

Welcome to Murrieta Mesa Model United Nations!

We are so grateful you have shown an interest in this club and hope that we can help you continue to gain an interest in global politics and international relations. Although this club was founded with the purpose of being able to compete in schools and colleges in a near identical simulation of the actual United Nations, it is so much more than that. Not only does it help you gain a more advance knowledge of what is going on in this world, it also helps you immerse yourself in a professional environment and familiarize yourself with parliamentary procedures public figures use in all levels of government, from your school board member to your member of Congress. Another great advantage of this club is the ability to polish and strengthen your public speaking skills, skills that are essential when taking on positions of leadership in any extracurricular or career. Don't worry, it takes time, patience and a lot of courage to get this skill up and running, everyone starts somewhere, let us help you get your start. The benefits do not stop there. This club is highly favored upon by prestigious colleges like UCLA and employers alike for the reason that you are taking great interest in current events and public speaking at a young age. Another significant part of this club we like to focus on is that you get to make some great memories with fantastic people that will carry on through your high school career and beyond. If you can't get enough of how exciting this club sounds, be sure to keep going through this student made handbook to learn the essential tips, tricks and secrets you need you to make your Model United Nations club career here, a successful one.

Alec Parra-Miranda
Model UN Club President
2019-2020

How To Research

Dear delegates,

This guide was compiled as a reference tool for you throughout your studies in Model UN. That being said, it is very technical and formal. With a large focus on research guidelines, you will find this research handbook a handy resource to have. While all the rules and procedures outlined in this handbook may seem daunting, in reality it isn't all that bad. In fact, much of it is pretty much common sense, just under new names and formalities. Don't let this freak you out, its very easy to get the hang of.

Model UN is an amazing experience that will open your mind up to the world. You will learn about world issues and develop a sense of maturity that most students your age would never dream of attaining. Along the way, you will also develop excellent public speaking skills, as well as general communication tools. Such skills are useful in any environment, and your ability to speak impromptu in front of an audience will be a skill much sought after in your later years in college, business, and beyond.

I hope that when you compete in Model UN, it is not only for the joy of winning, but the pleasure of working as a team with the rest of the students from

your school, as well as the joy of knowledge and discovering solutions to global issues. Whether you win or lose in a conference is dependant upon both your performance and the chair's discretion. That said, do not become discouraged if you didn't win or if your chair hated you or was generally a bad person. Everyone will have several bad chairs in their Model UN careers. What's important is that you know that you went into the conference giving it your all and that you came out an improved delegate.

My high school Model UN teacher once said that to be successful in MUN you must "adapt, improvise, and overcome." Indeed, this is the hallmark of Model UN; to adapt to changes within committee, improve new solutions and gather new allies, and finally overcoming the challenge faced, whether as a committee or by another delegate. Quick thinking and analysis skills are deeply valued in Model UN, use them to your advantage. But mostly, have fun. Model UN, although a lot of work, is one of the most rewarding experiences, I wish you all the best in all your competitions, now and into the future.

Sincerely,
Ana Sofia Rico

Preparing for your first MUN Conference

Preparation is a critical part of any Model UN conference- you need to come prepared so you can deliver informed speeches, make strong arguments while negotiating, and write innovative and realistic resolutions on your committee topics. Preparation and research

needs to focus on both your country and your topics, and it can add up to a lot of information that there's no way for you to memorize!
 Here's a sample conference preparation timeline.

Before the Conference	
6 weeks before	Print off and read the "Background Guide" for your committee. This is provided by the conference and can usually be found online.
5 weeks before	Put your "Background Guide" into a binder to hold all your information. This is called a "Research Binder". Start filling it with information you find researching your country and topic.
4 weeks before	Complete a "Country Profile", researching your assigned country.
2-3 weeks before	Research your topic- specifically the Topic Background, Past International Action, Country Policy, and Possible Solutions
1 week before	Write an "Opening Speech" and practice it before the conference!

Physical Geography

- What is your country's official name?
- What region of the world is your country located in?
- How big is your country? (square miles)
- Who are your country's neighbors?
- How would you describe your country's physical features and climate?

Culture

- What is your country's population?
- What is your country's ethnic composition?
- What is your country's official language? What other languages are spoken?
- What is your country's capital? What are some of the major cities?
- How would you describe the quality of life in your country?

Politics & Government

- When was your country founded?
- What type of government does your country have?
- Who are some of your country's leaders?
- How many people serve in your country's military?
- Who are your country's allies? Enemies?

