

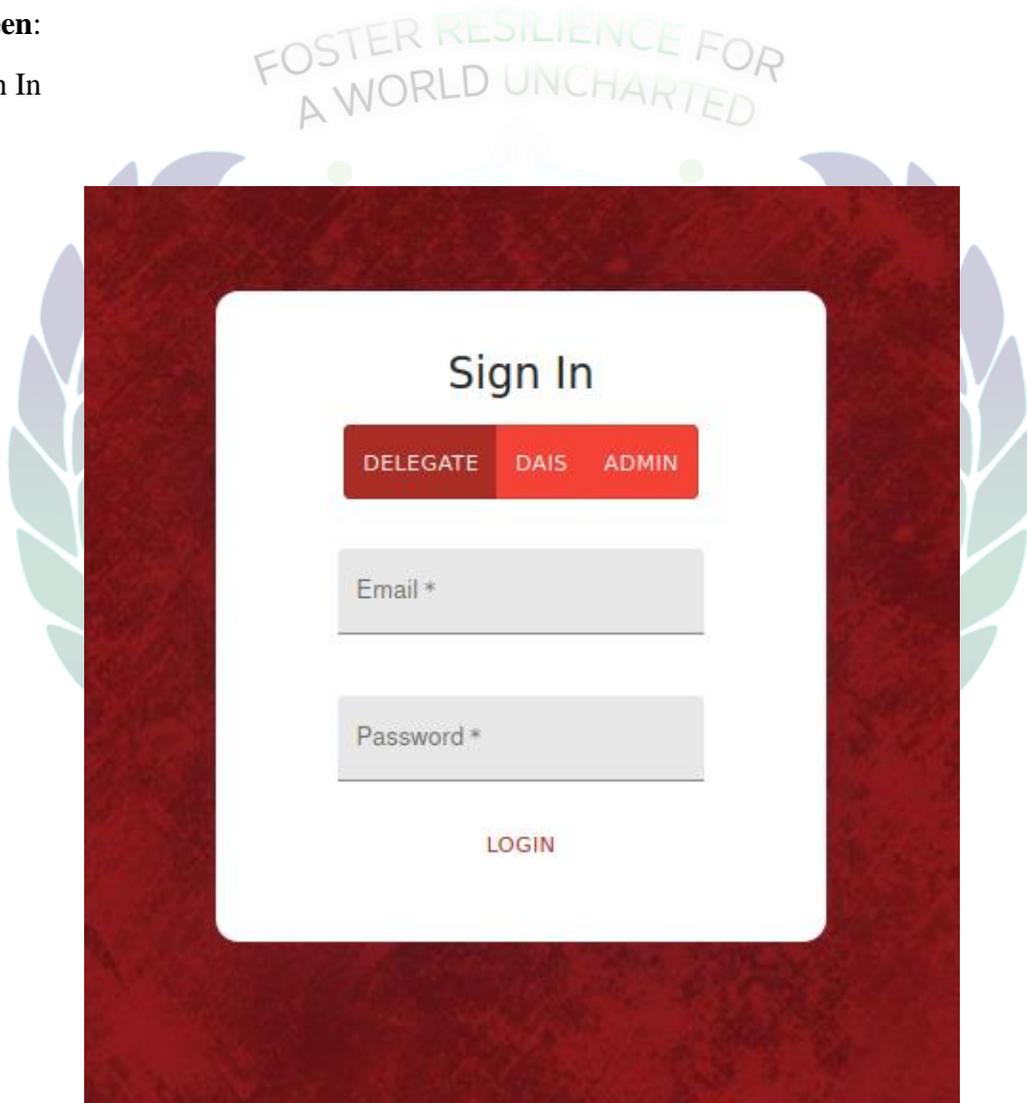
LUMUN XVII

DELEGATE TECHNICAL GUIDE

The main purpose of this application is for delegates to be able to view all relevant information (topics, speakers, time) and converse/chat with each other and the Dias.

