

How to get prepared...

You probably can't wait until it's March 26th and MUIMUN 2012 is about to start – at least we can't! However, before the conference starts, there is still some work to be done. While the organization team is doing its best to organize rooms, workshops, catering and so on, one important thing has to be done by YOU!

You are the ones that fill the conference with life, that lead interesting discussions and fruitful debates and make innovative resolutions reality. This requires some preparation on your side.

In advance to the conference we expect all delegates to research your State's position and become experts for the given agenda topics, to familiarize yourself with the rules of procedure and to practice your debating and writing skills. Here are some useful hints on how to get prepared for the MUIMUN conference.

Do some Research

The first step after you have been assigned your state and committee will be to do some research in order to prepare for the conference. These are areas you should look into:

- The structure and history of the United Nations
- Your assigned member state
- Research your committee
- Your role in the committee
- Your agenda topics

Central Questions that should guide your research:

- What are the key issues of your agenda topics?
- Why are these issues important?
- What are possible solutions?
- What is hindering those solutions?
- What has the UN (or other international agencies) done so far, in order to solve these problems?
- What should be done from the perspective of your State to resolve the issues?
- Which other States share your view, which are opposed to your position?

The Research Reports will be a good starting point in order to get information about your committee as well as your agenda topics. However, your research should go beyond what is written in the reports.

For further research we greatly recommend:

- the United Nations Homepage
- Non-Governmental Organizations (particularly those accredited by the UN)
- country reports and data published by international or regional organizations such as the World Bank, WHO, OECD, APEC, etc.
- general socio-economic data: e.g. CIA World Factbook has served delegates in previous years in gaining a first overview of a particular member state
- your country's government website
- search for speeches made by your country on the topic
- search for important resolutions regarding your topic

Write a Position Paper

An important task for you before the conference starts is to write a Position Paper. In the Position Paper you should shortly summarize the results of your research.

Each topic should be addressed briefly in a succinct policy statement representing the relevant views of your assigned country. You should also include recommendations for action to be taken by your committee. Writing a position paper is very important, since it helps you during the conference as a starting point for discussion. Also we will be giving **Position Paper Awards** for the first time in MUIMUN history. In order to be considered for the Position Paper Award you will have to submit your Position Paper not later than one week previous to the conference. The document should not exceed two pages.

Best Position Paper Awards will be chosen based on the following criteria:

- Overall quality of writing, proper style, grammar, etc.
- Citation of relevant resolutions/documents
- General consistency with bloc/geopolitical constraints
- Consistency with the constraints of the United Nations
- Analysis of issues, rather than reiteration of the Research Report
- Innovative recommendations for action for your committee to undertake

Please send your position papers to your committee email address (sc@muimun.org; ga2@muimun.org; ga6@muimun.org; hrc@muimun.org; csw@muimun.org; csocd@muimun.org; cepal@muimun.org).

Familiarize yourself with the Rules of procedure

In order to be able to participate effectively in your committee you need to familiarize yourself before the conference with the rules of procedure. You should carefully read the Rules of Procedure (that you find in this guide) as well as the explanations about the flow of debate (you find in this guide “during committee sessions”). The online tutorials that uploaded on our website will give you additional insights on how committee sessions will work.

If something doesn't become clear to you, you will have the chance to ask questions at the Rules of Procedure Workshops that will take place on Monday morning on the first day of our conference. It is very important that you participate in these workshops, as you will get the chance to ask your Directors any questions you have concerning the formal procedures of the committee debates.

Writing a Resolution

As the main goal of the committee sessions will be to find common solutions to the given agenda topics, which are captured in resolutions, it is important that you are familiar with the formal standards of a resolution.

Please read the section on how to write a Resolution very attentively and memorize the formal requirements of a draft resolution. You should also read some original UN resolutions, to get confident with the typical style, language and structure of a proper resolution.

Practice your debating and speaking skills

Being a delegate at a MUN conference requires speaking and debating skills. All research doesn't help if you cannot convince other delegates of your standpoint and ideas. In advance to the conference you should prepare opening speeches for each topic and practice them at home, in order to get to good start into the conference.