LEMUN XIX ONLINE MANUAL

Introduction

This handbook covers important information for all participants of the online LEMUN XXIV conference. We respectfully ask that all participants look through the handbook prior to November 5. Please feel free to contact info@lemun.org for any inquiries.

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Content adapted from SEOMUN XXIII

Programme of events

Please note that some events are restricted to specific participants only and may not be accessible to all.

Friday, 5th of November 2021 — Microsoft Teams

Time	Event	Location
10:00 - 10:30	Student Officer briefing	LEMUN 2021 → StOff meeting
10:00 - 10:30	MUN-director briefing	LEMUN 2021 → MUN director
10:00 - 11:00	First timer workshop	LEMUN 2021 → First timer workshop
12:00 - 13:00	Committees in session	*Committee name* → General
13:00 - 13:30	Opening Ceremony	LEMUN 2021 → Ceremonies
13:30 - 15:00	Committees in session	*Committee name* → General
15:15 - 15:45	Student Officer debriefing	LEMUN 2021 → StOff meeting
15:15 - 15.45	MUN-director debriefing	LEMUN 2021 → MUN director

Saturday, 6th of November 2021

Time	Event	Location
9:30 - 10:00	Student Officer briefing	LEMUN 2021 → StOff meeting
10:00 - 12:00	Committees in session	*Committee name* → General
12:00 - 13:00	Lunch for committees	*At location*
13:00 - 16:00	Committees in session	*Committee name* → General
16:15 - 16:45	Student Officer debriefing	LEMUN 2021 → StOff meeting

Sunday, 7th of November 2021

Time	Event	Location
9:30 - 10:00	Student Officer briefing	LEMUN 2021 → StOff meeting
10:00 - 12:00	Committees in session	*Committee name* → General
12:00 - 13:30	Lunch for committees	*At location*
13:30 - 16:00	Committees in session	*Committee name* → General
16:00 - 17:00	Closing Ceremony	LEMUN 2021 → Ceremonies
17:00 - 17:30	Student Officer debriefing	LEMUN 2021 → StOff meeting

All times are given in Amsterdam time, Central European Time (ECT) or UTC + 1.

We have set up the following channels:

Name of channel	Description
LEMUN 2021	The main channel for LEMUN. The ceremonies and the plenary session of the General Assemblies will happen here.
UNSC	Channel of the Security Council
ECOSOC	Channel of the Economic and Social Council
EC	Channel of the European Council
HRC	Channel of the Human Rights Council
UNEP	Channel of the United Nations Environment Programme
GA1	Channel of the The United Nations General Assembly First Committee
GA3	Channel of the The United Nations General Assembly Third Committee
GA4	Channel of the The United Nations General Assembly Fourth Committee

Note: Delegates will only be added to the teams relevant to them.

Rules

1. Delegates should be dressed in formal attire.

2. Delegates must be clearly visible on camera. Cameras should be turned on for the entirety of the conference, with the exception of breaks and usage of the bathroom.

