

# Process of Hosting an MUN

## 1. Initial Planning

- **Approval and Support:** Secure approval from school authorities and gather a dedicated team. Establish clear objectives for the conference, such as educational goals or community engagement.

## 2. Logistics

- **Date and Venue Selection:** Choose a date that avoids conflicts with other events and select a venue that can accommodate delegates comfortably.
- **Budgeting:** Create a detailed budget covering venue costs, materials, refreshments, and promotional activities. Consider potential sponsorships to help fund the event.

## 3. Secretariat and Executive Board Selection

- **Secretariat Structure:** The Secretariat is crucial for the smooth operation of the conference. Key positions include:
- **Secretary-General (SG):** Responsible for overall coordination, managing logistics, and overseeing committee functions. The SG acts as the face of the conference and ensures all operations run smoothly.
- **Deputy Secretary-General (DSG):** Supports the SG in managing operations and represents the SG when necessary.
- **Under-Secretaries-General:** Oversee specific areas such as logistics, finance, or communications.
- **Executive Board (EB) Selection:**
- **Select individuals for leadership roles within committees (e.g., Chairs, Co-Chairs).** These individuals should have prior MUN experience and strong leadership skills.
- **Conduct interviews or assessments to evaluate candidates' knowledge of parliamentary procedure and ability to facilitate discussions effectively.**

## 4. Committee Structure and Topics

- **Committee Selection:** Decide on the committees to be included (e.g., General Assembly, Security Council) and assign relevant topics that reflect current global issues.

- **Drafting Agendas:** Prepare an agenda outlining discussion topics and time allocations for each committee.

### **5. Delegate Preparation**

- **Position Papers:** Require delegates to submit position papers detailing their assigned country's stance on topics before the conference.
- **Research Resources:** Provide resources for delegates to research their assigned countries and topics effectively.

### **6. Rules of Procedure**

- **Establish Rules:** Define clear rules of procedure governing debates and discussions. This includes motions for caucuses, speaking times, and voting procedures.
- **Chair Training:** Train committee chairs on parliamentary procedures to ensure smooth proceedings during debates.

### **7. Promoting the Conference**

- **Marketing Strategy:** Use social media, school newsletters, and community outreach to attract participants from various schools.
- **Registration Process:** Set up an online registration system for delegates to sign up easily.

### **8. Execution of the Conference**

- **Opening Ceremony:** Start with an opening ceremony that introduces key speakers and sets the tone for the conference.
- **Committee Sessions:**
  - Begin with a general speakers list allowing delegates to present their positions.
  - Move into moderated and unmoderated caucuses for in-depth discussions and resolution drafting.
  - Ensure resolutions are collaboratively drafted and presented for voting at the end of each session.
- **Closing ceremony:** ends with a closing ceremony where awards are handed over and the closing statement is provided by selected speakers (commonly the secretary general or any other member of the secretariat)

## **Tips for a Successful MUN**

- **Agenda Selection**: Choose agendas that are pertinent to current-day issues
- **Engage Participants Early**: Distribute preparatory materials well in advance to help delegates prepare thoroughly.
- **Practice Flexibility**: Be ready to adapt schedules based on how discussions unfold during the conference.
- **Learning Room**: Ensure the conference provides room for delegates to learn new knowledge, skills, and perspectives
- **Networking**: Create opportunities for delegates to network during breaks
- **Feedback**: After the conference, collect feedback from delegates, chairpersons and faculty advisors to improve future events.