

VIRTUAL MODEL UN KIT

LEARN HOW

TO RUN MUN SIMULATIONS

ONLINE USING ZOOM

LEVEL: For All MUN Delegates



INTRODUCTION

A GUIDE FOR RUNNING INTERACTIVE, DYNAMIC,
AND SOLUTION-ORIENTED COMMITTEES ONLINE



CONFERENCES

In the midst of unprecedented global challenges and change due to the COVID-19 pandemic, students, educators, and world leaders alike face the task of **adapting the ways we learn, interact, and engage**. Model UN is a wonderful activity that fosters an understanding of these shifting global trends, provides a space for students to explore these issues, and pushes students to develop new skills and become future leaders and change-makers.

The contemporary global environment presents us with a new challenge, but one that's also an opportunity: ***to take Model UN beyond the walls of the classroom and adapt it to an online format.***

The purpose of this guide is to provide an overview of a successful and effective format for **running MUN committees over Zoom**. While many of the preparation elements of a typical committee in person will remain the same online (such as choosing your committee topic, preparing your background guide and materials, assigning out countries, etc), there are distinctions and unique elements within the Zoom platform that pave the way for an altered, yet still fast-paced and dynamic MUN experience!

CHAPTER I: LOGISTICS & PREPARING TO START COMMITTEE

The first key step to running an interactive committee experience for all of your delegates is bringing the energy and passion before the first motion is even proposed! One of the biggest challenges students are facing with activities today is how to feel immersed when they are simply one of many faces on a Zoom grid. Start off with an energizer, an icebreaker, or another quick activity that gets your participants speaking and comfortable with some of the elements of the online platform. The more enthusiastic the Chair, the more engaged the delegates will be! You should also encourage your participants to always have their cameras turned on.

ICEBREAKER ACTIVITIES AND SUGGESTIONS

There are a ton of great icebreakers out there to help you boost those initial energy levels and get your participants comfortable with the online platform! Here are a few ideas to get you started:



- **Interactive online quizzes:** there are loads of great online quizzes and trivia sites to play around with, like Kahoot! Countries of the world, flags of the world, or even UN trivia games can be a great way to start off your committee session. You should have your screen shared for these, and ask participants to unmute themselves to shout out answers.
- **Where in the world have you been:** have each of your participants tell a story or give a speech about their favorite city or country they've visited! It gets delegates in the mindset of thinking about the world and lets them get to know each other a bit better.
- **Bring back an object:** have each participant take a few minutes to find a specific object (something MUN related, a souvenir from a vacation, a fun hobby, etc) and bring it back to show the group! You can have participants turn their cameras back on at the same time for a fun object reveal. :)
- **Fun MUN:** have a quick moderated caucus on a "fun topic," for example the best shows to watch on Netflix! It's a great way to get participants in the mindset of debate and allow them bond over shared interests.

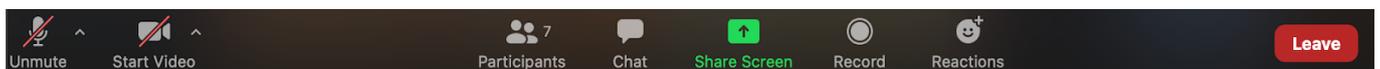
INTRODUCTORY LOGISTICS

Once you've got the energy levels and excitement debate-ready, the next critical element to running MUN on Zoom is **ensuring that both you and your delegates are familiar with the Zoom functions** that you'll be using to move the committee forward. The meeting host (the chair), as well as each of the participants will see the following action-menu bar at the bottom of their screens while participating in the meeting:

Action Menu (Host View)



Action Menu (Participant View)



When starting off committee, you should focus on the two aspects of this menu that you'll be using most frequently: **1) Participants and 2) Chat.**

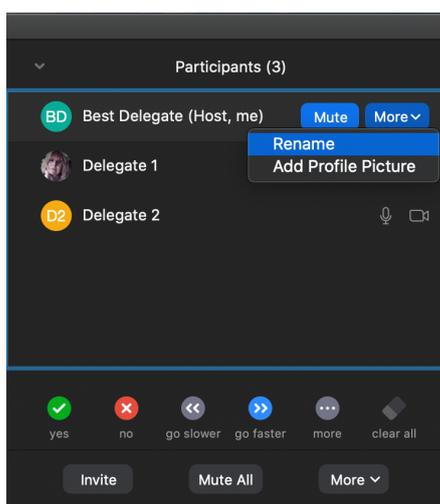
PARTICIPANTS TAB

The participants tab is going to be your go-to tab when it comes to running a MUN committee over Zoom and it has the added bonus of performing some of the typical Chair tasks, which will be covered later in this guide. For now, let's focus on the first few elements that you should both be aware of and be able to explain to your delegates when starting off committee.

