



**TEIMUN 2021**  
**TECHNICAL**  
**GUIDE**

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THE EUROPEAN INTERNATIONAL MODEL UNITED NATIONS

## 1. Technical Tools

The opening and closing ceremony, as well as plenary networking events and lectures, will be held via ZOOM. Participants are asked to download the service prior to the conference onto their computer. Please make sure you have the latest version of ZOOM installed on your computer or tablet (Version 5.4.1 or later).

All formal MUN sessions are held over the Online Meeting Platform GATHER TOWN. The software functions on Chrome, Firefox, Explorer and Safari, with Chrome usually being the most stable. No prior software needs to be installed.

### 1.1 Getting to Know GATHER TOWN

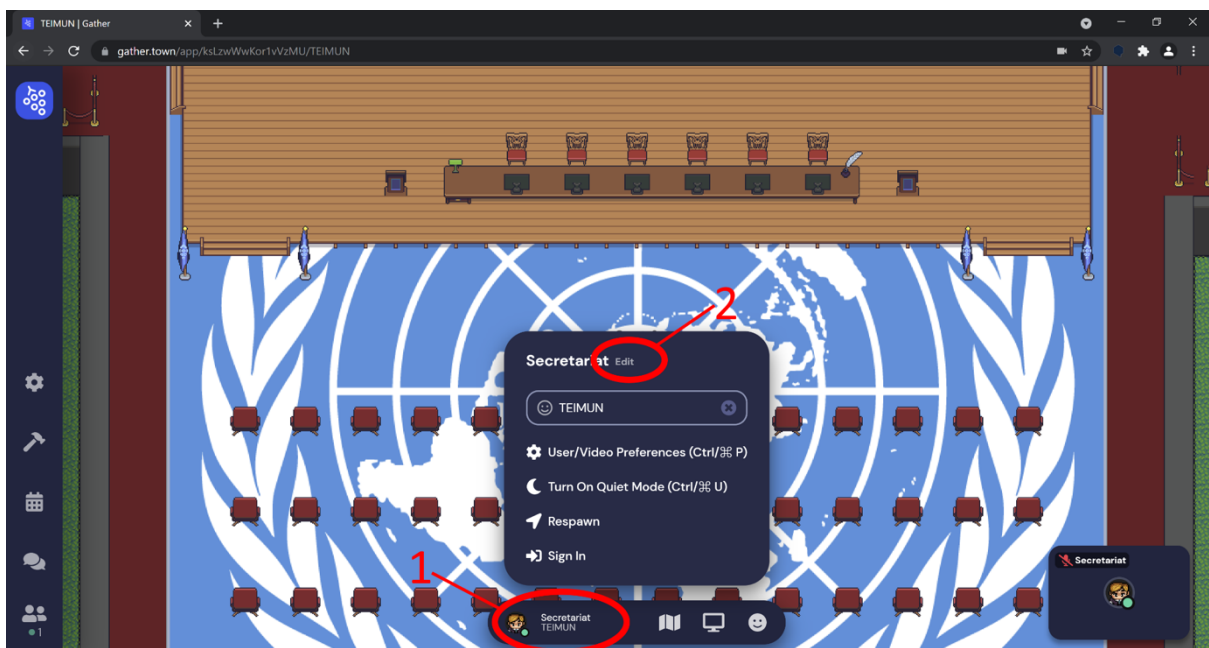
There are 3 things you can do to get acquainted with GATHER TOWN:

- 1) **Watch** this introduction video: <https://www.youtube.com/watch?v=89at5EvCEvk>
- 2) **Read** this technical guide: <https://support.gather.town/help/movement-and-basics>
- 3) **Try out** this demo: <https://gather.town/app/0Mwsanm10xR6nz7M/First%20Office>

## 2. Entering & Rules Governing the Opening of the Debate

### 2.1 Renaming Yourself

- The first thing for Delegates to do, when joining GATHER TOWN, is to set their name to the name of the country they are representing. To avoid crowding the screen, please keep it short (e.g. “Russia” not “Russian Federation” etc.)
- If this procedure does not work, or you make a mistake, click on the bar at the bottom of the screen, which displays your character and name. Click on the “Edit” button next to your name, at the top of the menu that emerges. Then you should be able to correct your name.

