

DELEGATE PREP GUIDE



CBSMUN

2025

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This document as well as other resources such as position paper guidelines are made available for the delegates at www.cbsmun.dk. Please feel free to reach out to the secretariat at info@cbsmun.dk for any questions you may have regarding your preparation.

Procedural Preparation

Understanding each committee and Study guides

The first step to prepare for a conference is, to understand what the mandate, also known as scope, of the committee is: what topics are the main priority and what are the mechanisms that can be put in place by your committee.

After you have understood what your committee should discuss, it is time to focus on the national perspective that you will represent during committee sessions. Understand the goal of the country you are representing and how its international partners are collaborating to achieve this. What countries does your stance align with? Which NGOs are useful for you? Which IGOs fulfill the tasks you want to address?

To add to your toolbox, delegates should stay informed about any recent developments or emerging global and internal issues that may impact the committee's mandate. Visiting the committee's official website and accessing resources such as articles, press releases, reports, and newsletters can provide valuable insights. This comprehensive approach ensures you are well-equipped to contribute effectively to committee discussions.

Study Guides

Study guides (also known as background guides) serve as essential resources for delegates participating in the CBSMUN conference. Providing a comprehensive overview of the historical context, geopolitical landscape, and key issues relevant to their assigned committees. They aim to give a neutral understanding of the topic at hand, without involving any member states' stance on the situation.

Study Guides make the backbone of every debate. Chairs write them specifically to prepare you for the conference and often include helpful guides and tips. Similarly, Chairs often outline what topic the debate should focus on and which areas may be out of scope. Therefore, **please make absolutely sure that you have read the study guide** both prior to the conference and prior to writing your own position paper.

However, while the study guide is a great starting point for committee research, it is expected that delegates research and obtain an understanding of the country they will be representing as it will enhance the quality of the debate and overall committee experience.

Understanding the topics

Delegates must ensure a thorough understanding of their committee topics. It's crucial for delegates to comprehend the topics from the perspective of their assigned Member State. They are encouraged to explore speeches made by representatives of their Member State on relevant issues, accessible through their mission websites and other relevant sources. This approach aids delegates in grasping the significance of the topics to their respective countries.

Further insights can be gained from reports, resolutions, and international documents related to the committee's work, obtained from the delegate's assigned committee, the UN, or specialized agencies. The UN Digital Library serves as a valuable resource for committee topic research. Analyzing past successes and failures helps in refining approaches for more effective implementation. Given the complexity and breadth of most topics, delegates should understand their committee's mandate and how the topics fit within it. This understanding ensures discussions remain focused and solutions align with the committee's objectives.

Researching assigned Member State

Researching the assigned Member State is crucial to representing the country during committee sessions. It is important to remember that you are representing a country, a nation, and its people. Understanding the country, on a social, political, religious and historical level will show you how best to represent your country. Look for already implemented policies or public statements made by representatives of your country. For countries with strongly divided nations, keep in mind that it is up to you if you want to represent your government or your mission to the United Nations. It is necessary to state clearly which one you're representing during committee sessions, so that your co-delegates know who they are talking to.

Once you have a clear grasp of your assigned Member State's goals and development priorities, it's essential to consider the broader context. Which countries share your political stance? Are these like-minded states present in the discussion, and how can you collaborate with them to advance your objectives? Reflect on past summits or agreements involving your country and these allies. These like-minded countries form your *bloc* – a group of states united by a shared position on a specific issue. Understanding your bloc's dynamics is crucial for effective preparation. What are the positions of other blocs in the debate? Can their interests be aligned with your bloc's priorities, and by extension, with your country's stance? Identifying and navigating these alignments can significantly enhance your impact during the conference.

After you have researched your position and your bloc's interest, it is time to focus on the general state of the committee. Who is your main opposition and what are their interests? Can you find flaws in their logic or their statements? Create a toolbox of points you can use against them and listen to their speeches during the sessions. This can be used to strengthen your position.

Delegates aiming to accurately represent their assigned Member State can initiate their research by addressing the following questions:

- What type of government does your Member State have, and how does it function?
- What ideologies, whether political, religious, or other, influence the government of your Member State?
- What is your foreign policy on the topic being discussed?
- Which international conflicts have an impact on your Member State?
- What are some pivotal events in the history of your Member State, and why are they significant?

