



# PREPARATION GUIDE

*from the secretariat*

HPSMUN 2025



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## The Comprehensive Model United Nations (MUN) Preparation Guide

***Introduction:*** The Purpose and Power of Model United Nations  
Model United Nations is a forum where students step into the role of diplomats to debate global challenges, draft solutions, and build consensus. It cultivates essential skills—public speaking, negotiation, research, and leadership—while fostering empathy and global awareness. This guide, inspired by leading conferences such as HMUN and OXIMUN, offers supportive, step-by-step advice to help every delegate, from first-time participants to seasoned leaders, navigate the MUN journey with confidence and purpose.



## **Section 1: Understanding Model United Nations — Purpose, Benefits, and Structure**

### **1.1 What Is Model United Nations?**

Model United Nations is an academic simulation of the United Nations and its various organs. Students, known as "delegates," represent countries or organizations in committees, debate international issues, and work together to draft and pass resolutions.

### **1.2 The Aims and Benefits of MUN**

- **Communication Skills:** Delegates practice public speaking, active listening, and persuasive argumentation in a supportive environment.
- **Global Awareness:** Researching and debating international issues fosters a nuanced understanding of global affairs and empathy for diverse perspectives.
- **Leadership and Teamwork:** Delegates negotiate, form alliances, and collaborate to draft resolutions, building leadership and teamwork skills.
- **Academic Growth:** MUN enhances research, critical thinking, and writing abilities, often leading to improved academic performance.



- **Networking:** Conferences bring together students from diverse backgrounds, creating opportunities for lasting friendships and professional connections.
- **Confidence and Independence:** MUN encourages self-advocacy, resilience, and the ability to handle setbacks constructively.
- **Career and Academic Opportunities:** MUN experience is valued by universities and employers, especially in fields related to international relations, law, and public policy.

### 1.3 Who Can Participate and How to Get Started?

MUN is open to all students interested in international affairs, debate, or leadership. Schools often share invitations from conference organizers and select delegates through auditions or applications. Delegates are then assigned a country and committee, either as single or double delegations (where two students represent the same country together).

## Section 2: MUN Committees and Conference Styles

**2.1 Committee Types:** Regular, Crisis, Fusion, and Double-Delegate  
MUN conferences feature a variety of committee styles, each offering distinct experiences and challenges:



## Regular (General Assembly) Committees

- **Description:** Simulate standard UN bodies (e.g., General Assembly, UNHRC, DISEC).
- **Focus:** Diplomacy, teamwork, and consensus-building on real-world issues.
- **Size:** Typically, large (50–200 delegates), requiring effective bloc-building and strategic speechmaking.

## Crisis Committees

- **Description:** Fast-paced simulations where delegates represent individuals or groups responding to unfolding scenarios—historical, fictional, or real-world. Roles may include ministers, generals, or CEOs, each with unique powers.

Debate is driven by live updates (“crisis notes”) requiring quick thinking, strategic directives, and rapid negotiation. Chairs and Crisis Directors guide the narrative and assess impact.

- **Focus:** Quick decision-making, creative problem-solving, and individual initiative.
- **Format:** Delegates may represent individuals or countries; resolutions are replaced by directives and crisis notes.



## Section 3: Rules of Procedure and Committee Dynamics

### 3.1 The Flow of Debate

**Understanding the flow of debate is essential for effective participation:**

1. **Roll Call:** Delegates confirm their presence.
2. **Setting the Agenda:** The committee decides the order of topics.
3. **Speakers' List:** Delegates make opening speeches outlining their positions.
4. **Caucuses:** Moderated and unmoderated sessions for focused debate and informal negotiation.
5. **Working Papers:** Working papers are informal documents drafted by delegates during committee sessions to outline proposed solutions to the topic at hand. They are the first step toward forming a formal resolution.
6. **Drafting Resolutions:** Delegates collaborate to write working papers and draft resolutions.
7. **Amendments:** Proposed changes to draft resolutions are debated and voted upon.
8. **Voting:** The committee votes on resolutions and amendments.
9. **Adjournment:** The session concludes.



