



International School Manila Model United Nations Delegate Resource Packet

Introduction of Model United Nations (MUN)

Model United Nations was born not long after the United Nations was founded, giving students the chance to step into the shoes of diplomats. Its purpose is to educate students about international policy while developing major skills such as public speaking, conflict resolution, and research. In a simulation, students take over the role of delegates to debate pressing global issues. Along the way, they deliver speeches, collaborate, negotiate, and draft resolutions to tackle real-world problems.

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International School Manila Model United Nations Delegate Resource Packet

Table of Contents:

MUN General Vocabulary.....	3
General Rules of Debate.....	3
How to research your country or Preparation Guide (prior to conference).....	4
Step 1: Understand the Topic at Hand.....	4
Step 2: Start researching your country.....	4
Step 3: Come up with possible solutions.....	5
Speech Structure.....	6
Preparing for a Speech.....	6
Speech Writing Framework.....	6
Opening Speech.....	6
For and Against Speech.....	7
Main Submitter Speech.....	7
Delivering speeches.....	7
Rules of Procedure.....	8
Motions.....	8
Raising of Points.....	8
Yielding the floor.....	9
Resolution.....	9
Debate on Resolutions.....	9



MUN General Vocabulary

1. **Committee**: a specific group or council within a conference that simulates a real-world United Nations body or other international organizations.
2. **Delegates**: individuals who represent countries, organizations, or even fictional entities within the simulation.
3. **Chairs**: the moderators of committee sessions.
4. **Secretariat**: the group of people responsible for organizing a Model UN conference.
5. **Secretary General**: head of the Secretariat of the entire conference.
6. **Dais**: a group of people responsible for proceedings.
7. **Chair Report/background guide**: a document prepared by the committee chairs to inform delegates about the topics.
8. **Resolution**: The solution to the problem being debated. A resolution is made up of several clauses.
9. **Operative Clauses**: Statements indicating what should be done to address a problem
10. **Main-Submitter**: The delegate who writes the resolution
11. **Co-Submitters**: Delegates who take part in writing another delegate's resolution
12. **Lobbying**: A period in the MUN conference in which delegates attempt to get co-submitters for their clauses
13. **Yielding**: Giving the *floor* to someone else

General Rules of Debate

1. The chair's decision is final.
2. There must be respect towards delegates and chairs. Insults or abusive language are not tolerated and may lead to expulsion from a committee.
3. Delegates must abstain from the use of personal pronouns.
4. Motions and Points must be made only when no one is speaking; urgent points may be made by raising one's placard and waiting to be called upon.
5. Roll call and opening speeches are conducted in alphabetical order.
6. No one may intervene in the debate (i.e., speak as to be heard by the conference) without having been officially recognized by the President/Chairs.
7. Delegates who are marked as "Present" may vote for, against, or abstain, while delegates who are marked present and voting must vote either for or against without abstention.
8. No clapping, cheering, or disruption is allowed during debate.



How to research your country or Preparation Guide (prior to conference)

Studying and preparing in advance of a Model United Nations conference is essential. It is important to have a document in which you can write all of the information down, organized properly. Here is a step-by-step on how you can accomplish being a well-equipped delegate. Each step will have a summary followed by specific action items; none of these are exhaustive, so please feel free to reach out and look online for more resources

Step 1: Understand the Topic at Hand

TL;DR

1. You can use resources such as:
 - a. United Nations Website: UN.org
 - b. Official Government Websites
 - c. Credible News Sources: e.g., CNN, BBC, etc.
 - d. YouTube: Look at videos from trusted sources that explain in a clear and precise manner.
2. Focus on the International Action that has been taken towards the topic.

In order to comprehend your issue, you will often be provided with a background guide. It is important to interactively read this guide so you understand the issue that will be debated. Even before you receive your country assignment, it is important to understand the issue so that you will be able to actively participate in the conference. This will be a good source of information that will be needed during the session. However, note that in other conferences, the quality of chair reports often depends on the quality of your chairs, who are students just like you. A good delegate will go out of their way to find additional sources outside of their chair's report.

Step 2: Start researching your country

TL;DR

1. Look for the:
 - a. History and Motivation
 - b. Country Profile
 - c. National Interests
 - d. Country Policy
 - e. Allies

In an MUN conference, delegates represent a country, not themselves. A delegate's goal is to act like their country's government would really act. Some delegates find they disagree with their assigned country's stance on the issue. Although this is **OK**, delegates are still required to act as the representative of the country, not as themselves. A delegate who acts in ways contrary to how their country would truly act is demonstrating their lack of knowledge about the country.



