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STEM MODEL UNITED NATIONS



MUN DELEGATES GUIDE



نموذج الأمم المتحدة بمدارس المتفوقين في العلوم والتكنولوجيا

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Glossary

1. Delegate:

- **What it means:** A country representative in a Model UN conference.
- **Example:** “The delegate of Japan believes that renewable energy is essential to global development.”

2. Position Paper:

- **What it means:** A short document outlining your country's stance on the topic being discussed.
- **When it's used:** Submitted before the conference; helps Chairs understand your preparation.

3. Opening Speech:

- **What it means:** A short, formal speech at the start of the conference.
- **When it's used:** First session of debate, often under formal debate rules.

4. Resolution:

- **What it means:** A document that proposes solutions to the issue being debated.
- **When it's used:** Drafted during unmoderated caucuses and discussed/voted on.

5. Clause:

- **What it means:** A paragraph in the resolution, either preambulatory or operative
 - Preambulatory (background): “Recalling previous UN actions on climate change...”
 - Operative (action): “Encourages member states to invest in green infrastructure.”

6. Motion:

- **What it means:** A request made by a delegate to change something in the procedure.
- **When it's used:** During debate to switch topics, enter a caucus, or move to voting.
- **Example:** “Motion to move into a 10-minute moderated caucus on funding strategies.”

7. Bloc:

- **What it means:** A group of countries with similar interests working together.
- **When it's used:** During lobbying and resolution writing.
- **Example:** The EU bloc creates a shared resolution on digital privacy laws.

8. Yield:

- **What it means:** What a speaker does with leftover speaking time.
- **When it's used:** After a speech in a formal debate.
- **Example:** “The delegate yields to questions.”

9. Draft Resolution:

- **What it means:** A proposed resolution before it is officially voted on.
- **When it's used:** Written by a bloc and submitted before the final vote.
- **Example:** A draft resolution might include ideas for increasing access to clean water in rural areas.

10. Amendment:

- **What it means:** A change to a draft resolution (can add, remove, or edit a clause).
- **When it's used:** Before voting on the final resolution.
- **Example:** A delegate proposes an amendment to add funding for refugee education.

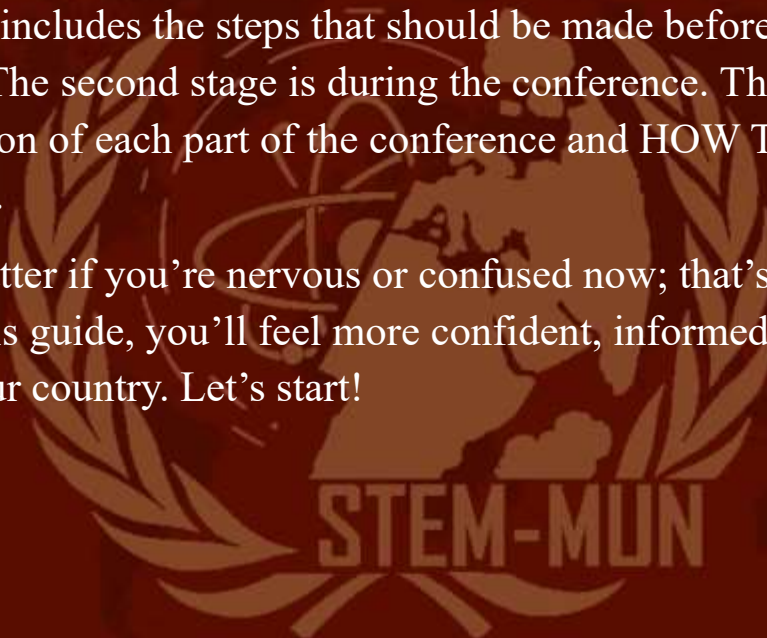
Introduction to the document

Welcome to your official Model United Nations Delegate Guide!

This document has been written for all of you, future delegates, who seek to upgrade their knowledge about MUN Conferences. It would surely cover the most important topics related to the conference, including all the information a delegate needs.

The sequence of the document is just like the sequence you need to follow in your preparation journey. It starts with the Pre-conference stage, which includes the steps that should be made before the conference. The second stage is during the conference. This one includes the explanation of each part of the conference and HOW TO BE A DELEGATE.