## 3.2 Points and Motions

**Points are used to address personal or procedural matters:**

- **Point of Personal Privilege:** Raised for issues affecting comfort or audibility.
- **Point of Order:** A Point of Order is raised when a delegate believes that the rules of procedure are not being followed correctly. It is used to call attention to a procedural mistake made by the Chair or another delegate.
- **Point of Inquiry:** Requests clarification on rules or procedures.
- **Point of Information:** Questions directed to a speaker (when allowed).

**Motions are proposals to alter the flow of debate:**

- **Motion for Moderated Caucus:** Structured debate on a specific subtopic.
- **Motion for Unmoderated Caucus:** Informal discussion and negotiation.
- **Motion to Close Debate:** Ends discussion and moves to voting.
- **Motion to Adjourn/Suspend:** Pauses or ends the session.



### 3.3 Decorum and Chair Interaction

Maintaining decorum is fundamental. Delegates must:

- Address others formally (e.g., “The delegate of France...”).
- Avoid first-person pronouns (“I,” “you”).
- Show respect to all participants, including the dais (chair and staff).
- Follow the chair’s instructions and procedural rulings.

*The chair manages debate, enforces rules, and facilitates motions. Building a positive rapport with the chair—through professionalism, preparedness, and respectful engagement—can enhance your standing in committee and influence award considerations.*

## Section 4: Research and Preparation — Building Your Foundation

### 4.1 The Conference Preparation Timeline

A structured timeline ensures thorough preparation:

A disciplined approach allows you to build expertise, confidence, and adaptability.



## 4.2 The Research Binder: Your In-Committee Toolkit

A well-organized research binder is indispensable. It should include:

- **Background Guide:** Annotated with key points and focus questions.
- **Country Profile:** Geography, politics, economy, culture, alliances, and recent developments.
- **Committee Background:** Mandate, structure, and past actions.
- **Topic Research:** Causes, stakeholders, past international action, and current challenges.
- **Position Paper:** Printed copies for reference and distribution.
- **Opening Speech:** Annotated for delivery.
- **Draft Resolutions and Amendments:** Templates and examples.
- **Rules of Procedure:** Quick-reference sheet.
- **Notes Pages:** For jotting down ideas and tracking committee developments.



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- **Notes Pages:** For jotting down ideas and tracking committee developments.
- **Reference Materials:** UN Charter excerpts, glossaries, and past resolutions.



Organize materials with tab dividers and clear sleeves for easy navigation. Digital backups (on a flash drive or cloud storage) are recommended for quick edits and sharing.

### 4.3 Using the Background Guide

The background guide, provided by conference organizers, is your starting point. It outlines:

- The scope and significance of the topic.
- Key terms and definitions.
- Historical context and past international action.
- Stakeholder perspectives and potential solutions.

Annotate the guide, highlight recurring themes, and develop 2–3 focus questions to guide deeper research.

### 4.4 Country Research: Building a Country Profile

A comprehensive country profile should cover:

- **Geography:** Location, neighbors, physical features, and climate.
- **Politics and Government:** System of government, leadership, military, alliances, and enemies.



- **Economy:** GDP, natural resources, currency, major industries, imports/exports, and trading partners.
- **Culture:** Population, ethnic composition, languages, major cities, and societal values.
- **Foreign Policy:** UN voting history, positions on key issues, and recent statements by officials.

Recommended sources include the CIA World Factbook, BBC Country Profiles, official government and UN mission websites, and reputable news outlets.

#### 4.5 Topic Research: Understanding the Issue

Effective topic research involves:

- **Defining the Issue:** What is the topic? Why is it important?
- **Identifying Causes and Stakeholders:** Who is affected? What are the root causes?
- **Reviewing Past International Action:** UN resolutions, treaties, NGO initiatives, and regional efforts.
- **Assessing Country Policy:** How does your country view the issue? What actions has it taken?



- **Exploring Possible Solutions:** What has worked? What gaps remain? What innovative approaches can be proposed?

Use a variety of sources, including UN documents, think tank reports, academic articles, and NGO publications. Always evaluate sources for credibility and bias.

