

DVMUN Conference Handbook

1. Pre-Conference Preparation

- a. Begin **researching** early. Use reliable sources to research your topic(s), past action, and country/character policy.
- b. **Use your background guide**. Search for key details, identify themes within the topic, evaluate past UN actions and areas of improvement on these policies/actions, read the 'next steps/questions to consider' section, and develop your approach to the committee.
- c. Important sources: <https://www.cia.gov/the-world-factbook/>, <https://www.imf.org/en/Home>, <https://www.un.org/en/our-work>. Use BEST DELEGATE for other tips and tricks.
- d. Conduct basic **country research**: geography, history, population, allies/trade partners, and key factors of the economy
- e. Conduct **in-depth research beyond the information already provided** in the background guide.
- f. Know your **country's policy** really well. This will ensure you know which other countries you want to work with in committee, based on whether their policies and ideas align with yours.
- g. Brainstorm **multifaceted solutions** with acronyms. These will help you stand out in committee, and you will appear knowledgeable and reliable. Having an acronym ensures your solution will be remembered.
- h. Write your **opening speech**! (aim for 180-220 words for a well-paced, one-minute speech). This speech should contain your country's/character's policy and past actions your country/character has taken relating to the topic, as well as introduce your main solution (through a catchy name or acronym). [Example](#).
- i. Brainstorm potential **mod speech topics** to propose to the committee. **Memorize** your opening speech so it looks more convincing and impressive to the chairs.

2. Materials

- j. Create a **research binder** to carry to the conference. Print out your position paper and any relevant sections of your background guide. Print out useful articles and sources you want to refer to in committee (especially for no-tech conferences).
- k. **Write out your opening speech** or print it. You cannot take a device up to the stand while speaking.
- l. **Write down ideas/bullet points for any other speeches** based on the questions to consider any other topics that you know will for sure be talked about in committee. (These include country policy, solutions, funding, past UN action, and specific subtopics relating to your overall topic.) Note: Most of this information can be found in your position paper, so repurpose it.

- m. Carry **sticky notes** for note-passing, and notecards for speeches. Carry a **legal pad** or **notebook** to take notes throughout the conference.
- n. Print out your **position paper** to refer to.
- o. **Bring laptops** for committees that are unmod tech. Also, **bring a charger** because they don't have infinite batteries and are a good backup in case something malfunctions.
- p. Bring **money**. You can buy food at conferences, and college conferences often provide an option to go off campus and eat lunch/dinner with friends!

3. Rules of Procedure

- q. **Attendance:** At the start of each session, your chair will take attendance based on the country name. You can either be present or present and voting. Present can abstain from resolution voting. Present and voting cannot. No matter what you choose, you have to vote on regular motions
- r. **General flow of committee:** Setting the agenda → motion to open the speakers list → motioning for mods and unmods (give speeches, discuss ideas, and work on resolutions) → present resolutions + for and against speeches (in opposition of resolutions, or from moving into voting bloc) → voting bloc → suspend debate.
- s. **Motioning:** "The delegation of [country] motions for a [total time, individual speaking time (for mods)] moderated caucus/unmoderated caucus on the topic of [specify topic for mods, not unmods].
- t. **Common motions:** Motion to open/reopen debate (beginning of the session), motion to enter voting bloc, motion to open/close speakers list, motion to extend the current mod/unmod by [time - up to half the original time], motion to suspend debate (end of a committee session), motion to adjourn committee (end of the conference).
- u. **Points:** Point of inquiry → ask questions about the procedure/what is happening in committee, point of order → call attention to a procedural error, point of personal privilege → express a personal concern/need (eg, restroom).
- v. **Motion passing:** Simple majority ($\frac{1}{2} + 1$) and $\frac{2}{3}$ majority dictate whether motions are passed in committee. $\frac{2}{3}$ is usually for more serious motions like resolution passing and voting blocs

4. Committee Tips

- w. **The more research you do, the better.** Knowing what you are talking about will a) position you as a good delegate and b) help you craft speeches on the spot, and come up with new ideas and solutions throughout the committee.
- x. **Confidence is key.** Even if you don't always know what to say, deliver your speeches with confidence. It will cause others to trust that you know what you're doing.

- y. **Engage your audience.** Use hand gestures and appeal to body language while talking. Enunciate well, emphasize certain words, and use voice intonation to ensure your speeches aren't monotonous.
- z. **Be assertive** during unmod. Let others speak, but make sure to voice your own points. Be the good kind of power delegate. People should look up to you in the committee as someone they can talk to and work with.
- aa. **Always have the most disruptive motions.** More disruptive means it gets voted upon first.
- bb. **Try to advocate for a spot for presentation or Q/A.** It shows that you've been active in the committee and have been leading your bloc. Sometimes you may need to cut deals with members of your bloc to get these spots.
- cc. **Manage speaking times well.** Do not yield more than 15% of your speaking time during mods unless you really have to. Example: Yield a maximum of 9 seconds in a 1-minute speech.
- dd. **Meet people and make connections** before the committee starts. It's good to familiarize yourself with possible allies and competition.
- ee. **Have fun!** Don't stress yourself out in committee; talk to new people, deliver your speeches with a smile, learn, and live in the moment.

Position Paper samples:

1. [paper 1](#)
2. [paper 2](#)
3. [paper 3](#)