Economy

- What is your country's total Gross Domestic Product?
- What are some of your country's natural resources?
- What is your country's currency?
- What are your country's major imports and exports?
- What are your country's biggest trading partners?

What Next ?

Your first step in assembling your research data should focus on your country profile as a research packet about what country you're going to represent! While you may not need to know what your 8th biggest export is, it's critical to have a decent understanding of your country if you want to represent them in debate.

Researching Topic Background

After researching your country, you should begin looking into the topic that you're going to be discussing. It's important to have a good base of understanding about your topic before you dive in and try to decipher how your country feels about that topic.

Every committee offers you a topic synopsis, prepared by the chair to give you an overview of the topic(s). The chair may even choose to include controversial issues about the topics and what bloc positions are.

Besides your topic synopsis, there are numerous resources on UN websites and across the internet about your topic- even Wikipedia is a good place to start, so you can use their sources at the bottom to find more information about your topic. You should have a strong historical understanding of your topic, as well as the causes and impacts of the issue you're discussing so that you can come prepared to committee on the first day of the conference.

Researching Past International Action and Country Policy

To understand how to represent your country at the UN, you need to know two things- what the international community has already done about the topic, and what your country wants to do about it. To find Past International Action, you can try looking through news sources, but you can also read past UN reports and resolutions on the issue.

A similar solution can be found for your country's policy on the issue- by looking at the websites of your country's government, foreign ministry, or UN mission, you can find statements and actions related to the topic you're discussing.

Most importantly, develop the policy you want to argue along with other possible solutions. Be sure to consider whether or not the plan is feasible, if your country's economy is stable enough to support it financially, and your best solutions will get you the award!

Developing a Conference Strategy

As part of its preparation, all delegations should be involved in working toward solutions to the problems placed before the United Nations. This requires a great deal of negotiation and compromise, often at the expense of certain positions that may be of concern to an individual delegation. Each delegation's representatives must therefore decide which items are of greatest importance to their country and set their strategies accordingly. Strategic areas to consider include the following:

- *What kind of role will your delegation play at the conference (e.g., conciliatory, obstructive, aggressive, neutral or leading)?*
- *How can your delegation achieve the goals and interests identified in your research and delegation strategy?*
- *What other countries will your delegation attempt to work with? Note: these delegations may vary by committee or by topic.*
- *Which countries may present adversarial positions to your delegation and how will your delegation respond?*

Remember, passing resolutions and reports is not the only or even truest measure of success at the Conference. While each delegation is encouraged to propose solutions on the various issues and to secure passage of resolutions and reports that outline the solutions, representatives must stand ready to compromise to achieve any real solution to the problems being discussed.

Researching Solutions

While researching the UN and government websites can be helpful to learn about what the UN has done about your topic in the past, they may not be as helpful as you'd like for finding new solutions to these issues you're researching!

Non-Governmental Organizations (NGOs) can be great resources to find solutions to the topic you're researching. The most important thing for finding solutions to these problems, however, is your creativity! Think of ways the UN and Member States could work together to combat this issue in realistic ways, and plan how these solutions would work in your words!

Resources

There are many resources to help your research. While many resources may be provided down below, there are also several credible databases that share information about countries. Visit the Best Delegate Country Profile and Policy Map to check them out!

www.un.org

www.scholar.google.com

<https://bestdelegate.com/resources/>

<https://bestdelegate.com/mun-research-made-easy-15-things-every-delegate-should-have-in-their-research-binder/>

AUSMUN 2019: <https://www.youtube.com/watch?v=YLO5SETBUWI&t=2s>

UQ United Nations Student Association: Research and Preparation

<https://www.youtube.com/watch?v=KAVQpxLcP4o&t=484s>

Also consider using actual government sites of your countries such as:

Ministry of Foreign Affairs (MOFA)

www.un.int/ (Permanent Mission to the UN)

Rules and Procedures

Roll Call:

The chair will call each country by their country's name.

Countries can respond with:

- Present
- Present and Voting (if you call present and voting, you *must* vote during voting bloc)

Motion to Open Debate:

→ Any delegate may: *“Motion to open debate.”*

Once debate is open, all other proceedings may commence.

Motion to Establish Speaker’s List:

→ Any delegate may: *“Motion to open the speaker’s list.”*

Delegates may be added to the speaker’s list as the chair sees fit. To be added, delegates must either raise their hands or submit a paper to the chair requesting to be added to the speaker’s list (the chair will tell delegates how to request an addition to the list). The speaker’s list allows delegates to give their opening statements and establish their country’s position.