## **Section 5: Writing Effective Position Papers**

### **5.1 The Purpose and Structure of a Position Paper**

A position paper is a concise document that outlines your country's stance on the committee topic. It demonstrates your research, analytical skills, and ability to propose viable solutions. Most conferences require position papers for award eligibility.

Standard Structure:

1. **Heading:** Committee, topic, country, school, delegation.
2. **Topic Background:** Brief overview and significance.
3. **Past International Action:** Key UN resolutions, treaties, and initiatives.
4. **Country Policy:** Your country's position, actions taken, and interests.
5. **Possible Solutions:** Specific, actionable proposals aligned with your country's policy.



## 5.2 The PREP/PEEL Formulas

- **PREP:** Position, Relation, Extra (optional), Proposal.
- **PEEL:** Point, Evidence, Explanation, Link.

These frameworks help structure clear, persuasive arguments. Each paragraph should focus on a single idea, supported by evidence and linked to your country's interests and the committee's mandate.

## 5.3 Writing Tips and Strategies

- **Be Concise and Focused:** Stick to the required length and avoid fluff.
- **Use Evidence:** Incorporate statistics, quotes, and examples beyond the background guide.
- **Show Understanding:** Demonstrate knowledge of the topic, your country's history, and international context.
- **Propose SMART Solutions:** Specific, Measurable, Actionable, Realistic, Timely.
- **Follow Formatting Guidelines:** Adhere to conference requirements for margins, font, and structure.
- **Proofread:** Ensure clarity, coherence, and grammatical accuracy.



## 5.4 What Chairs Look For (Please note that these points mentioned vary depending on the chair)

Chairs evaluate position papers based on:

- Depth of research and understanding.
- Consistency with country policy.
- Originality and feasibility of proposed solutions.
- Clarity, organization, and adherence to format.

## Section 6: Drafting Model Resolutions and Working Papers

### 6.1 The Purpose and Lifecycle of a Resolution

A resolution is the primary output of a MUN committee—a legal document expressing the committee’s collective opinion and recommended actions. The process involves:

1. **Working Paper:** Informal document outlining ideas and proposals.
2. **Draft Resolution:** Formalized version, structured with preambulatory and operative clauses.
3. **Amendments:** Proposed changes to refine the draft.
4. **Final Resolution:** Document adopted by committee vote.

### 6.2 Structure of a Resolution

**Preambulatory Clauses:** Begin with participles (e.g., “Recognizing,” “Alarmed by,” “Recalling”) and provide context, references to past actions, and rationale.



**Operative Clauses:** Begin with action verbs (e.g., “Calls upon,” “Encourages,” “Requests”) and specify concrete actions, responsibilities, and implementation details.

***IMPORTANT NOTE:*** Full stops cannot be added in the DR until the end of the DR as it will be considered to have concluded at the full stop.

### 6.3 Drafting Tips

- **Be Detailed:** Address the “who, what, when, where, why, and how” of each solution.
- **Ensure Consistency:** Operative clauses should address issues raised in preambulatory clauses.
- **Collaborate:** Work with your bloc to integrate diverse perspectives and expertise.
- **Use Templates:** Refer to sample resolutions for formatting and phrasing.

### 6.4 Amendments: Refining Resolutions

Amendments are formal proposals to add, remove, or modify clauses in a draft resolution. They are essential for building consensus and improving the quality of the final document.



- **Friendly Amendments:** Supported by all sponsors; incorporated without debate.
- **Unfriendly Amendments:** Not supported by all sponsors; debated and voted upon.

Effective use of amendments can strengthen alliances, address concerns, and enhance the resolution's impact. Always be specific, relevant, and diplomatic in proposing or responding to amendments.

## Section 7: Public Speaking and Speech Structure

### 7.1 The Importance of Public Speaking in MUN

Public speaking is central to MUN. It enables delegates to articulate their positions, persuade others, and demonstrate leadership.

Overcoming nerves and developing confidence is a gradual process, best achieved through consistent practice and supportive feedback.