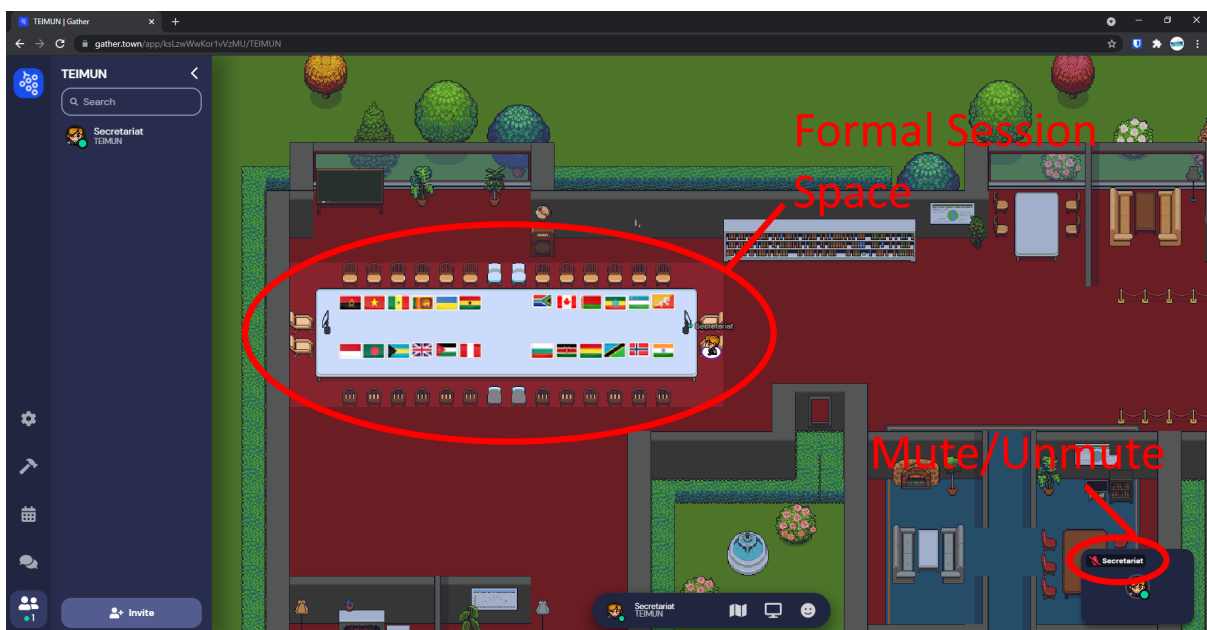


## 2.2 Finding Your Table

- To move around, use the arrow keys or the 'WASD' keys. Walk from the entry hall to the session table.
- The session table is long and filled with the flags of the countries represented in the council. Find your flag and position yourself on the seat next to it.
- Once you have sat down at the table, you will only be able to see other people seated at the table. Even someone right behind you, will no longer be displayed. The session table thus functions as its own room, ensuring the quiet needed for formal debate.
- Once you are seated, please mute yourself until you are asked to speak.

## 2.3 Roll Call

- When all Delegates are seated and the motion to 'open debate' has passed, the Chairs will conduct a roll call. This means they will call on all Delegates in alphabetical order.
- When called upon, Delegates should **unmute** themselves, state whether they are 'present' or 'present and voting' and **mute** themselves when done.
- The muting button is located in the lower right corner, on the self-display. Barring emergencies, cameras should remain enabled throughout the entire session.



## **3. General Speakers List, Points and Communication**

### 3.1 Adding Yourself to General Speakers List (Two Ways)

- Firstly, Chairs might ask the council if there is any country who wish to be added to the speakers



list. Interested Delegates can then **raise their hand** inside GATHER TOWN.