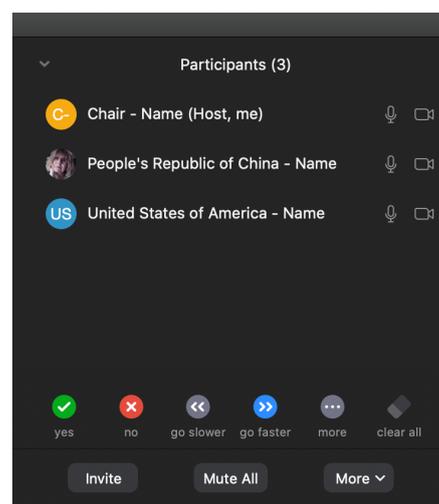
RENAMING PARTICIPANTS

Once you get started, request that your delegates hover over their own names in the participants tab, which will reveal a drop-down menu with a "rename" function. **This renaming will serve to replace your typical committee placards!** Have each delegate rename themselves: [Official Country Name] - [First Name].

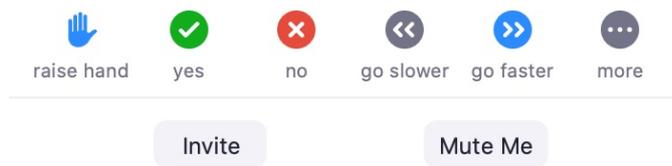
Before:



After:



ACTIVITY FUNCTIONS ON ZOOM



Your participants will see the above activity-style functions within their participant tabs, which you'll use frequently over the course of committee for the following purposes:

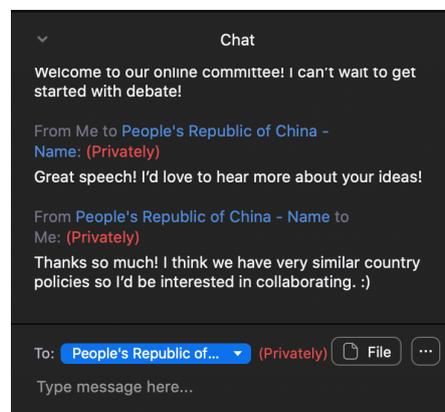
- **Raise Hand:** for whenever a delegate wishes to raise a point or motion, give a speech, or ask a question (participate over the duration of committee).
- **Yes ✓:** for any elements of committee that involve voting (in favor).
- **No ✗:** for any elements of committee that involve voting (opposed).
- **More "..."** ☐: use the clap function in the "more" menu for any elements that involve voting (abstentions).
- **Go Slower/Go Faster:** simple way for delegates to give live feedback on understanding.

In order to ensure that things run smoothly and that participation is as interactive as possible, **it's best to recommend that all of your participants download the latest version of Zoom before you begin committee.** Older versions have different layouts and features, and by asking that your delegates all have the most updated software you'll be able to run your committee more efficiently.

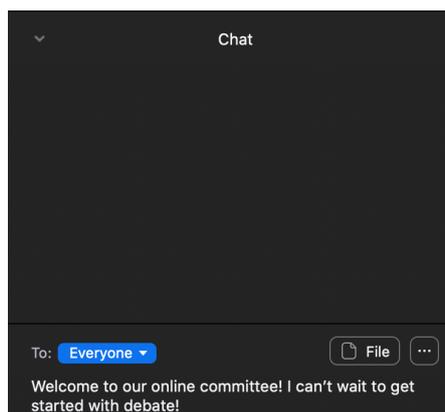
USING ZOOM CHAT

The Zoom chat serves two great purposes when it comes to running a virtual MUN committee: **allowing you to communicate key information/timing to your delegates and replacing the traditional "notes" within a MUN committee in real-time speed!**

Zoom allows your participants to send each other "private" messages in real-time, which you should use to replace typical committee notes! Delegates can quickly compliment one another on speeches, provide feedback, ask questions, negotiate, and work on creating solutions. **This function is also handy to quickly communicate with delegates from the chairing-end as well as with other staffers.**



**Traditional MUN notes =
the "Privately" function**



**Key information & timing =
the "Everyone" option**

CHAPTER 2: STARTING COMMITTEE AND DEBATE

Starting Committee

Once your delegates are familiar with Zoom, you're ready to get started running your committee! Request that your delegates leave themselves on mute unless recognized by the Chair, and go step-by-step through the typical process of starting committee:

Roll Call

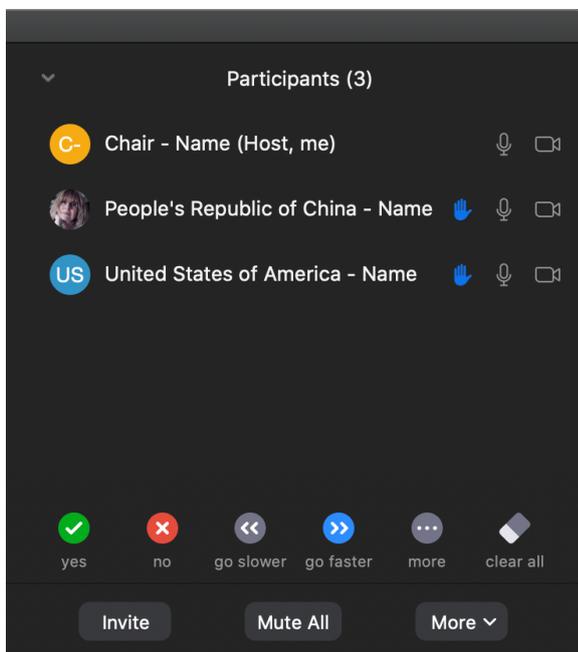
In order to run Roll Call, remind your delegates that you'll call on them one at a time in alphabetical order. When they hear their country name, request that they unmute themselves and state whether they are "present" or "present and voting," then put themselves back on mute.

Motion to Open Debate

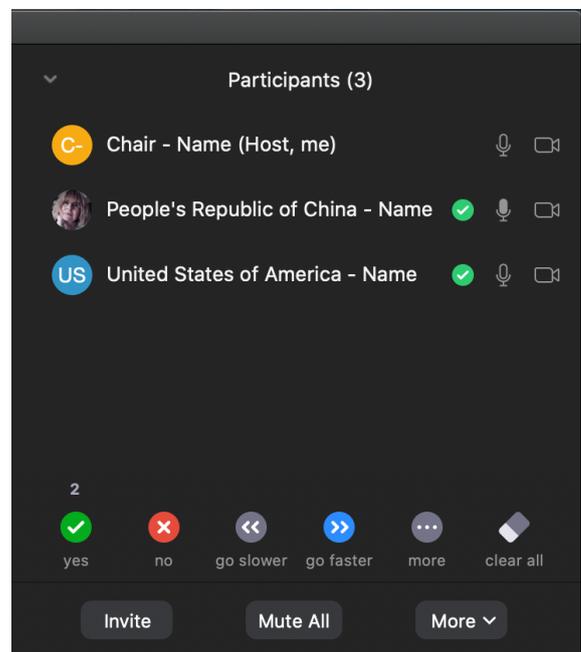
Once you've completed Roll Call, ask for any points or motions on the floor. You are looking for a motion to Open Debate. To raise motions, you should request that delegates use the "Raise Hand" function to be recognized by the Chair. Once that motion is proposed, ask that delegates vote on the motion using the "Yes" or "No" functions in the participants tab.

Pro Tip: Zoom will automatically count votes for you if you are the meeting host as long as you have the most updated version of Zoom! You will see the votes above the yes and no on the host view of the participants tab. You should use this same voting process for all procedural votes over the course of committee.