### 7.2 Types of Speeches

- **Opening Speech:** Sets the tone, introduces your country's stance, and outlines key objectives.
- **Speakers' List Speech:** General remarks on the topic, often used to build alliances.
- **Moderated Caucus Speech:** Focused, time-limited remarks on specific subtopics.
- **Unmoderated Caucus Interventions:** Informal discussions and negotiations.



## 7.3 Structuring Effective Speeches

### Opening Speech Structure:

- **Greeting:** Address the chair and delegates formally.
- **Stance:** Clearly state your country's position.
- **National Interest:** Explain why the issue matters to your country.
- **Call to Action:** Propose solutions and express willingness to collaborate. This is the most important and scoring aspect of your opening speech.

### SAMPLE OPENING SPEECH-

*“Honorable Chair, distinguished delegates,  
The delegation of Brazil believes that climate change is not merely an environmental issue but a profound challenge to human security and sustainable development. Brazil has taken significant steps, including expanding renewable energy and reducing deforestation rates, yet we recognize that global cooperation is essential.*

*We urge this committee to prioritize equitable solutions that balance economic growth with environmental responsibility. Brazil stands ready to collaborate on frameworks that empower developing nations while ensuring accountability from all.*

*Thank you.”*



## Moderated Caucus Speech (POP Formula):

- **Point:** State your main idea.
- **Outline:** Provide supporting evidence or examples.
- **Punch:** Conclude with a memorable statement or call to action.

### Tips:

- Use facts, statistics, and quotes for credibility.
- Employ rhetorical devices (e.g., repetition, analogies, rhetorical questions).
- Practice delivery—voice modulation, eye contact, and body language matter.
- Adapt to time constraints using the ladder method (prepare versions for different lengths).

## 7.4 Public Speaking Practice Exercises

- **Political Gaffes:** Defend or explain a controversial scenario in 45 seconds.
- **This or That:** Debate two options, practicing persuasion and adaptability.
- **Defend Your Favorite:** Argue for a favorite movie or book within a set time.
- **Mock Debates:** Simulate committee debates on relevant topics.

Regular practice builds confidence and fluency, making it easier to speak up in committee.



## Section 8: Advanced Debate, Argumentation, and Rebuttal Skills

### 8.1 Building Persuasive Arguments

- **Backed by Evidence:** Use data, treaties, and historical precedents.
- **Aligned with National Policy:** Ensure consistency with your country's real-world stance.
- **Solution-Oriented:** Focus on practical, actionable proposals.

Frameworks: Use PEEL (Point, Evidence, Explanation, Link) or similar structures to organize arguments.

### 8.2 Strategic Rebuttals

- **Identify Flaws:** Challenge logic, evidence, or assumptions in opposing arguments.
- **Stay Diplomatic:** Avoid personal attacks; focus on the substance.
- **Reinforce Your Position:** Contrast your solutions with weaknesses in others' proposals.
- **Use the Sandwich Method:** Begin with agreement, introduce criticism, conclude with an alternative.

### 8.3 Rhetorical Techniques

- **Ethos:** Establish credibility through research and alignment with UN principles.
- **Pathos:** Appeal to emotion to inspire action.
- **Logos:** Use logical reasoning and statistics to support your case.



## 8.4 Questioning Techniques

- **Clarify Ambiguity:** Ask for elaboration or justification.
- **Challenge Subtly:** Pose questions that highlight inconsistencies.
- **Answer Strategically:** Redirect to your strengths or acknowledge limitations constructively.

## Section 9: Negotiation, Bloc-Building, and Consensus Strategies

### 9.1 The Role of Blocs in MUN

A bloc is a coalition of delegates with shared interests, working together to draft and pass resolutions. Effective bloc-building is essential for success in large committees.

### 9.2 Bloc Dynamics and Leadership

- **First Ring:** Core members—leaders, negotiators, and writers.
- **Second Ring:** Strong supporters and signatories.
- **Third Ring:** Peripheral supporters, often newer delegates.
- **Undecideds:** Potential recruits from other blocs or uncommitted delegates.