Establish Speaking Time:

→ Any delegate may: *“Motion to change the established speaking time.”*

For example, you may request that a 2 minute speaking time be extended to 2 ½ minutes.

You can also amend the speaking time during moderated debate.

General Debate:

→ Any delegate may: *“Motion to move into general debate.”*

This time is reserved for discussing country policy and possible solutions and forming alliances with other countries.

Unmoderated Debate (Caucus):

→ Any delegate may: *“Motion to move into unmoderated debate.”*

You must specify a time for the debate (for example, *“Motion to move into a 5 minute unmoderated caucus”*). During this time, you should discuss your country’s policies with other delegates and form alliances with countries whose policies are similar to yours. Express yourself, but do not take over every discussion. Let other delegates speak and ask them about their countries' policies as well.

→ Delegates can: *“Motion to extend unmoderated debate for x minutes”* if they feel they need more time to network with other countries.

Moderated Debate (Caucus):

→ Any delegate may: *“Motion to move into moderated debate for x minutes.”*

Moderated debates are usually 30-45 seconds long. Delegates give speeches to convince other countries that their country’s policy and/or solution is the best one.

Comments:

Delegates may comment on other delegates’ speeches during moderated debate (if permitted by the chair). Typically after a delegate gives a speech, two countries chosen by the chair may

comment on the speech. These comments should not be “comments on comments”, but rather should discuss policies or ideas directly relating to the speech.

Yields:

If you finish your speech or comment before the allotted time is up, you may yield your time to the chair or questions. Do NOT yield to other delegates.

Substantive Debate:

→ Any delegate may: “*Motion to move into substantive debate.*”

This time is reserved for discussing possible solutions.

In this time, you can motion for:

- Unmoderated Debate: discuss solutions, form blocs (groups) with countries whose policies align with your own, and write resolutions/amendments during this time
- Moderated Debate: short speeches to convince other countries that your solution is best

Resolutions and Amendments:

These are formal proposals from your bloc (group of similar-minded countries) that explain the solutions you have come up with. Try to be as involved in the proposal process as possible, so you have a chance to speak during formal caucus. Resolutions need sponsors (the countries who drafted the resolution) and signatories (other countries who support your resolution or would at least like to see it presented in formal caucus).

Formal Caucus:

→ Any delegate may: “*Motion to move into formal caucus.*”

Two speakers *for* and two speakers *against* discussing resolutions are needed. After, all resolutions are presented. A few sponsoring countries may present their resolution and yield remaining time to questions about their resolution from other delegates.

Voting Bloc:

→ Any delegate may: “*Motion to move into voting bloc.*”

Two speakers *for* voting and two speakers *against* voting on resolutions are needed. Delegates vote yes, no, or abstain on resolutions (if you called “present and voting” during roll call, you *must* vote). You can pass more than one resolution. Don’t vote no on a resolution unless it directly goes against your country’s policy.

→ Any delegate may: “*Motion to move out of voting bloc*” after voting ends.

Close Debate:

→ Any delegate may: “*Motion to close debate.*”

At the Beginning and End of Committee Sessions:

→ “*Motion to postpone debate.*”

→ “*Motion to resume debate.*”

Used to postpone or resume committee sessions for lunch, dinner, sleep, etc.

At the End of Conference:

→ “*Motion to adjourn the meeting.*”

MOST MOTIONS NEED A SIMPLE MAJORITY (50% + 1) OR ⅔ VOTE TO PASS.

Points and Motions:

Point of Personal Privilege	Question of personal comfort: “Can I use the restroom?” “Can we turn on the AC?”
Point of Inquiry	Question about parliamentary procedure or the flow of debate
Point of Order	When a delegate believes the chair made an error
Motion for Right of Reply	Request your right to respond to slander about your country (“China is wrong” doesn’t warrant this “China is an ugly dumb***” does).

CHAIR MAY CALL “DECORUM” IF COMMITTEE IS UNRULY (AKA SHUT UP).

MUN Speeches

“To win awards, you have to stand out. Public speaking is essential to standing out, and you cannot let fear stop you from making speeches. So, to win awards, you have to overcome any fears of public speaking you might have. You have to know what to say.” - Best Delegate

During a conference, there will be a speakers list, and moderated caucuses. For both of these, you need to write a speech that addresses the issue, points out your stance, and offers a solution. Before every conference, the chair will tell you the speaking time (usually around two minutes or less) - this time is what you, as a delegate, need to stay under and respect. If you are out of time, the chair will bang a gavel. If that happens, Do Not Continue! Say “thank you for your time”, and sit back down. If you finish before the time is up, say “thank you”, and that you yield your time to the chair. Finally, always refer to yourself as your assigned country. For example, “The United States feels that...” or “Turkey believes that...”