International School Manila Model United Nations Delegate Resource Packet

Realizing that a website that indicates a country's stance on an issue does not exist. Given such, it is important to do proper research in order to find out. Achieving an understanding of your country's issues involves gathering information from several sources and then using your common sense to figure out the country's stance on the issue.

The best way for delegates to prepare is to get to know their country thoroughly during the month leading up to the conference. Most countries have a mission to the UN located in New York, and also an embassy in Manila that often has a website and email. If you send an email as soon as possible, you may get a response back. Let these places know about your topic and that you will be representing their country at the conference. Read articles about the country, research the country's background, and find out who its allies, enemies, and key trade partners are. Try to learn how the country has responded to similar issues in the past. All of these things can help a delegate in understanding their country and in creating solutions to the conference issue that would be along the lines of what the country would truly do.

The websites below are also on your teacher's blog and should assist you in getting to know your country during the next month:

UN Cyber Schoolbus - <http://cyberschoolbus.un.org/> and http://www.un.org/cyberschoolbus/mode_lun/prep.html

CIA World Factbook - <https://www.cia.gov/library/publications/the-world-factbook/>

UN Member States - <http://www.un.org/en/members/>

World Embassies - <http://www.embassyworld.com/>

Official Government Websites - <http://unforkids.com/countriesall.php>

UN Pulse - search for topic and country - <http://unhq-appspub-01.un.org/lib/dhlrefweblog.nsfl>.

Step 3: Come up with possible solutions

TL;DR

Given your knowledge of the issue and your country's stance (steps 1 & 2), think about what you would do if you were that country's leader.

When it comes to possible solutions, a delegate needs to focus on what their country's main goals are. They will be used during the conference, and it is crucial to have them set before it starts. After understanding what they should base the solutions on, this is a possible framework:

1. Unite past international action and your country's interests to come up with possible solutions.
2. Source check if the solutions you came up with are achievable within the context.
3. Do a detailed analysis on how to apply them, and write your final solutions down.

Remember that other delegates will try and pick apart your solutions, so think of reasons they may or may not work, and find supporting evidence that can defend them.



Speech Structure

Preparing for a Speech

Concluding your preparation guide is a vital step before you begin writing your speech. At this stage, you should gather and organize all the information, research, and insights you have collected. This ensures your speech is well-informed and coherent. Effective preparation helps you write with confidence, making your speech impactful and aligned with your goals.

Speech Writing Framework

There are various frameworks when it comes to speech writing in MUN. As a delegate, your goal is to make yourself heard, and a good speech is essential to achieve that. A recommendation to accomplish this with ease is to use the Hook, Point, Action method, a MUN speech technique by Best Delegate. It goes as follows:

1. **Hook:** Have an opening statement that immediately engages the audience. That may be:
 - a. A thought-provoking question that captivates the audience.
 - b. Using a relevant quote from a known figure.
 - c. Introducing a striking statistic that calls attention to your topic.
 - d. Sharing a fast but impactful story.
2. **Point:** This is where you should share **why** you're speaking and your stance.
3. **Action:** What people remember from your speech is indispensable, and calling the committee to take action is important. A few ways to accomplish this are:
 - a. Encourage collaboration or merging of ideas.
 - b. Propose a clear next step.
 - c. Emphasize the urgency of an issue.

Opening Speech

Your opening speech should embody all of what your country is, and who they will be during the committee. Keep in mind that your opening speech should be able to answer most of these questions:

1. What's my country's position on this issue?
2. Why does this issue matter to my country?
3. What has my country done about this issue in the past?
4. What goals does my country have for this debate?
5. How can my country contribute to solving this issue?



For and Against Speech

When delivering your speech, it is important to articulate your position and support it with credible evidence such as facts, statistics, or relevant examples. Address potential arguments respectfully to demonstrate a well-rounded understanding of the topic. Ensure your points are organized logically and expressed concisely to maintain clarity.

Main Submitter Speech

This is the primary opportunity provided to prove your resolution is worth debating, supporting, and eventually passing. A strong main submitter's speech includes:

1. The resolution's purpose.
2. Highlights on key clauses.
3. Reflection of your country's stance.
4. A confident encouragement towards the committee to engage with and improve the draft.

Delivering speeches

Regarding the delivery of your speeches, body language and tone play a key role in making your message effective and memorable. Your posture, gestures, and eye contact can convey confidence and credibility. Standing up with open gestures shows you are approachable and prepared, even when it's not the case. Tone is equally as important; a steady voice with varied pitch and appropriate pauses emphasizes your main points while keeping your audience engaged. Matching the tone to your content enhances the impact of your speech. Together, confident body language and thoughtful tone make your speech not just heard, but felt.