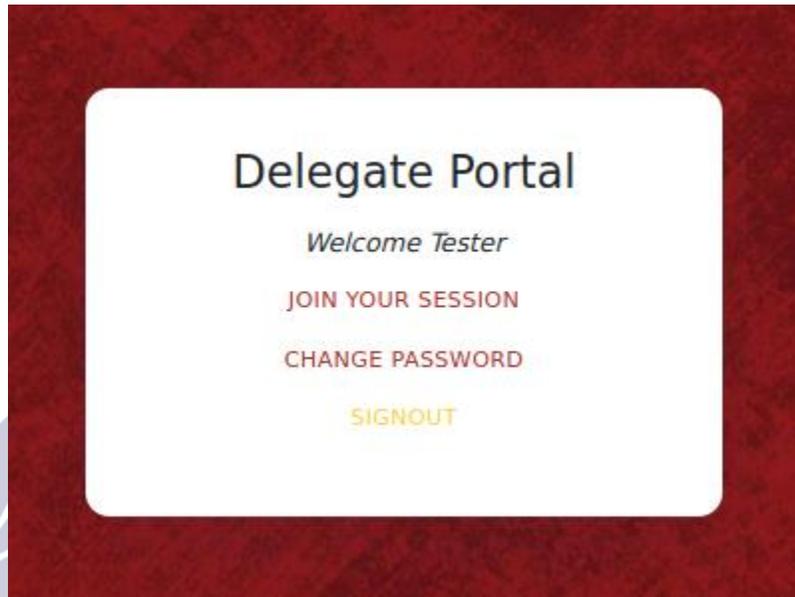
Login Screen:

- i. Sign In



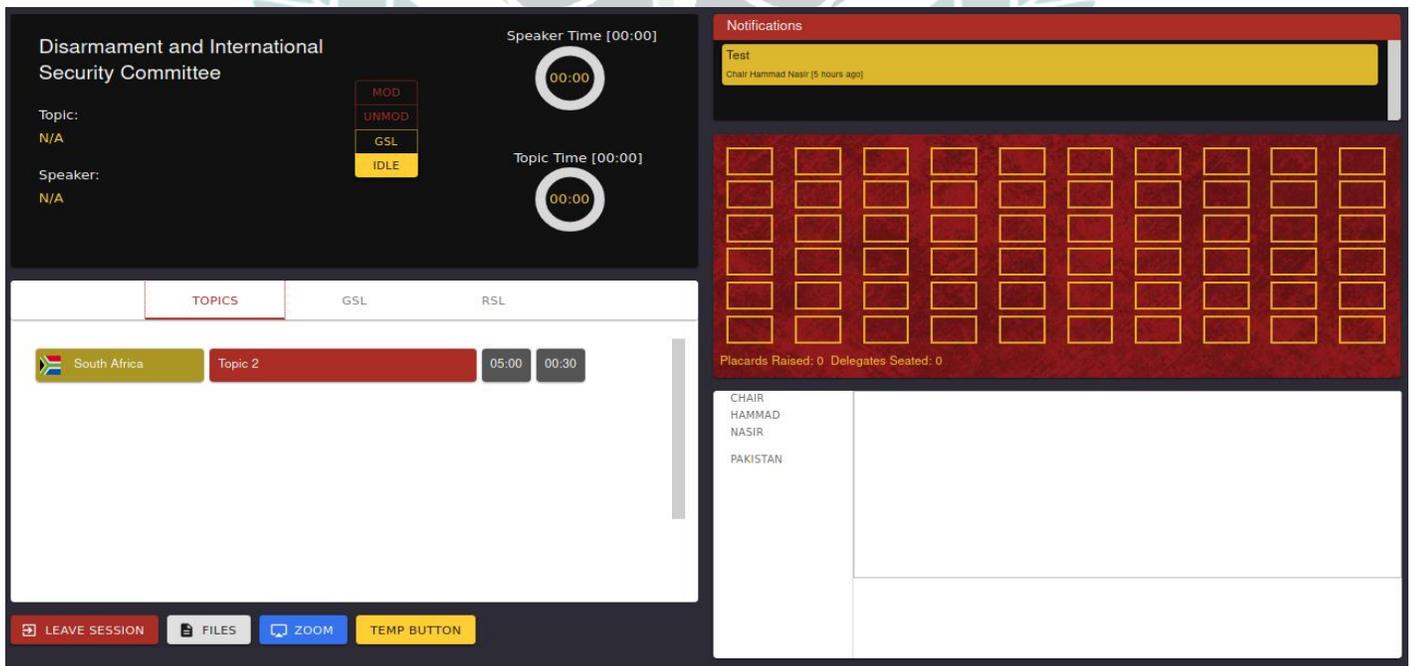
Delegate will be provided their unique passwords on their registered emails before the conference. They will be able to login to our OMUN application through the provided domain that will be communicated to you. Please login with the “DELEGATE” Button selected as shown above.