Types of Speeches

There are two main opportunities to make speeches in Model UN:

- **Speakers List:** When the committee begins, the chair will create a list of delegates who wish to give speeches. These speeches are typically about how each country feels about the topic, and range from 1-2 minutes long. The first time you speak on the speakers list is referred to as your **opening speech**. You should prepare this speech before the conference. After your first speech, you can send a note to the chair to request to be put on the Speakers List again.
- **Moderated Caucus:** Whereas the speakers list is about the topic in general, a moderated caucus is about a specific part of the topic. A moderated caucus has no Speakers List; delegates must raise their placards and wait for the chair to call on them to speak. Each delegate typically gets 30 seconds to 1 minute to speak, and have to focus on the topic of the caucus.

Speech Structure

One of the easiest ways to organize your speeches in Model UN, especially for opening speeches, is to use the following three-part formula:

1. **Hook:** An engaging way to grab your audience’s attention;
2. **Point:** Your country policy on the topic; and,
3. **Call to Action:** Possible solutions to the topic

1. Hook

Give your audience a reason to listen to you - here are a few common hooks that work well in Model UN.

Question: Asking the audience a question is often an easy way to get their attention.

Example: “Do you think it is possible for us to live in a world without poverty? The people of my country think so. We believe we can achieve the end of poverty.”

Quote: A quote engages the audience when they recognize the figure you’re quoting.

Example: “Fifty years ago, United States President John F. Kennedy said, ‘Ask not what your country can do for you, but what you can do for your country.’ Today, ask not what the world can do for you, but what you can do for the world.”

Statistic: A statistic can grab an audience’s attention if it is surprising or interesting.

Example: “Over 1 billion people around the world live on less than US\$1.25 a day. Over 1 billion people live in extreme poverty.”

Story: A story is the oldest form of communication and if told well, can certainly grab an audience’s attention, but speeches in MUN are typically very short, so keep the story brief!

Example: “Several years ago, in rural Pakistan, a girl was walking to school when a gunshot rang out – and she was shot in the head. The Taliban any girls to go to school. But that girl survived, and today she fights for girls’ right to education around the world. That girl’s name was Malala.”

Be creative with your entry by introducing the topic straight out. Avoid the standard introduction: “Delegates and honored guests...” or “Honorable Chairs”.

Example: December 26th, 2004 is a day every expert in this room will never forget. 283,000 people were killed when a 9.1 magnitude earthquake caused one of the largest tsunamis in human history.

2. Point

Stick to one point - the purpose of your speech - your country policy on the topic. Then offer 2-3 reasons explaining why your country had adopted this policy. Make it significant but simple to understand. It is better to say one thing well than many things poorly.

Example: “The Republic of Korea believes that education is a human right, and that all people should have access to education. Education is a pathway out of poverty for millions in developing countries, like Korea was just a few decades ago. Education is the driver of change and development in this world, and education is critical for the human race to continue to thrive and grow.

3. Call to Action

Good speeches end with a “call to action,” which is when you tell your audience to go and do something. Your call to action is your specific solution to the problem.

Example: “To provide universal access to education, Korea proposes the creation of an international fund called ‘Education For All’ that will support 3 programs in developing countries: building more schools, training new teachers, and preventing girls from dropping out of school. We call upon the international community to create and donate to this fund, so we can guarantee education as a right globally.”

Writing the Speech

1. Know the details

Make sure you know how long your speech needs to be and what the topic of your committee is, including any elements your dias wants you to focus on. If you don’t know, stick to 50 seconds to one minute.

2. Focus on one topic only

Focus on one issue that matters to your member nation the most and how that relates to the topics to be debated at the conference. The purpose of an opening speech is to impress, to establish yourself as a leader and a good orator.

3. Use a framework.

Break down your one idea into a specified number of bullet points. Structure your speech so that it’s logical and organized.

4. Persuade, don’t just describe.

Don’t list a bunch of facts. Focus on your ideas on what to do about the problem and why. The diads will only remember the one idea your speech was about and how you made everyone feel while talking about it. Explain why your idea is important to the committee. One way to do this is by referring to other delegates’ prior speeches and pointing out that your idea addresses their concerns.

5. Word limit and time

1-2 minutes for most committees. Some special committees will have up to 3 minute speeches. Plan on around 150 words per minute.