Maintain communication, involve all members, and recognize contributions to keep the bloc cohesive.



### 9.3 Bloc-Building Strategies

- **Early Outreach:** Send notes to potential allies during opening speeches.
- **First Unmoderated Caucus:** Use this time to assemble your bloc and assign tasks.
- **Branding:** Give your bloc a name and clear identity.
- **Collaboration:** Incorporate diverse ideas and ensure everyone feels valued.
- **Adaptability:** Be prepared to merge with other blocs or shift alliances as needed.

### 9.4 Negotiation Language and Compromise

- **Find Common Ground:** Identify shared objectives, even with differing policies.
- **Offer Concessions:** Be willing to compromise on less critical points to secure support for your priorities.
- **Draft Compromise Clauses:** Use amendments to integrate diverse perspectives and build consensus.

## Section 10: Caucus Strategy — Moderated vs. Unmoderated Caucuses

### 10.1 Moderated Caucus

- **Purpose:** Focused debate on specific subtopics, directed by the chair.



- **Format:** Delegates speak in turn, often with strict time limits.
- **Strategy:** Use to highlight key issues, build support, and direct the flow of debate.

## 10.2 Unmoderated Caucus

- **Purpose:** Informal discussion, negotiation, and resolution drafting.
- **Format:** Delegates move freely, form blocs, and collaborate on documents.
- **Strategy:** Essential for bloc-building, merging resolutions, and finalizing proposals.

## 10.3 Timing and Etiquette

- **Early Sessions:** Focus on building relationships and identifying allies.
- **Later Sessions:** Prioritize drafting, merging, and refining resolutions.
- **Respect:** Allow all delegates to contribute and avoid dominating discussions.

# Section 11: Notes and Communication — Mastering Note-Passing

## 11.1 The Role of Notes in MUN

Note-passing is a discreet and powerful tool for:

- Building alliances and forming blocs.
- Sharing ideas and negotiating clauses.
- Gathering information and clarifying positions.
- Coordinating actions and voting strategies.



- Diplomatic outreach and rapport-building.

## 11.2 Note-Passing Etiquette

- **Be Relevant:** Keep notes focused on committee business.
- **Be Respectful:** Use polite language and avoid sensitive or controversial content.
- **Be Organized:** Use quality paper, legible handwriting, and keep track of key contacts.
- **Reply Promptly:** Respond to all notes to maintain open communication.
- **Chair Notes:** Address the chair formally and keep messages brief and procedural.

## 11.3 Bloc-Building Notes

- **Early Outreach:** Send friendly, concise notes to potential allies during opening speeches.
- **Follow-Up:** Suggest meetings during unmoderated caucuses or group chats for coordination.
- **Evaluate Responses:** Look for alignment, willingness to collaborate, and concrete ideas.

# Section 12: Crisis Committees — Rapid Response and Roleplay

## 12.1 The Structure of Crisis Committees

Crisis committees simulate fast-moving scenarios requiring immediate action. Delegates may represent individuals or countries and respond to evolving crises through:



- **Directives:** Short, action-oriented documents passed by the committee.
- **Crisis Notes:** Private communications with crisis staff to pursue secret objectives.
- **Treaties:** In some formats, binding agreements with specific clauses.

## 12.2 Crisis Committee Skills

- **Adaptability:** Be prepared to change strategies as new information emerges.
- **Quick Thinking:** Respond rapidly to crisis updates and unexpected developments.
- **Roleplay:** Embody your assigned character or country, using first-person language when appropriate.
- **Secrecy:** Balance public directives with private crisis notes to advance your agenda.
- **Coalition-Building:** Form alliances for joint actions and treaties.

## 12.3 Writing Crisis Notes and Directives

- **Crisis Notes:** Address to crisis staff, specify actions, expected outcomes, and rationale.
- **Directives:** Committee-level documents outlining collective responses to the crisis.
- **Be Detailed:** Include who, what, when, where, and why for clarity and effectiveness.