ii. Delegate Portal



The Delegate Portal will open up once login has been successful. You will be able to see your name in italic in place of “Tester” in the picture attached above. To join your session, Press the Join Session button, to be able to change your password, Press “Change your Password” button, which will take you to a new page where you will be prompted to enter your old and new password. You will return to this screen once done.

Once you have successfully joined your session, you will be greeted by the Main Screen Page:



Main Screen:

i) Seating and virtual auditorium

The squares represent a virtual auditorium where all delegates are present.



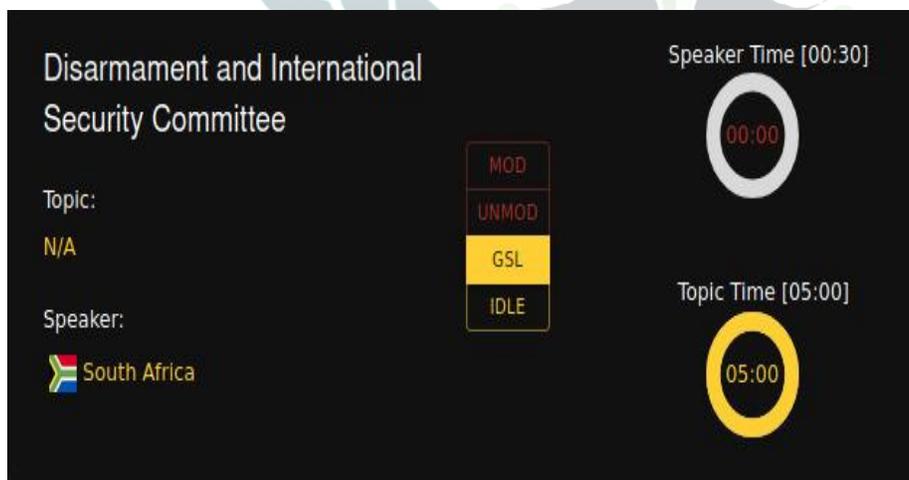
Delegates seat themselves by clicking on any square of their choosing. Seating position is of no significance and makes no difference.

Still, if a delegate wishes to switch their seat they must first leave their seat by clicking on the LEAVE SEAT button

and then choose a different seat.

Delegates can raise their placard by clicking the RAISE PLACARD button.

ii) Information Section



Here delegates can view:

- The topic
- The type of debate (MOD, UNMOD, GSL)
- Who is speaking
- The amount of time available for speeches, individual and total

iii) Topics



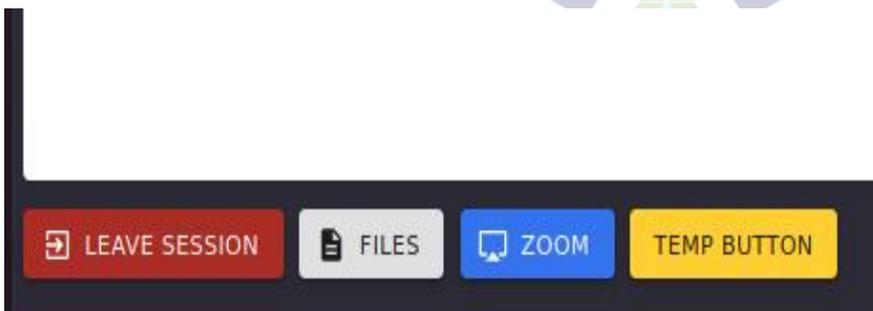
Shows current topic for moderated caucuses and previous topics covered in debate as well as topics available for voting