It doesn't matter if you're nervous or confused now; that's normal. By the end of this guide, you'll feel more confident, informed, and ready to represent your country. Let's start!



Pre-conference preparation

1. Research the issue:

Before attending a MUN conference, the most important step is to become well-acquainted with the topic of discussion (agenda item). As a delegate, you should be well-versed in the issue at hand, its history, causes, current status, and global implications.

- **What to Study:**

- **Definition of the Problem:**

Understand what the issue really is. For example, when the topic is "Access to Clean Water," notice how it has been defined and what issues are involved.

- **Historical Context:**

Investigate when and why the issue arose. Establish important historical events, agreements, or conflicts that led to the problem.

- **Current Situation:**

Gather up-to-date data, facts, and instances from the real world. Use reliable sources like the UN, WHO, World Bank, or government websites.

- **Key Stakeholders:**

Identify the most interested or affected countries, organizations, or groups. Familiarize yourself with their interests and disputes.

- Past UN Activities:

Read relevant UN resolutions, treaties, or earlier conferences on the topic. This enables you to propose feasible and well-informed solutions.

- **Tips:**

- Don't rely on just one source.
- Use bullet points to organize key facts.
- Write a summary of your findings in your own words, you'll use this when writing your position paper.

2. Research your country's position:

Once you have a clear understanding of the problem itself, your task is to familiarize yourself with your assigned nation's stance.

In MUN, your job is not to make your own opinion, it is to represent your assigned country's interests, policies, and values correctly.

- **You should be able to answer the following questions after your reading:**

- What is my country's official stance on this topic?
- Has my nation ever done anything at all about this issue in the past?
- Where does my nation sit in terms of this issue (financially, socially, politically)?

- Whom does my nation align with or oppose in terms of the subject at hand?
- What does my nation advocate in terms of solutions or policy?

- **Where to Search:**

- Government websites (e.g., Ministry of Foreign Affairs)
- UN mission statements of your nation
- Embassy reports
- UN voting records
- News articles from credible international sources (e.g., BBC, Reuters)
- Think tank publications (e.g., Brookings, Council on Foreign Relations)

- **Tips:**

- Be specific: don't provide vague things like "India favors peace."
- Make an effort to search for direct quotes or official statements.
- Keep in mind what your nation can realistically fund in a resolution.

3. Writing papers (Pre-Conference Submission):

Before a Model United Nations (MUN) conference, delegates must prepare vital documents that reflect their research and understanding of both the topic and their country's position. Two of the most important documents are the Position Paper and the Opening Speech.

- **Position Paper:**

Purpose:

To present your country's official position on the topic, supported by research and proposed solutions. It is submitted before the conference and establishes your preparedness to the chairs.

When it's used:

Before the conference begins. Submission early is required in some conferences for consideration or award evaluation.

Structure:

- Background of the Issue: A brief explanation of the topic and its global relevance.
- Country's Stance: Your country's viewpoint, e.g., national interests and previous actions.
- Previous International Action: Relevant UN resolutions or treaties your country has voted for or against.

- Solutions Proposed: Concrete, realistic steps your country would support during negotiations.

Length & Format:

Normally 1–2 pages per topic; formatting guidelines vary by conference (e.g., font size, line spacing, citation style).

• Opening Speech:

Purpose:

- To introduce your nation's stance in a short, formal speech delivered at the beginning of the first session. It sets the tone for how you'll debate and declares your key priorities to other delegates.

When it's used:

At the start of the first committee session, all delegates deliver a 1-minute (typically) speech to the entire room.

Structure:

- Formal Greeting: Address the chair and delegates.
- Brief Background on the Issue: One or two sentences on the overview of the issue.
- Your Country's Position: Your country's key position and why it matters to your country.

- **Goals and Cooperation:** What your country wishes to achieve and its willingness to cooperate with others.

Length:

Approximately 60–90 seconds (approximately 150–200 words).

Tone:

Formal, diplomatic, and persuasive. Do not read directly from your position paper. Instead, speak naturally and with confidence, based on your research.

4. Practicing:

MUN conference preparation extends beyond research and writing. Effective participation also requires communication and diplomacy. Prior practice of these elements ensures that you are well equipped to speak confidently, debate, and collaborate.