- The hand raising button is located under the reactions tab, displayed as a smiley face at the bottom bar.
- Once recognized, it is very important for Delegates to **lower their hand** again. The same procedure applies.



- Secondly, Delegates can also at any point send a **private message to the Chairs**, in which they state their interest in being added to the General Speakers List.
- Open the Chat via the icon on the left side. Open the dropdown menu behind “To” in order to select the addressee. **Select “Second Chair”**, not the default options of “Nearby” or “Everyone”.
- Then write your message in the box below. Simply write: “[Country] wishes to be added to the General Speakers List.”



- The General Speakers List will be shared during formal session. When it is a Delegate's turn to speak, Chairs will call upon him or her. Delegates should then **unmute** themselves for the duration of their statement.
- The Chairs will share a screen with a timer, which will indicate a Delegate's time left. If a Delegate goes beyond their allowed speaking time, Chairs will interrupt them.

### 3.2 Communication Between Delegates

- If Delegates want to communicate with another Delegation directly, they can use the chat function in GATHER TOWN.
- The procedure is the same as the second way of being added to the GSL. However, instead of selecting a Chair, select the Delegation you are interested in sending a message to. Be careful, since the default chat is set to address all members of the call.

## **4. Rules Governing Points and Motions**

### 4.1 General Rules on Points

- Chairs will routinely ask if there are any points on the floor. Interested Delegates may then raise their hand and state their request, after being acknowledged by the Chair.
- The procedure for this is the same as the first way of being added to the GSL.
- In case of audio or video issues, Delegates are invited to write a private message to the Chairs or members of the Board that are attending. Only in extreme cases may Delegates interrupt the Chairs.

### 4.2 General Rules of Motions

- Chairs will routinely ask if there are any motions the floor. Interested Delegates may then raise their hand and state their motion, after being acknowledged by the Chair.
- After all motions are collected, the Chairs will put them to a vote. To vote in favour, simply raise your hand when the Chair asks "all Delegates in favour to raise their hands" and likewise when voting against.

## **5. Rules Governing Moderated and Unmoderated Caucus**

### 5.1 Moderated Caucus

- When a motion for a moderated caucus passes, the council moves to a classroom procedure, where Chairs will ask for Delegates interested to speak and Delegates raise their hands to demonstrate their interest.
- This is done again and again, until the time of the moderated caucus has elapsed.

## 5.2 Unmoderated Caucus

- When a motion for an unmoderated caucus passes, Delegates are instructed to leave the table and move around freely in the GATHER TOWN environment.
- Due to the nature of GATHER TOWN, Delegates will then only be able to those Delegates standing close to them and can thus flexibly move around, as if in a physical location.
- Delegates are invited to make use of smaller rooms to meet with allies or to sit down at limited tables with a few select opponents. Pressing down “g” enables one to pass through other Delegates, in case one is stuck
- As usual in unmoderated caucus, there are no set rules of procedures. Delegates can shape their discussions and negotiations as they see fit.
- When the time for the unmoderated caucus has elapsed, the Chairs will ask Delegates to return to their seats at the table by writing in the chat and/or speaking to groups.

## **6. Rules Governing Resolution-Making**

### 6.1 Draft Resolutions

- Draft resolutions are commonly written during unmoderated caucus, so there is no set procedure for how to write it or find sponsors and signatories to support it.
- Delegates are recommended to write their draft resolutions on a **shared document** and share the link with other Delegates, so that allies and opponents can see (and potentially edit) the document.
- The motion to introduce a draft resolutions can be entered during formal debate, when Chairs ask whether there are any points or motions on the floors.
- **Important:** before they can be introduced, draft resolution need to be approved by the Chairs. To get this approval, Chairs must sent the document (with sufficient sponsors and signatories) via email to Chairs as a Word (docx) file.
- Once introduced, Chairs will display the draft resolution through the Share Display function to all Delegates.

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