion can only be made during voting on an amendment or the resolution. It is used when the majority is unclear or there are many abstentions. It requires each delegate to state their vote and eliminates the option to abstain. The Chair will call on delegates individually to receive their votes. This motion requires a second and Chair approval.

**4.14 Motion for a consultation of the whole:** motion requires the Chair's approval before being voted on and passes with a simple majority (50%). It must include a specific topic and a time limit (up to 10 minutes). During this time, delegates must remain seated. The delegate who initiated the motion speaks first and then selects the next speaker. The floor must pass to at least two other delegates before anyone can speak again. The Chair may also end a Consultation of the Whole early if deemed necessary.

## 5- Debate procedure : SC and HSC

**5.1** In these councils, if the resolution passes, all countries are obliged to follow through with everything written on it. If not, they may suffer international retaliation.

**5.2** In these councils, the role of P5 nations (the 5 permanent members of the Security Council) is very important. If even one of the P5 nations votes against a clause or resolution, it is considered a veto, meaning that the clause or resolution is not passed. If they abstain, the clause or resolution can pass. Vetoes are very rare, and the protocol for P5 nations to issue them is as follows:



As soon as a P5 nation realises that they will veto a clause or resolution, they must inform the Chairs by sending them a note. Once the Chairs receive it and when no speaker is currently on the podium (meaning that no one is interrupted), the Chairs announce the veto to the whole committee.

b. **P5 caucus**

Then, the Chairs announce that a P5 caucus will be held, in which all the P5 members exit the room to discuss the veto and try to come up with a solution to it (because they want the veto to be avoided). During the P5 caucus, the other delegates have an unmoderated caucus.

c. **Addressing the veto**

Once they agree, they come back to the committee, and the debate will resume. Usually, one of the P5 members submits an amendment in order to ensure that the 'veto country' is 'satisfied' and does not veto. Only if no consensus can be reached during the P5 caucus, a veto may be accepted by the Chair.



**6.1** In the Council of the European Union, delegates represent the head of state or government of their nation. As such, personal pronouns are allowed and any resolutions reached would need subsequent approval of a nation's parliament or government.

**6.2** In these councils, a 55% majority is needed to pass a resolution or clause. However, if four nations vote "No" for a resolution or clause, it will fail to pass. Abstentions do not count as "No", but a majority of 55% is still needed. The protocol for nations to issue a four-country veto is as follows:

a. **Announcing a possible veto**

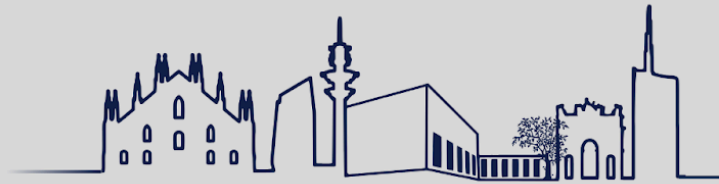
As soon as it is realised that they will veto a clause or resolution, they must inform the committee through a speech against. When no speaker is currently on the podium (meaning that no one is interrupted), the Chairs may entertain amendments or a *Consultation of the Whole* to address the possible veto.

b. **Consultation of the Whole**

If a Chair approves a *Consultation of the Whole*, countries will debate on the reason for the possible veto for a set amount of time. This is not moderated by the Chair, but delegates must stay in their seats and speak one at a time. See full rules below.

c. **Amendment or vote**

If an agreement is reached, an amendment may be submitted once normal debate resumes. Only if no consensus can be reached will a veto be accepted by the Chair.



**Dress code:** Dressing formally and appropriately shows respect for the nation you represent and your fellow delegates. As you are simulating the UN, adhering to professional business attire is essential to maintaining the seriousness and respectfulness of the situation.

**Punctuality:** Delegates should be on time for all activities. This includes transportation, morning meetings, debate sessions, afternoon debriefs and other conference events. Please note that buses will leave punctually as per the shared schedule.

**Water:** To remain environmentally friendly, no plastic water bottles or plastic cups will be provided. Water fountains around the venue and reusable water bottles will be provided.

**Badges:** The conference will provide students with badges, which must be worn at all times during the conference.

**Movement:** Delegates must remain respectful and quiet when leaving their assigned rooms and should not enter non-conference areas without permission. Students must stay within the conference venue at all times, including during meals, unless they have prior approval from their chaperone and conference organizers.

**Smoking :** ASM has a strict no smoking policy on its campus.

**Meals and activities:** In addition to the following meals and activities are included in the cost of attending the conference:

Thursday: Lunch, coffee and snacks during the conference.

Afternoon aperitivo (light dinner)during the evening social

Friday: Lunch, coffee and snacks during the conference.

Saturday: Lunch, coffee and snacks during the conference

**Transportation:** Buses will be provided between Milan (Lodi metro) and the conference venue on Thursday, Friday and Saturday. These will leave punctually, and it is expected that all conference rules are followed while on the bus.



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This guide has been partially inspired by previous conferences' handbooks such as BERMUN, IMZMUN and Best Delegate's Model United Nations delegate's preparation guide.