A few additional suggestions:

- Speak in a loud and clear voice
- Look at your fellow delegates. Do not talk to the paper.
- Use your hands to gesture when speaking
- Have a strong and convincing presence. Stand up straight
- Do not insult your audience or speak down to them
- Try to include everyone in your speech
- Add emotion and feeling to your speech. Monotonous voices convince nobody!
- Be sure to pause after stating major points. Let it sink in.
- Use variety in the tone and pace of your speech
- PRACTICE YOUR POLICY STATEMENT SEVERAL TIMES BEFORE THE CONFERENCE



Rules of Procedure

Motions

A motion is a formal way used by a delegate to propose an action during debate.

1. **Motion for an Unmoderated Caucus:** Delegates may speak freely in order to begin collaboration on working papers or aligning positions. There is no set topic or speaking time for this caucus, but the duration must be set by the delegate proposing the motion, which will then be voted upon. Note that you must specify a duration for the caucus.
2. **Motion for a Moderated Caucus:** A moderated caucus is a formal debate on the topic at hand. This caucus must have a set topic, individual speaking time, and caucus duration, all of which will be voted upon by the committee. Note that you must specify a duration for the caucus; there are some complex formalities you can look into [here](#).
3. **Motion for an Extension:** After a moderated or unmoderated caucus ends, a delegate may motion for a short extension. Delegates may also motion to extend the time for Points of Information (POIs).
4. **Motion to Fact Check:** A delegate used this to verify a statement made during debate. It ensures accuracy before continuing the discussion.
5. **Motion to Recess:** The end of a particular session for a break.
6. **Motion to Adjourn Debate:** This signifies the end of the entire committee session and should only be used at the end of the conference.

Raising of Points

Raising a point is a delegate's interruption of the proceedings to surface a specific issue or request, which may be issued during a committee session.

1. **Point of Information:** Also known as POIs, it is a question from one delegate to another during debate. The chair must formally recognize delegates who wish to ask points of information after raising their placards.
 - a. The delegate on the podium may respond to a point of information, however they wish. It is a time to state their opinion.
 - b. This is different from the point of clarification as it aims to question the motive, feasibility, and effectiveness of a resolution.
2. **Point of Clarification:** This is used to ask for clarification on something that is not understood, such as the wording of a resolution or amendment. This is technical, i.e., you don't understand the specific terminology or vocabulary. This should not be used for the purpose of debate, but rather to clarify definitions, and is usually only raised when a resolution is first presented after reading time.
3. **Point of Order:** A point of order is used when a delegate requires clarification from the chair concerning the rules of procedure or when a delegate feels that a mistake has been made in the order of debate.



International School Manila Model United Nations Delegate Resource Packet

4. **Point of Personal Privilege:** This point is raised when it directly affects a delegate's ability to participate, and it addresses the physical discomfort of the setting, such as temperature or noise. This point is most commonly used when a delegate is not able to hear the speaker. Points of privilege are the **ONLY** time when it is ok to interrupt a speaker.
5. **Point of Grievance:** Delegates use the point of grievance to address discomfort or a *Right of Reply* to respond to an insult against their country. Both are **unproductive** to the debate as a whole and hence should only be used when other delegates fail to respect the diplomacy and dialogue of the United Nations. (**not for ISM debates**)

Yielding the floor

A delegate who has been granted the time to speak may, at any moment, yield their remaining time to another delegation, POIs, or the chair.

Resolution

A resolution is a formal document that outlines the plan of action proposed by delegates on a specific issue. It is composed of:

1. **Preambulatory Clauses:** The preambulatory clauses are located at the start of the resolution and take no action, but do define the issues at hand.
2. **Operative Clauses:** The operative clauses are located after the preambulatory clauses; they are the actionable part of the resolution. In it, you write actions, policies, or recommendations for the committee to follow.
3. **Sample Resolution:**  Updated-Sample-Resolution.pdf

Debate on Resolutions

1. **Main Submitter Speech:** The delegate who authored the resolution will proceed to introduce it, outline the problems, and the proposed solutions.
2. **Speeches for:** Its purpose is to support the resolution or amendment your bloc wrote or agrees with.
3. **Speeches against:** When doing a speech against a resolution, clause, or amendment, its main goal is to highlight the flaws or harmful effects of it.
4. **Amendments:** After the presentation of a resolution, an amendment is used to propose a modification to the draft resolution. They must be submitted in writing and approved before being introduced.



International School Manila Model United Nations Delegate Resource Packet

Flow of debate, in a flow chart, conveniently