Raise Hand Function



Vote using Yes / No Function



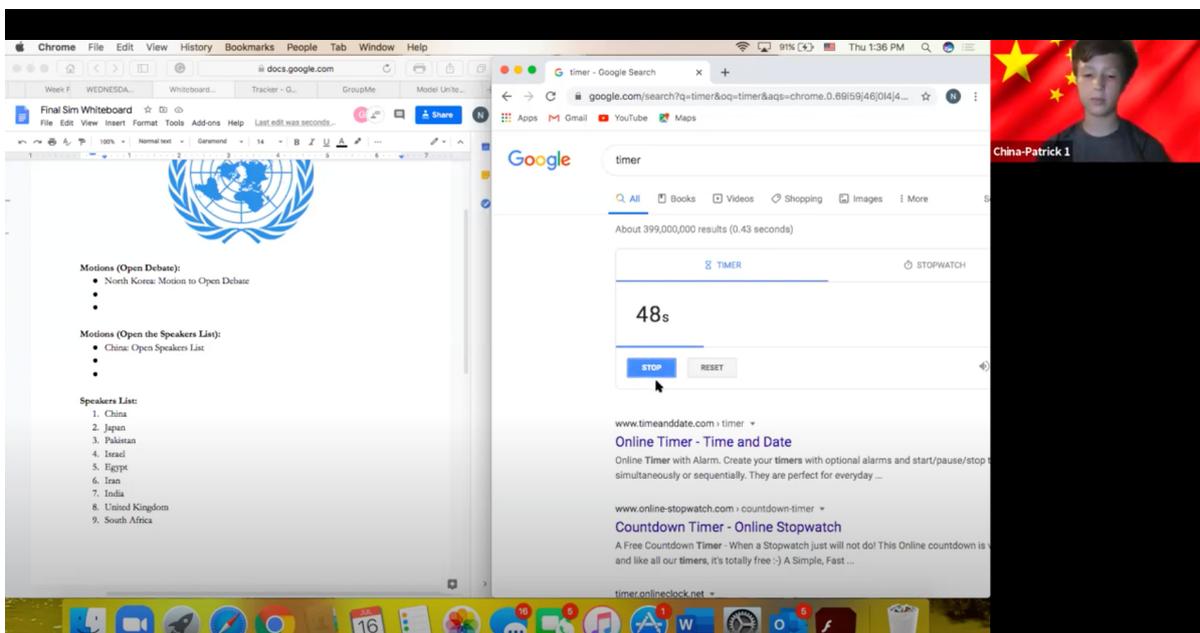
DEBATING ON ZOOM

The Speakers List

Once debate is opened, you'll want to take a motion to Open the Speakers List. From this stage onward, the Chair should have their screen shared with the delegates to help guide debate and make motions, speakers, and timing easy to follow. This can be done through choosing the "Share Screen" option in the menu bar, choosing the option "Desktop 1."



Shared Desktop with Speakers List



When your screen is shared, ensure that desktop clutter isn't visible, and have a **Motions Whiteboard** (you can use a Google Doc) and **Timer** ready on your screen (You can use an app or Google). Your delegates will also be able to see the current speaker in a thumbnail on the top right of their screen by toggling with their Zoom view. Then, you'll ask for all those wishing to be added to the Speakers List to use a "Raise Hand" function. Delegates should then unmute themselves when recognized to speak, and mute themselves once they have finished their opening speeches. **Pro tip:** remind delegates to use the Chat to send notes, ask questions, and form blocs!

Moderated Caucuses

Once you're ready to start Moderated Caucuses, ask for any points or motions on the floor, and repeat the same process you used for voting on past procedural matters. In the context of Zoom, it's useful to **type out proposed motions on your shared screen** and cap those motions at a certain number prior to voting on them. For Moderated Caucuses, you should recognize one speaker at a time, and continue to have your Desktop shared.



CHAPTER 3: NEGOTIATION AND RESOLUTIONS

NEGOTIATION: UNMODERATED CAUCUSES

Unmoderated Caucuses can be easily adapted to successfully work within the Zoom platform by using “Breakout Rooms.” Prior to the first Unmoderated Caucus, the Chair should decide how many blocs the committee will form so the delegates have some idea of how to form those caucus groups.

Have the first Unmoderated Caucus begin with everyone in the Main Meeting Room so delegates can send each other notes and discuss amongst themselves who they may want to work with. An easy way to help guide this process: decide a topic for each bloc or look toward similar country policies. Once those blocs been decided, you’re ready to set up your Breakout Rooms!

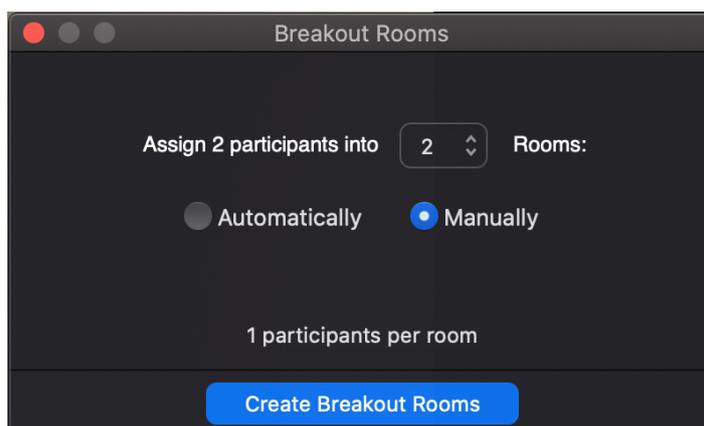
You should begin by asking delegates to “Rename” themselves with a number at the end of their name that will correspond to the bloc number they wish to be in. This is for ease of adding delegates to those rooms. You’ll then choose the “Breakout Rooms” option in your menu bar to set these up.



BREAKOUT ROOMS FOR UNMODERATED CAUCUS

You should select the number of rooms to match the number of blocs you have within your committee, and choose the option to add participants “Manually.” From there, **rename those rooms to match your blocs.**