- Where is your Member State geographically located, and how does its geography impact its political relationships?
- Which nations are considered allies of your Member State, and which ones does your Member State not collaborate with at all?
- What blocs could be formed during the conference and which bloc would your Member State realistically be part of?
- What policy objectives does your Member State follow?
- Which countries are considered adversaries or enemies of your Member State?
- What other international organizations does your Member State participate in?

Position Papers

The Position Papers articulate a delegate's stance on the assigned committee topics, offering a concise overview of their country's position, proposed solutions, and supporting evidence. To successfully represent your Member State, all of the previously mentioned bullet points should be considered when writing the Position Paper. Beyond a mere requirement, position papers serve as a diplomatic compass, guiding delegates through the intricacies of committee discussions and negotiations.

Clearly state your country's stance on each agenda item. Be specific and avoid vague statements. This is the foundation upon which your arguments will be built. Offer tangible and realistic solutions to the issues at hand. Consider the political, economic, and social aspects of your country's context while proposing solutions. Highlight the feasibility and potential effectiveness of your suggestions. Provide a brief historical context of your country's position on the topics, as well as any relevant policy background. This demonstrates a deep understanding of your country's perspective. Back up your arguments with credible sources and evidence. This not only strengthens your position but also shows thorough research and preparation.

Separate guidelines for position papers will be uploaded to the website and MyMUN. They are **mandatory** to be considered for an award, with the deadline being **Sunday, March 2, 23:59 CET**.

Rules of Procedure

The last step of procedural preparation is to ensure that you have a clear understanding of the Rules of Procedure that govern the proceedings in the committees. They include detailed descriptions of all the rules and scenarios you may encounter during the conference and outline the flow of debate, the resolution process, and the voting procedure.

All participants of CBSMUN 2025 are expected to have a clear understanding of these rules. It is strongly encouraged that you study these rules prior to the conference and familiarize yourself with them. However, we will host a MUN 101 workshop that specifically addresses the Rules of Procedure. Therefore, we **heavily encourage all beginners to participate at the MUN 101 workshop** which will take place prior to the opening ceremony of CBSMUN 2025.

A concise "cheat sheet" is included at the end of this guide and on our website for quick session reference, complementing but not replacing the rules of procedure.

Committee Overview

The fora for CBSMUN 2025 will be as follows:

LEVEL	COMMITTEE	ACADEMIC DIRECTOR	CHAIRS	TOPIC
Beginner	UNHCR	Emilia Jakobi	Janika Ahlvers & Julia Krzywicka	<i>Discrimination Faced by Immigrants in Their Host Country</i>
	WHO	Emilia Jakobi	Sophia Hofbauer & Vlada Benzin	<i>Mental Health Support for Victims of Sexual Violence</i>
	UNEP	USGA Maxim Baumgärtel	Henry Krenzer & Marie Matouchová	<i>Sustainable Business Practices in Arctic Regions</i>
Intermediate	ECOSOC	Eryk Pedersen	Matthew Davies, Sophie King & Clarisse Pierre	<i>Improving Economic Access for Indigenous Communities</i>
	DISEC	Nico Stein	Emma Mhaya & Damian Vassilev	<i>1983: Ensuring Security and Stability in the Baltic Sea Region</i>
Expert	WORLD BANK	Eryk Pedersen	Carla Schanz & Martín Tabares de Nava Zárate	<i>Combating Child Poverty in the Middle East</i>
	UNSC	Nico Stein	Nele Aulenbach, Ansh Mehta & Annabelle Schuhholz	<i>Maritime Security and Migration Control in the Horn of Africa</i>
Press	IPC	USGA Maxim Baumgärtel	Alisa Popova & Franziska Girke	<i>Conference Reporting</i>

Work outside of Committee

We highly discourage topic related debates and discussions outside of the official sessions.

The breaks from committee sessions should be utilized to network and engage in social activities with fellow delegates. Furthermore, it is highly frowned upon, to have pre-written speeches as it undermines the integrity of the conference and does not resonate with a simulation. You are welcome to research and prepare in advance but not to present pre-written speeches. This guideline is not just a formality; it underpins our commitment to creating an authentic and collaborative environment that mirrors real-world diplomatic processes.