It is recommended to write a 2 minute speech, even if the time requirement is 1 minute. Sometimes, the dias will change the speaking time during the day. For this reason, it is good to have a printed version of your longest speech, and then highlight or mark the parts that you want to say to meet the time requirement. Or, you can have a copy of your speech for different time requirements - one that is 2 minutes, one that is 1 minute, and one that is 30 seconds.

6. Formatting

Bring a printed copy of your speech - it is more professional than reading from a screen, and it will allow you to make quick changes as you listen to the other speeches before yours. Print it double spaced, so you have room to make adjustments neatly. Choose a font and a size that is easy for you to read, if you are reading your speech. It can help to bold, underline, or make notes after printing to help you find important points as you are speaking.

7. Make it interesting, but not too “interesting”

Don't be cheesy or cliché. Maintain professional decorum and make a serious statement that reflects your research and sincerity about the topic. It will make you stand out.

Delivering the Speech

1. Practice and be prepared

Make sure you practice at least one day in advance. Print your opening speech – it's unprofessional to use an electronic device! Timing is especially important.

2. Body Language

Make sure you spend at least three quarters of the time looking at your audience. If you're unsure about what to do with your hands, put them on the podium. If you're feeling more comfortable, use hand gestures. Never ever put your hands to your side or in your pocket.

If you are struggling with physicality in your speeches, here are three tips to help:

Eyes: are you making eye contact with your audience? This helps the room feel more connected to you and your speech. Having trouble making eye contact? Look at your audience's foreheads, or look just above their heads at the back of the room.

Hands: are your hand gestures adding to or detracting from your speech? If your hands are usually all over the place, keep them to your sides or clasp them in front of you. Don't be afraid of using your hands to subtly add emphasis to your ideas.

Feet: are you distracting your audience with your movements? Try to keep your feet in one spot while speaking, and don't shift your weight around. Keep your feet hip-width apart and stand tall to project confidence!

3. Tone and Pace

Speak clearly and slowly enough for somebody to be able to copy what they have said word by word on paper. Speaking quickly distracts from your message and makes you seem like you want to end the speech as soon as possible. Project your voice outwards.

4. Be confident

Walk up to the podium with confidence. Shoulders back, back straight, and walk at a good pace with confidence and preparedness.

5. Let mistakes happen

If you make a mistake, just keep going. Most of the time no one will notice unless you make it obvious, so don't. If you have really done your research, and you know what you want to say, you'll be able to keep going more easily.

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How to Dress

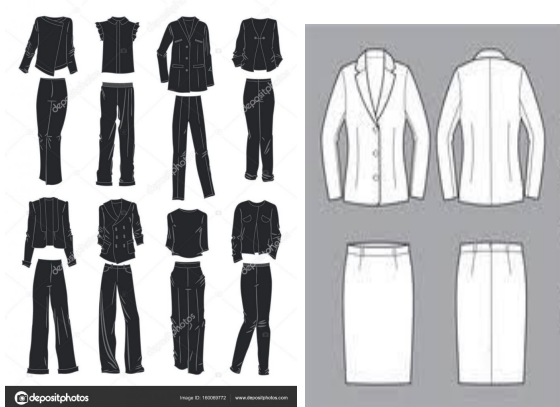
A Model United Nations delegate must dress as a business professional. Food for Thought: Dress as if you are meeting with the President. There is no such thing as too professional. Business suits are perfect for both males and females, however, variety may be included with reason. Dresses may be appropriate if they are worn modestly. Attractiveness is not wrong but respect is a must. Casualness will be frowned upon but being comfortable is also important hence, dress shirts(with buttons) and professional blouses may be acceptable if the complimenting attire, bottoms and footwear, maintain a professional appearance.

Appearance is key. You are representing your high school, city, club, fellow delegates, parents, and generation.

Do's	Dont's
Slacks/skirts/blazers/suits in solid primary colors	Jeans/ jean jackets
Hair: Done up/ pulled back <u>out of face</u> (straightened/curled)	Only brush hair and let come forward on the face
Closed-toed shoes: Dress shoes/ flats/ heels	Casual: Gym shoes/ sandals

Make sure to iron or use the anti-wrinkle spray; Lint rollers are also handy

Ladies:



Gentlemen:



The Steals and Deals: Where to Shop

1. Macy's *
2. TJ Maxx
3. Ross
4. Nordstrom Rack
5. Express
6. Marshall's
7. Kohl's
8. JC Penny

Macy's provides free plastic clothing protectors after purchase