## Section 13: Research Sources — Where to Find Reliable Information

### 13.1 Official and Authoritative Sources

- **UN Documents:** Resolutions, treaties, reports, and official statements.
- **Country Missions:** Statements and policy positions from permanent missions to the UN.
- **CIA World Factbook:** Comprehensive country profiles.
- **BBC Country Profiles:** Historical and current events context.
- **Think Tanks and NGOs:** Reports from organizations like Chatham House, Brookings, Amnesty International, and Human Rights Watch.
- **Academic Journals:** Peer-reviewed articles for in-depth analysis.

### 13.2 Evaluating Sources

- **Credibility:** Prefer official, peer-reviewed, or widely recognized sources.
- **Balance:** Cross-reference multiple perspectives to avoid bias.
- **Currency:** Use the most up-to-date information available.
- **Relevance:** Focus on sources directly related to your topic and country.



## Section 14: Time Management and Conference Preparation Timeline

### 14.1 The Six-Week Preparation Plan

Sticking to this timeline ensures comprehensive preparation and reduces last-minute stress.

## Section 15: Scoring, Awards, and What Chairs Look For

### 15.1 Types of Awards

- **Best Delegate:** Highest individual honor for leadership, research, and diplomacy.
- **High Commendation:** Acknowledges strong performance and contributions.
- **Special Mention:** Acknowledges potential to flourish in the future.

### 15.2 Criteria for Evaluation (Criteria might vary)

Chairs and conference staff assess delegates based on:

- **Active Engagement:** Participation in speeches, caucuses, and resolution drafting.
- **Professionalism and Diplomacy:** Respectful, inclusive, and collaborative behavior.
- **Knowledge and Preparation:** Depth of research and understanding of topics.
- **Leadership:** Guiding blocs, facilitating consensus, and managing debate flow.



- **Adherence to Procedure:** Proper use of rules and motions.
- **Consistency with Country Policy:** Representing assigned positions authentically.

### 15.3 Strategies to Stand Out

- **Be Persistent:** Seize speaking opportunities and remain engaged.
- **Keep Debate Moving:** Introduce fresh ideas and subtopics.
- **Be Likeable:** Build positive relationships with peers and the chair.
- **Collaborate:** Help others and contribute to group success.
- **Brand Yourself:** Develop a reputation for reliability, creativity, and diplomacy.

## Section 16: Post-Conference Reflection and Next Steps

### 16.1 The Value of Reflection

After the conference, take time to reflect on your experience:

- **Assess Performance:** What went well? Where can you improve?
- **Seek Feedback:** Ask chairs, advisors, and peers for constructive input.
- **Set Goals:** Identify areas for growth and plan for future conferences.
- **Celebrate Achievements:** Acknowledge your progress and contributions.

Reflection fosters continuous improvement and deepens your commitment to global citizenship.



## 16.2 Continuing Your MUN Journey

- **Stay Involved:** Join your school's MUN club, mentor newcomers, or organize workshops.
- **Expand Horizons:** Attend conferences at different levels or in new regions.
- **Pursue Leadership:** Take on roles as a chair, organizer, or team leader.
- **Apply Skills:** Use your MUN experience in academic, professional, and community contexts.

MUN is a lifelong journey of learning, leadership, and service. Each conference is an opportunity to grow, connect, and make an impact small or big. Anything you have to say or give, please remember that it matters. That you matter. Everyone deserves a voice. That's what MUNs are all about.



## Conclusion: Embracing the MUN Experience

Model United Nations is a dynamic, inclusive, and empowering activity that prepares young leaders to navigate the complexities of our interconnected world. By mastering procedures, conducting thorough research, honing public speaking and negotiation skills, and engaging with committee dynamics, you will not only excel in conferences but also develop the confidence and competence to effect change beyond the committee room.

Remember, every delegate brings unique strengths and perspectives. Approach each challenge with curiosity, kindness, and professionalism. Celebrate your achievements, learn from setbacks, and support your fellow delegates. The skills and friendships you build in MUN will serve you for a lifetime.

We look forward to seeing you at HPS MUN.

Yours truly,

Rwishiraj RC Kar  
(On behalf of the HPSMUN Secretariat)



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