3. Microphones should be muted unless it is the delegate's turn to speak.

4. Chat function should only be used when necessary.

5. Please be in a room with no audible distractions.

6. Official communication between delegations should only happen through Microsoft Teams

Prior to Conference

Access to Microsoft Teams

Before the conference, you will get 2 invitations to a committee folder on Microsoft via the email that you have registered to the conference with. The invitation will look like the image below. If your school does not have Microsoft 365, you will have to create an account before you are allowed to access the folder. Clicking the invitation link will take you through the steps of creating an account. If you have still not received the invitation before the day of the conference, please contact info@lemun.org We recommend you download Microsoft Teams a week prior to the conference. Further information can be found on the Microsoft Teams website: https://www.microsoft.com/en-us/microsoft-teams/group-chat-software
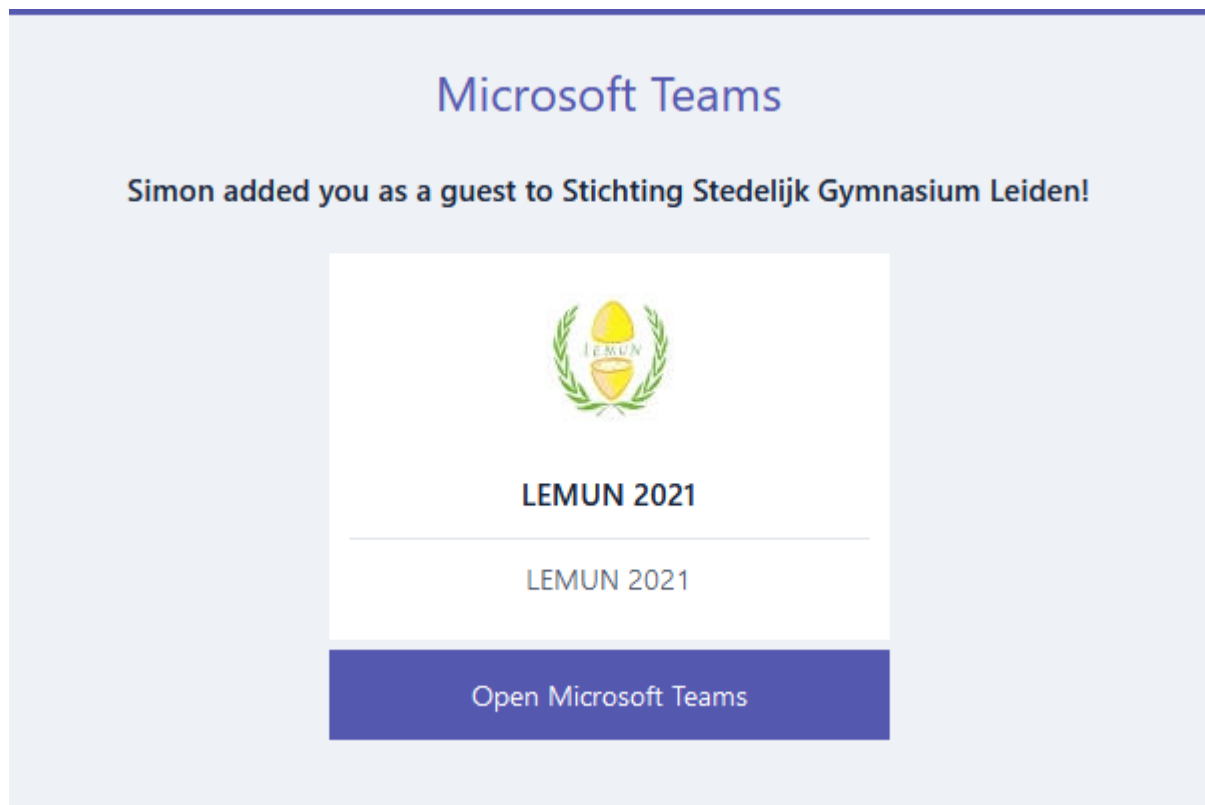
Microphone/Speaker Check

Please make sure that your microphone and speaker are functioning properly for the conference.

Virtual Background

Delegates may choose to set their virtual background to their country flag. To do so, first save an image of your flag onto your computer. Then, open up the Settings menu. Click on "Virtual Background" on the left-hand column. Click on the "+" icon. Choose the image of your flag that you saved earlier.

Lobbying

After roll call, the chairs will ask delegates to indicate which agenda they would like to focus on. Chairs will then allow delegates to break out in different lobbying rooms, which are part of the team.

Approval Procedure

Once the resolution draft is completed, the chosen main submitter should return to the committee's main call and notify the chair. The chair will then read the resolution and email it to the Approval Panel. The main submitter will then be asked to join the Advisory Panel room. Once the Approval Panel approves the resolution, the chair will share it with the delegates.

Debate
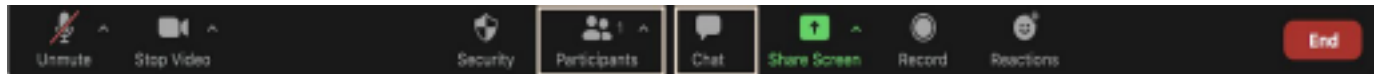
Guide to Teams Commands

Procedure	Teams Command
Raise placard	Press "hand" signal
Raise motion/point	Unmute yourself and verbally call out the motion or point.
Passing notes	Use chat function to send personal messages to specific delegates
Vote Yes	Raise your hand signal when the chair calls upon delegations who vote yes.
Vote No	Raise your hand signal when the chair calls upon delegations who vote no.
Abstain	Raise hand when the chair asks for delegates who are abstaining

Amendment procedure

Amendments will be submitted through Microsoft Teams. Amendments can be privately messaged to the chair/ co-chair.

Bathroom Procedure

If you need to leave your seat to go to the bathroom at any point during the debate, you simply need to turn off your camera. Please do not leave the committee call.

Participation Checks

Chairs will be taking participation checks regularly throughout the session. Please be alert and present at all times. Failing to do so may jeopardize your participation certificate and/or best delegate award.

Be on time

Please regularly check the programme of events and be on time.

Thank you and we look forward to a fruitful conference!