- **Practicing Your Opening Speech:**

- Rehearse your speech out loud repeatedly to become acquainted with the content and delivery.
- Practice in front of a mirror, record yourself, or present to a peer to receive feedback on tone, clarity, and body language.
- Notice confident posture, steady pace, and clear enunciation.

- Memorize the template rather than reading word-for-word to allow for a more engaging and natural delivery.

Tip:

Condense your speech to fit within the time (usually 60–90 seconds). Practice with a timer to ensure it fits.

- **Preparing Debate:**

- Learn about usual motions, points, and yields so that you can use them confidently during committee sessions.
- Practice how to respond in different situations, such as making a motion, raising a point of order, or yielding time to the chair or to another delegate.
- Become accustomed to the formal language and tone of committee proceedings.

- **Practicing Teamwork and Negotiation:**

- Practice with fellow delegates, especially those who will be representing countries in your regional or political bloc.
- Run unmoderated caucus simulations to build negotiation skills and experience in informal diplomacy.
- Practice writing resolutions in groups, listening to other opinions, and suggesting compromises that still reflect your country's position.

Tip:

Good delegates are convincing speakers and skilled collaborators. Both functions need to be practiced for balanced performance.



During the conference, as a delegate

1. Rules of Procedure (RoP):

RoP governs how Model United Nations committees operate. They ensure that debate is structured, fair, and effective. It is expected that all delegates know these rules, as they allow participants to fully engage in debates, place motions, and manage time during the conference.

- Purpose of the Rules of Procedure:
 - Take control and keep formal orders during committee meetings.
 - Make each delegate an equal opportunity speaker and participant.
 - Provide for transition from one phase of debate to the next (formal speeches, caucuses, voting, etc.).

- Common Motions and Their Functions:

Motion	Purpose	Example
Motion to Set the Agenda	Choose which topic to discuss first	“Motion to set the agenda to Topic A: Cybersecurity”
Motion to Open the Speakers’ List	Begin formal debate	“Motion to open the general speakers’ list”
Motion for a Moderated Caucus	Allow short speeches on a subtopic	“Motion for a 10-minute moderated caucus, 30-second speaking time, on international cooperation”

Motion for an Unmoderated Caucus	Pause formal debate for informal discussion and resolution writing	“Motion for a 15-minute unmoderated caucus to discuss draft clauses.”
Motion to Close Debate	Move to voting procedures	“Motion to close debate and move into voting procedure.”
Motion to Adjourn the Meeting	This officially ends the committee's work on the agenda.	“Motion to adjourn the meeting and end the committee’s session.”

- Points Commonly Used:

Point	Purpose	Example
Point of Personal Privilege	Address a personal need (e.g., volume, temperature)	“Point of personal privilege: could the delegate speak louder?”
Point of Order	Correct a procedural mistake	“Point of order: the delegate was not out of order.”
Point of Inquiry	Ask a question about the rules or procedure	“Point of inquiry: how many votes are needed for this motion to pass?”
Point of Information	Allow delegates to ask brief, relevant questions during another delegate's speech to seek clarification.	“Point of information, could the delegate clarify their stance on this issue?”

- Yields (during formal speeches):

Type of Yield	Use	Example
Yield to the Chair	End your speech and return to the chair	“The delegate yields to the chair.”
Yield to Another Delegate	Allow another delegate to continue your time	“The delegate yields to the delegate of France.”
Yield to Questions	Allow others to ask you questions (only in some conferences)	“The delegate yields to points of information.”

It is critical to understand and utilize ROP as part of being a successful delegate. Proficiency with such tools helps you gain control during debate, guide the flow of discussion, and demonstrate leadership.

2. Types of debate:

Debate is divided into various forms at the MUN conference. Each has a different purpose and allows delegates to employ distinct styles of communication and negotiation. It is necessary to understand when and how to apply each.

- **Formal Debate (General Speakers’ List):**

Formal debate starts once the General Speakers' List (GSL) is opened. In this form:

- Representatives speak to the assembly in a predetermined sequence, according to the list.
- Each representative delivers a prepared or spontaneous address within a specified time limit (usually 60 to 90 seconds).
- The conference rules allow speakers to yield their time.

- **Moderated Caucus:**

A Moderated Caucus is an unorthodox part of the debate where delegates provide short, guided speeches on a specific subtopic. A motion must be called and voted on to activate a moderated caucus.

