

Please read the following document in its entirety for important Conference logistics

### **Attending the Conference**

You may join the Conference through the Zoom links found on the BUAMUN website. Please **do not** share the links or the passwords with anyone else. Sharing passwords and links with anyone outside the conference is against our code of conduct and may result in dismissal from conference events

Zoom Links: Please click on the link of your particular committee session on this page

<http://www.buamun.org/virtual-committee-sessions.html>

The password for all links will be emailed to each school advisor **prior** to the conference.

# Conference Norms and Expectations

In order to ensure that the virtual format of the Conference is a success, we will expect all participants to abide by the following norms and expectations. If you are disruptive, or if you violate the below rules, you will be promptly dismissed from the Conference and will not be able to return. Thank you for helping make BUAMUN a success!

## General Conference Guidelines:

- You may leave and return during any period of the Conference for brief moments (i.e. bathroom breaks, etc), but you **must** inform your chair via Zoom direct message. There is designated time for breaks in between the conference for your convenience. Please take care of everything **before** your committee session begins to avoid missing too much of the committee sessions.
- If you are unable to make it to one of the sessions or days, you **must** inform your committee chair and your advisor **ahead** of time via email.
- Since this a Model UN conference, business casual dress is **highly** encouraged in order to maintain a professional atmosphere. Please dress appropriately (**no** pajamas, revealing clothing, etc.)
- You **must** update to the newest version of Zoom! Reach out to [admin@bumaun.org](mailto:admin@bumaun.org) if you are unsure of how to do this. You can also visit the following for more information: <https://support.zoom.us/hc/en-us/articles/201362233-Upgrade-update-to-the-latest-version>
- Please try not to be disruptive when entering or exiting the committee link.
- Your video should be “on”, so that the chair and delegates can view your faces. If this is a problem for you, please reach out to [admin@bumaun.org](mailto:admin@bumaun.org) or communicate this with your chairs.
- During the opening and closing ceremonies, the default setting will have all participants on “mute”. Only hosts will be able to unmute you when you “raise your hand” during a Q&A session.

## Communicating with chairs or committee staff:

- Participants will be able to use the “chat” function to communicate with committee chair and other delegates in place of the traditional notes. Delegates may also exchange personal phone numbers and chat via text amongst other delegates if they feel comfortable.
- If you have any questions during the conference, you may raise them by chatting directly with your chair.

- If you have any questions or concerns that you would like to bring up directly to the committee staff (not to the chairs), please email [admin@buamun.edu](mailto:admin@buamun.edu) or come to the main conference room, which you can navigate on the website.

**Participation:**

- Please rename yourself to your country (if in GA) or delegation name (if in Crisis committee) along with your first name. Ex. United States of America - Larry
- If you wish to make a point or motion, raise your hand using the “Raise Hand” tool and unmute yourself when called upon by the chair
- When voting, press the green check mark to vote “yes” or press the red x mark to vote “no”.
- During unmoderated caucuses, breakout rooms will be opened enabling participants to move from cohort to cohort when working together. The Chair will also move from one breakout room to another to monitor discussions.

**Other Important Rules:**

- No inappropriate visuals or speech.
- Be respectful to others and exercise good judgment.
- Recording of the Conference in any format is **strictly prohibited**.
- Sharing of zoom links and passwords is **strictly prohibited**.