Preparation Checklist

Understand Your Committee:

- Identify the mandate and scope of your assigned committee.
- Research the committee's priorities, mechanisms, and recent developments.

Study Background Guides:

- Read the Background Guide thoroughly before the conference.
- Ensure you understand the key issues, historical context, and geopolitical dynamics. Pay attention to the questions to address!

Understand the Topics:

- Analyze your Member State's perspective on the topics.
- Research speeches, reports, and resolutions relevant to the topics.

Research Your Assigned Member State:

- Learn about your Member State's government, ideologies, and foreign policy.
- Identify allies, adversaries, and potential bloc members.
- Understand the country's geography, history, and international relations.

Prepare Your Position Paper:

- Clearly articulate your Member State's stance on agenda items.
- Propose realistic solutions supported by sources.

Learn the Rules of Procedure:

- Familiarize yourself with the Rules of Procedure and resolution processes.
- Attend the MUN 101 workshop (recommended for beginners).

Engage Beyond Committee Sessions:

- Avoid pre-written speeches but research and prepare notes.
- Utilize breaks for understanding countries' interests and socializing.

THE CBSMUN CHEATSHEET

ABOUT THIS CHEATSHEET

This is NOT a substitution for the RoP. Please remember that this only covers the basic and most important things.

This is a quick guide to help during committee sessions

★ Stars indicate key info



MUN SHORTHAND

RoP = Rules of Procedure
GSL = General Speakers' List
Mod = Moderated Caucus
Unmod = Unmoderated caucus
POI = Point of Information

ORDER OF DEBATE

- Roll Call
- General Speakers' List*
- Motions & Caucuses
- Working Paper
- Draft Resolution
- Amendments
- Closure of Debate
- Voting

*The GSL is the default. When not in a caucus, you return to GSL.

PROCEDURE DECORUM

When the SG or DG enters the room delegates should rise unless otherwise indicated.

If a delegate is mid-speech, the rise is done once the speaker is done.

POINTS

must be addressed before motions & are entertained at the discretion of the chairs.

POINT OF PERSONAL PRIVILEGE

Used to express personal discomfort that affects delegate participation.

E.g. need to use the restroom, closing of a window, difficulty seeing or hearing.

Only allowed when there are no speakers, unless there is trouble with hearing the speaker

POINT OF PARLIAMENTARY

INQUIRY used to ask the Chairs a question about the RoP. ★

POINT OF ORDER

Used to point out procedural errors made by the Chairs. Who will then consult the RoP & decide upon an appropriate course of action.

If the issue cannot be resolved, the DG or SG is to be called in order to resolve the matter.

POINT OF INFORMATION

A topical question directed either to the previous speaker or to the chairs.

SPEAKING DECORUM

No personal pronouns! Use "the delegate of ...", "we", etc.

STARTING SPEECHES - ADDRESSING THE ROOM

It is good manners to start speeches by addressing the Chairs, delegates, & others who may be present.

It can be done in ways such as but not limited to; "Honorable Chairs, distinguished delegates," or "Esteemed Secretary/Director General/Secretariat, Respected Chairs & fellow delegates ...".

HOW TO HOLD A GOOD MUN SPEECH

Style:

- Speak slowly, clearly, & confidently.
- Use formal, diplomatic language; avoid filler words.
- Make eye contact; don't read directly from notes.
- Use gestures sparingly & stay calm.

Tips

- Listen actively & connect ideas to the debate.
- Prepare key points but adapt to the flow.

Content:

- Stick to the topic.
- Clearly state your stance & propose key solutions.
- Use facts & examples to support points.
- Reference previous speakers to build or refute arguments.

★ ENDING SPEECHES DURING SPEAKERS LIST - YIELDING

Your speech should end in one of 3 ways:

1. **Yielding to another delegate**
Can only with more than 10 seconds of speaking time remaining.
2. **Yielding to Points of Information**
Opens the delegate up to questions from the others.
Can only with more than 10 seconds of speaking time remaining.
NB: If you have less than 30 seconds left, you can ask the chair for an additional 30 seconds to entertain questions.
3. **Yielding to the Chairs**
Speaking time will always end with this, even after yield 1 or 2 has been entertained.