- The chair invites speakers for a shorter time (e.g., 30–60 seconds).
- The caucus time in total is shorter (e.g., 10 minutes).
- The topic is smaller than a formal debate.

Purpose: To allow more casual, unrestricted conversation and allow for greater discussion of specific issues.

Example Motion: "Motion for a 10-minute unmoderated caucus with a 45-second time limit on border security matters in refugee policy."

- **Unmoderated Caucus:**

An Unmoderated Caucus puts formal debate on hold and allows delegates to move around the room and talk informally. A motion and a majority vote are required to create one.

- No predetermined speaking order.
- Delegates can caucus, negotiate, and draft working papers.

- Time is generally 10 to 20 minutes (can be extended by motion).

Purpose: To enable informal back-room collaboration, draft clauses, and agree.

Example Motion: "Motion for a 15-minute unmoderated caucus to commence drafting a joint working paper."

Having the ability to flip between these forms of debate allows delegates to steer the conversation and become more effective diplomats.

3. Important Considerations:

1. Stay in Character:

- Always represent your assigned country's official policies, not your personal opinions.
- Avoid agreeing with policies that contradict your country's stance, even in casual discussion.
- Research your country's allies, voting patterns, and past actions to remain consistent throughout the debate.

2. Speak with Purpose:

- Every speech, question, or motion should be intentional and aligned with your country's goals.
- Avoid repeating what others have already said — instead, aim to introduce new ideas or offer constructive counterpoints.
- Stay within the topic and follow the format and time limits strictly.

3. Participate Actively:

- Raise motions, ask questions, speak during caucuses, and contribute to draft resolutions.
- Delegates who participate consistently are more likely to influence the outcome of the debate and receive recognition.
- Take notes during speeches to refer back to specific points during negotiation or rebuttals.

4. Be Diplomatic and Respectful:

- Maintain formal language and respectful tone at all times, even when disagreeing.
- Avoid attacking individuals or countries directly, focus on policies and ideas.
- Respect the chair, follow procedural rules, and refrain from interrupting other delegates.

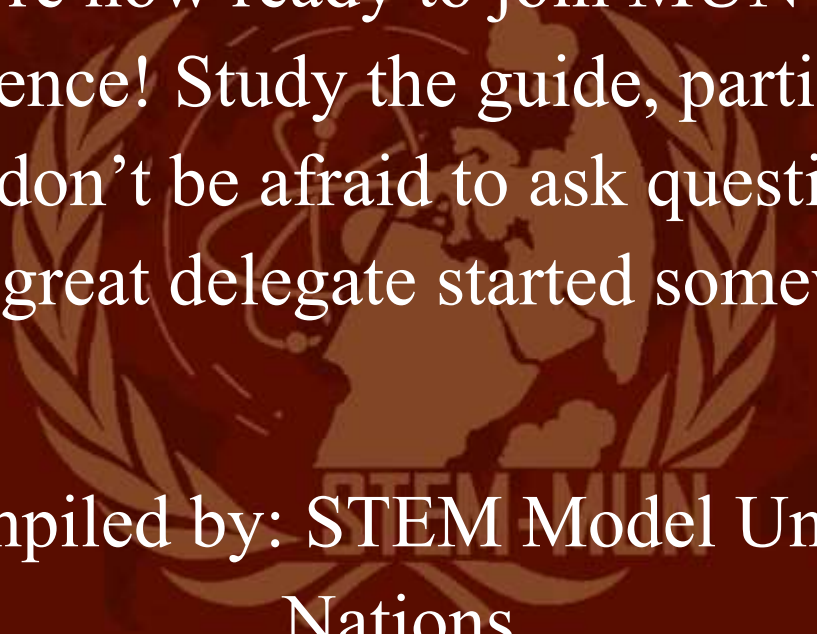
5. Collaborate Strategically:

- Use unmoderated caucuses to build alliances, share ideas, and write working papers.
- Reach out to both traditional allies and neutral countries to build broader support.
- Be open to compromise: Effective diplomacy often means finding common ground.

6. Manage Time and Energy:

- Conferences can be intense and fast-paced. Stay organized and manage your energy wisely.
- Listen carefully to updates from the chair and adapt quickly to procedural changes or voting.





You're now ready to join MUN with confidence! Study the guide, participate, and don't be afraid to ask questions. Every great delegate started somewhere.

Compiled by: STEM Model United Nations.