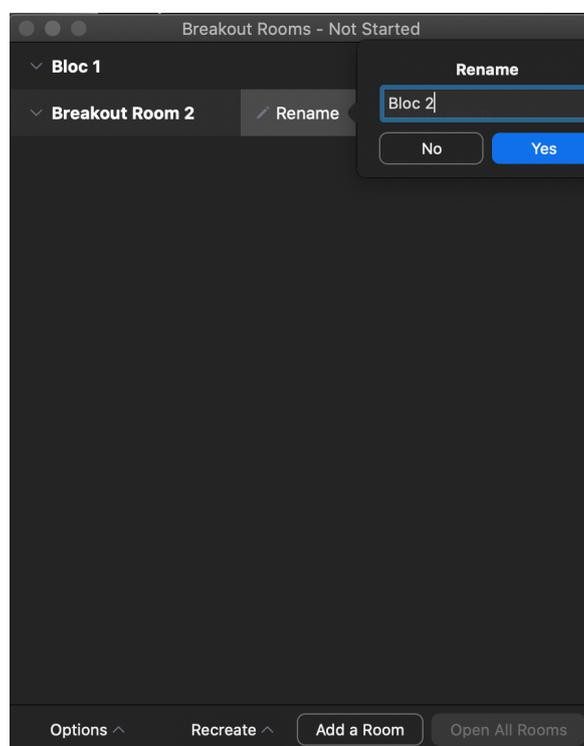
Create Breakout Rooms



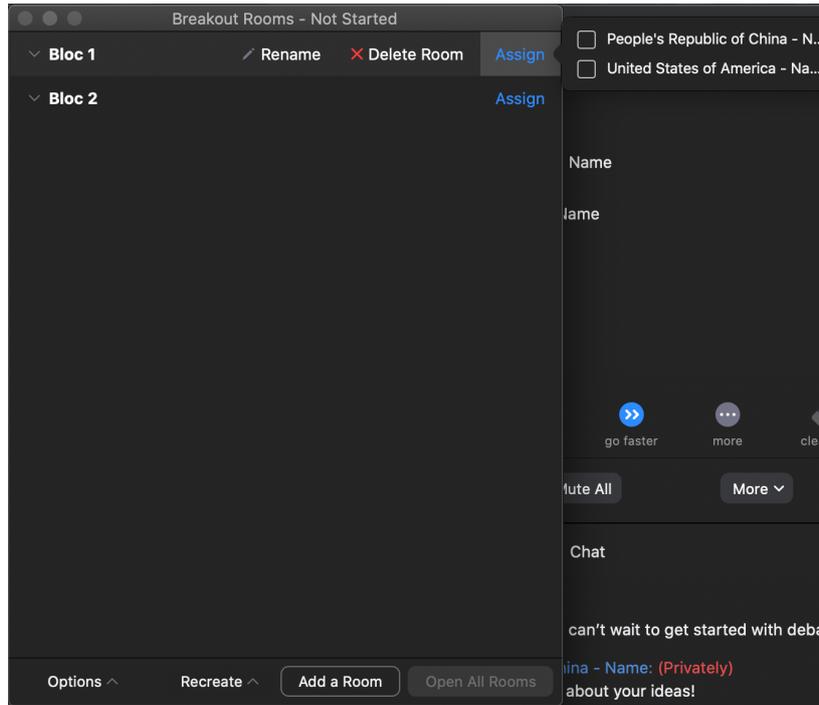
In order to assign participants to the correct breakout rooms, choose the “Assign” function and select the delegates that will be placed in each of your blocs. Once that’s done, select “Open All Rooms” to begin your Unmoderated Caucus, and remind participants to join their Breakout Rooms.

In terms of added benefits of Zoom, you’ll have two new abilities! First, you’ll be able to set a timer on your breakout rooms to match the duration of the proposed Unmoderated Caucus using the “Options” function. This means you won’t have to worry about calling delegates back to debate. Second, you’ll have the ability to “Broadcast” messages to all participants. You can use this to remind your delegates as to how much time is remaining, or any other action items you may have.