Ways to yield include: "The delegate yields the floor back to the chairs" or "We yield our remaining time to the chairs"

VOTING PROCEDURE

Procedural Voting determines how the debate proceeds & includes decisions on matters like agenda setting, moderated caucuses, or the closure of debate.

It requires a simple majority (50% + 1 of the delegates present & voting) & no abstentions are allowed.

Substantive voting is used to decide on draft resolutions, amendments, or final documents. Delegates who are present & voting have to vote, but delegates who are present can abstain. It requires a two-thirds majority.

CBS MUN CHEAT SHEET

PRECEDENCE

1. Point of Personal Privilege
2. Point of Order
3. Point of Parliamentary Inquiry
4. Motion to Reorder Draft Resolutions
5. Motion to Divide the Question
6. Motion for a Vote by Acclamation
7. Motion for a Qualified Majority Vote
8. Motion to Divide the House
9. Motion for a Roll Call Vote

Please see the RoP for the full list

AMENDMENTS

Voting on Amendments is substantive;
Abstentions are allowed!

TYPES

Friendly Amendments

Changes agreed upon by all sponsors of the draft resolution. They are automatically included in the draft resolution without a vote.

Unfriendly Amendments

Changes not agreed upon by all sponsors. They must be debated & voted for by the committee to pass.

WRITING CHECKLIST

- Is the language specific & clear?
- Does it improve or align with the revolution's goals?
- Have you consulted potential allies for support?
- Are you prepared to defend it during debate?

MOTIONS

Only be raised when the floor is open, i.e. the chairs ask for them
Generally another delegate to "Second" needed - otherwise fails immediately
Generally passes directly if no "Objection" - otherwise voting procedure

There are many motions, this covers common & major ones that are less straightforward.

MOTION TO CLOSE THE SPEAKERS' LIST OR DEBATE

Ends all discussion on a topic & moves directly to voting on resolutions or amendments. Requires a two-thirds majority.

MOTION TO SUSPEND THE MEETING

Temporarily pauses the session, typically for breaks or the end of day. Requires a simple majority.

MOTION FOR UNMODERATED CAUCUS ★

Used to propose up to 30 minutes of unmoderated, topicless caucus in which delegates can speak freely, discuss ideas, or work on working papers, amendments, & draft resolutions.

NEEDED TO MOTION: Total Time

MOTION FOR MODERATED CAUCUS ★

Used to propose a short moderated debate of max 15 minutes on a subtopic within the agenda & individual speakers' time.

NEEDED TO MOTION: Total Time, Individual speaker's time & Topic

MOTION FOR A CONSULTATION OF THE WHOLE

Used to propose a max 15 minute self-moderated caucus in which delegates can call on each other without chair involvement.

NEEDED TO MOTION: Total Time & Topic

MOTION FOR A TOUR DE TABLE

Used to propose a caucus where every delegate gets to speak for up to 90 seconds on a specific topic in alphabetical order.

NEEDED TO MOTION: Individual speaker's time & Topic

WORKING PAPERS

Informal docs to guide discussions & develop draft resolutions.

No strict format: can be revised after introduction.

Introduced by motion - no objections, no vote required.

DRAFT RESOLUTIONS ★

Formal documents proposing solutions to the agenda topic.

Requires specific format: preambulatory clauses (context, past tense) & operative clauses (actions, present tense).

Needs approval by chairs & sufficient sponsors/signatories for introduction.

Introduced by motion - debate essential for major ideas prior to voting

AMENDMENTS

Proposed changes to draft resolutions (add, remove, or replace).

Can be friendly or unfriendly.

Cannot amend preambulatory clauses or failed amendments.

Introduced by motion - vote required.

PRESS RELEASES

Public statements from the committee.

Used for media responses, correcting misinformation, or as alternatives to resolutions.

No strict format.

Introduced by motion - simple majority vote required for release.

SPONSORS VS SIGNATORIES

Sponsors: Primary authors & supporters of a draft resolution or amendment. Responsible for its content & presentation. Must agree unanimously to withdraw or accept friendly amendments.

Draft resolutions require 2-3 sponsors.

Signatories: Delegates who want the draft resolution or amendment discussed. Not obligated to support the content or vote in favor. Serve to demonstrate interest & ensure the topic reaches debate.

Draft resolutions require a min. of 20% of the committee as signatories, no max. limit.