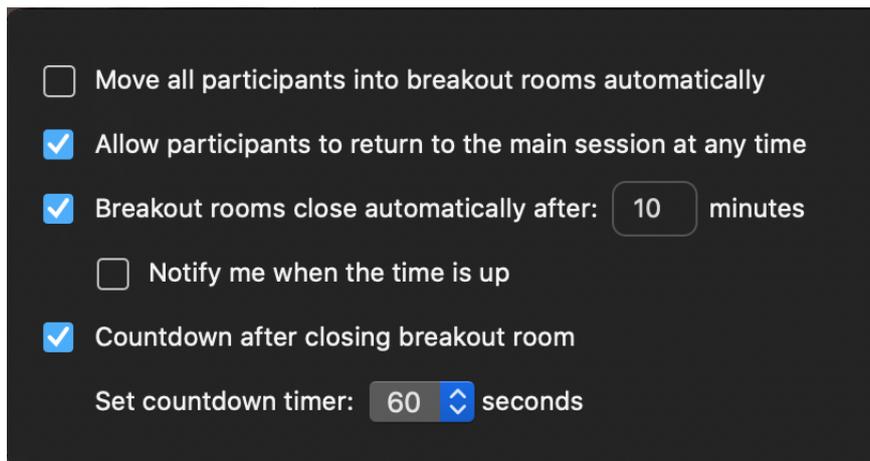
Rename Breakout Rooms



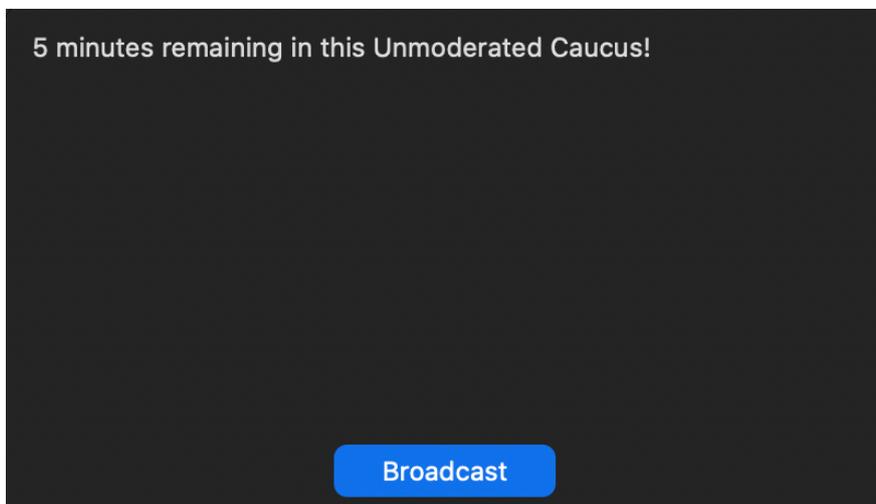
Assign Delegates to Breakout Rooms



Breakout Room Options



The Broadcast Function



FINAL NOTES ON UNMODERATED CAUCUSES

Within the Zoom platform, it's **possible to facilitate delegates moving between blocs if you have the newest version of zoom downloaded**. Feel free to test both methods of facilitation either having blocs chosen and having students stay in that bloc or allowing them to drop in on other rooms with the new self select breakout room feature (**which has to be enabled by hosts**). Chairs should be less strict regarding minimum numbers of signatories for Draft Resolutions, since delegates won't be able to easily move between blocs to lobby for their ideas.

When it comes to running successful and fun Breakout Rooms, there are a few tricks you can use to set expectations from the first Unmoderated Caucus! **A great tip: encourage delegates to use the first Unmoderated Caucus within their blocs to share ideas one at a time**, going alphabetically by their countries. That way, every delegate will be able to get some initial thoughts on the table and will feel comfortable working with their bloc. From there, you can either ask all of your participants to leave themselves off mute in their blocs to openly share ideas, or ask that they **facilitate their own discussions using the "Raise Hand" function**. As a Chair, you should consistently move between your Breakout Rooms to check in on your participants, make sure conversation is flowing, and help answer any questions that may arise.

RESOLUTION WRITING

After your first Unmoderated Caucus, you should **alternate between Unmoderated and Moderated Caucuses** until you're ready for the Draft Resolutions to be introduced through accepting motions. Remind delegates as to what time resolutions will be due, and encourage one delegate from each bloc to share their screen within their Breakout Room to easily facilitate cooperation and collaboration.

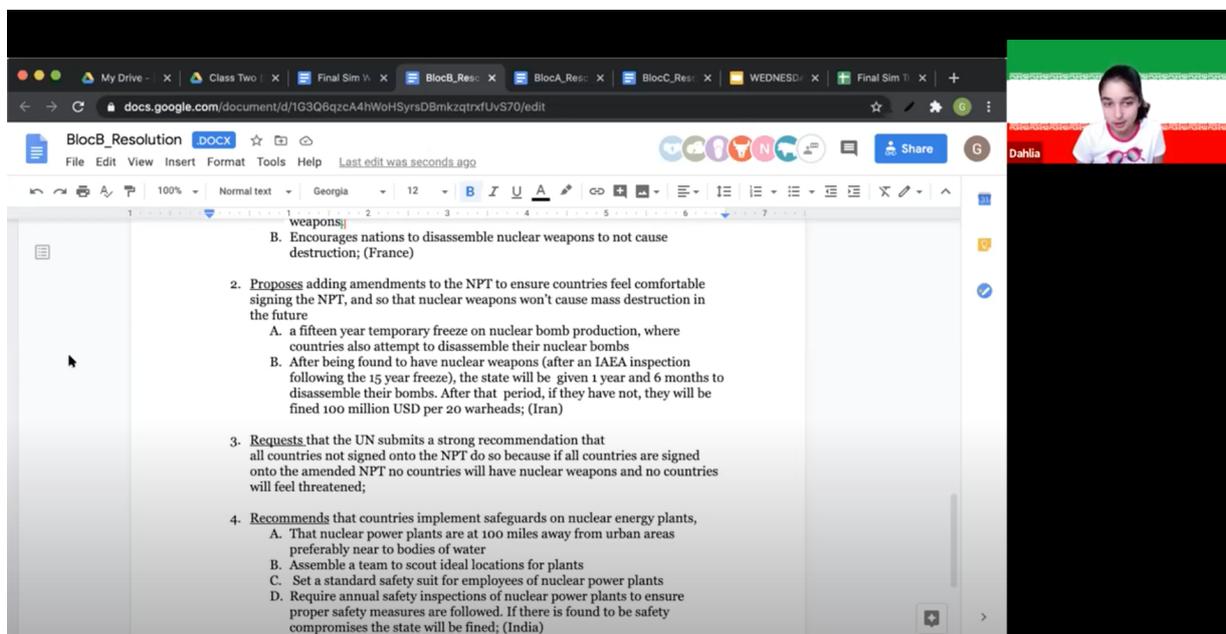
When it comes to making the resolution writing process diplomatic and interactive for all of your participants, a great trick is to use Google Docs! You can easily create resolution templates with shareable links for all of your delegates, which helps to guide newer delegates through formatting and allows members of a bloc to collaborate on and edit clauses together in real-time. Using an editable Google Doc also has the added benefits of facilitating easy screen sharing for the delegates in their Breakout Rooms and helping the Chair to track progress over the course of committee.

CHAPTER 4: PRESENTING & VOTING ON DRAFT RESOLUTIONS

Presenting Draft Resolutions

Once the Draft Resolutions have been submitted, you're ready to take a motion to introduce the Draft Resolutions! In order to run a successful Authors' Panel, you should clearly communicate this process to your delegates prior to a final Unmoderated Caucus so delegates will have time to prepare.

When you're ready to begin, the Chair should have their screen shared with the Draft Resolution so as delegates from other blocs can follow along in real-time and take notes for questions they may want to ask.



A simple way to facilitate Authors Panels:

- Give each bloc the same amount of time (total time 10 minutes).
- Have each bloc read through all of their Operative Clauses (delegates can decide how they want to split these up, and should remember to unmute themselves to read their clauses aloud).
- Allow each bloc to use their remaining time to either give a speech or yield directly to questions. In the case of questions, the Chair should recognize members of the other blocs to ask questions using the "Raise Hand" function.

Once the Draft Resolutions have been presented, you can choose to allow delegates to directly move into Voting Procedure, continue debate with Unmoderated and Moderated Caucuses, or allow delegates to, within their blocs, propose a set of Amendments or work on Mergers.

VOTING PROCEDURE ON ZOOM

When you think debate has been exhausted and delegates are ready to begin voting, take a motion to “Close Debate and Enter into Voting Procedure.” This motion should be voted on just like all other procedural matters through using the participants tab.

Once the motion passes, you should vote on the Draft Resolutions one by one, with speakers for and against if you so choose.

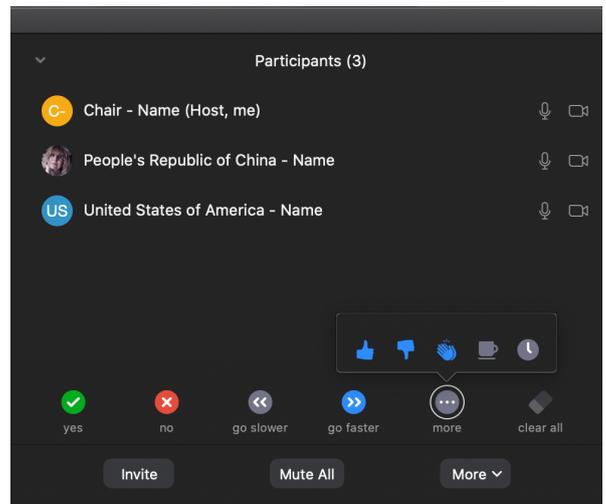
In order to vote on each Draft Resolution, delegates should have the option to vote “Yes,” “No,” or “Abstain,” choosing your abstention from one of the “more” options within the Participants Tab.

To speed things along, the Chair will also have the option to “clear all” votes once each Draft Resolution has been voted on!

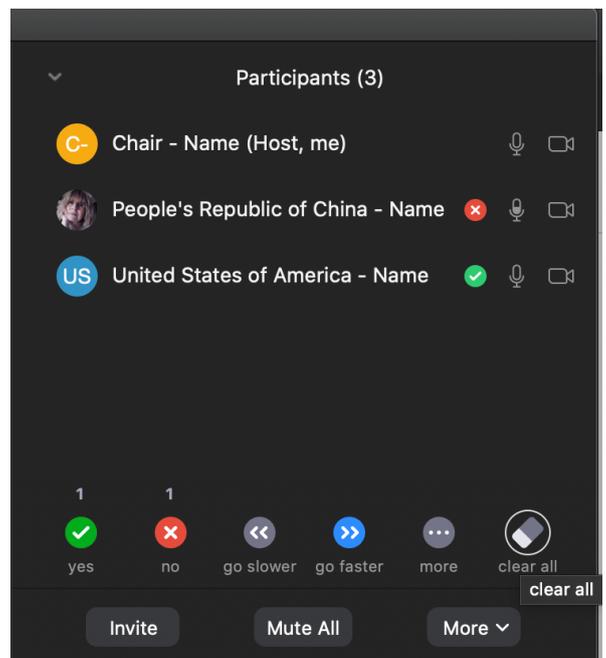
After Voting Procedure is complete, accept a Motion to Adjourn Committee and you’re done!

YOU'VE GOT THIS!

While at first transitioning MUN to a Zoom platform may seem like a daunting task, it’s in fact **much simpler and far more dynamic and interactive than we could have ever imagined!** There are **added benefits** to Zoom, including real-time note passing and the ability to bring in new delegates and faces, and it’s abundantly clear that the platform can be used to facilitate diplomatic and comprehensive debates. **Have fun, experiment with the different Zoom features, and keep building positive MUN communities!**



Voting Using Participants Tab



Clear All Votes



MUN SIMULATION CHECKLIST

PREPARE TO RUN A FUN SIMULATION



It's time to prepare! Take everything you've learned from this guide and use it to set up a great interactive online simulation. You can do it!



Remember to encourage everyone and help guide them to understand how to do Model UN on Zoom!

GETTING STARTED: PRE-CONFERENCE LOGISTICS

- Choose your Committee Topic
- Prepare your Topic Background Guide and any delegate resources
- Assign each delegate a country to represent
- Send an email to: introduce yourself, get delegates to download the latest version of zoom, give students their country assignment & Background Guide & give everyone a zoom link
- Prepare Google Doc templates for your Draft Resolutions

PREPARING FOR COMMITTEE: DISCUSS LOGISTICS

- Introductions! Have everyone introduce themselves and turn on their camera
- Run an icebreaker or energizer activity
- Have delegates change their virtual backgrounds to their country flags if they so choose
- Explain key zoom features such as participants tab, chat everyone, and chat privately
- Have all delegates rename themselves: [Official Country Name] - [First Name]



MUN SIMULATION CHECKLIST

IT'S TIME TO RUN A GREAT SIMULATION!



It's Model UN Simulation time! Get ready to open debate, have students negotiate and write draft resolutions, present draft resolutions, and vote!

STARTING COMMITTEE: OPENING DEBATE

- Take Roll Call, and use this as a final check for audio
- Accept a Motion to Open Debate, ensuring participants use the "Raise Hand" and appropriate voting options in the Participants Tab
- Remind delegates to begin to use the Chat Function to collaborate and form blocs
- Run the Speakers List with your screen shared with your delegates and a timer visible

COMMITTEE: NEGOTIATION & RESOLUTIONS

- Accept a Motion for a Moderated Caucus
- Accept a Motion for an Unmoderated Caucus
- Use the Main Room for the first Unmoderated Caucus to allow delegates to finalize blocs
- Set up your Breakout Rooms with corresponding timers
- Share an editable Google Doc with each bloc for their Draft Resolutions
- Inform delegates as to when resolutions will be due

CLOSING COMMITTEE: PRESENTING & VOTING

- Accept a Motion to Introduce the Draft Resolutions, allow equal time for each bloc, share your screen to show draft resolutions, and call on delegates from other blocs to ask questions
- Allow time for Amendments or Mergers if desired
- Accept a Motion to Close Debate and Enter into Voting Procedure
- Vote on Draft Resolutions one by one and allow for speakers for and against
- Accept a Motion to Adjourn Committee!

ATTEND VIRTUAL MODEL UNITED NATIONS CONFERENCES BY BEST DELEGATE

The Virtual Model United Nations Conferences (VMUNC) are for high school and middle school students (ages 11-18) who want to participate in world-class Model UN conference experiences from the comfort of home.

Best Delegate Virtual Conferences



Bring Out the Best

We bring out the best in our students through a chairing style that prioritizes active participation, encouragement, and feedback.



Experienced Chairs

Our Chairs are among the best Model UN staffers at the college level and are very experienced in running virtual Model UN committees.



Relevant Topics

We've selected topics that reflect global issues and current events so students can research and understand the world around them.



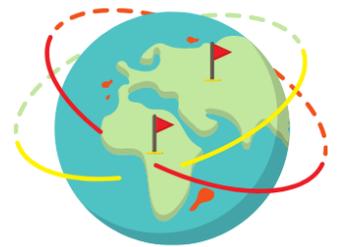
Small Committees

Our small committees of 20 to 30 students each enable students to make more speeches and work more closely together.



Low Cost

Get world-class Chairs and Background Guides, a Certificate of Completion, and eligibility to win Awards -- all for the low fee of \$25.



Make New Friends

This is the place to meet other passionate Model UN delegates and make new friends from around the country and the world.

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