iv) GSL



GSL tab will also show delegates that are in cue to speak. Crossed line shows the delegate has spoken. The RSL indicates a similar list for moderated caucuses

v) Buttons



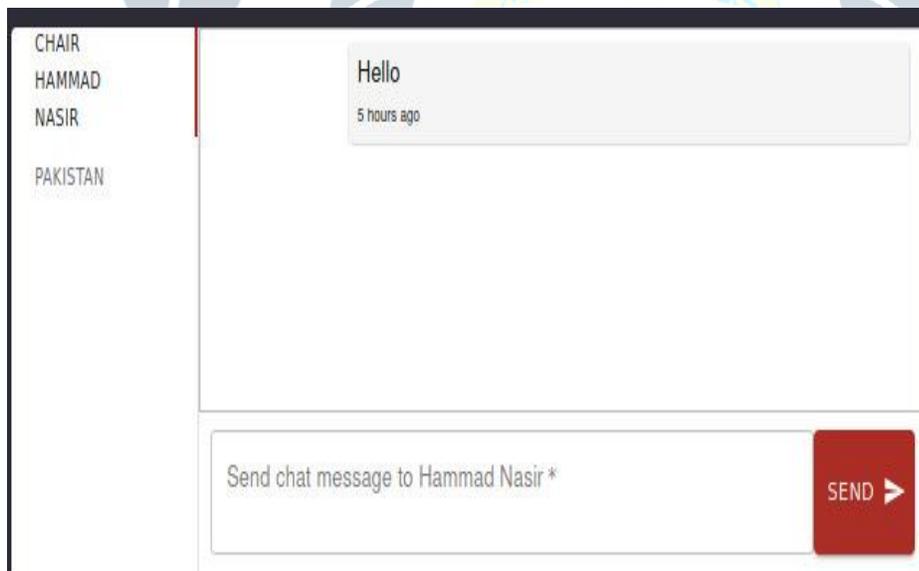
- To leave the session
- To access files and relevant documents. Button will open to a Google drive link to submit/view documents from
- To access the zoom link for session

vi) Notifications



Notifications (such as announcements) are visible under the Notifications bar.

vii) Chat Box



List of all delegates and Dias members will be visible and delegates can select who they want to send a message too.

This feature is meant to replace chit passing that occurs in in-person committees.

In order to send a chat message please click the SEND button and not the ENTER key on your keyboard.

Please keep in mind that chats sent between delegates will be monitored by the Dias – i.e. they will be able to read the messages sent. However, other delegates will not be able to read chats they are not sent.

Note: In case of any unforeseen crash of the web application, the committee will continue on the zoom session, the application would then only be accessible by the Dias members who would be screen sharing the application.

RULES GOVERNING ONLINE SPHERE AND TECHNICAL ISSUES

RULE # 42: PLATFORMS

LUMUN 17 will be primarily run on Zoom. This application can download from <http://www.zoom.us>. At LUMUN 17, each Committee will be sent a separate Zoom link which will be used for all debate and committee related proceedings for the duration of the Conference. There will be one main Zoom meeting active throughout the Conference for the purposes of social events, opening and closing ceremony, Human Resource and Delegate Affairs booth, etc.

Note that it is mandatory for all participants to have downloaded version 5.3.0 or higher (desktop or mobile application) or version 5.0.0 (4241.1207) or higher (ChromeOS).

In addition, we will be using our own specialized LUMUN 17 Online Model UN Application. This application will be used for the purposes of communication with dais and other delegates, documentation i.e., uploading working papers, draft resolutions, and directives, and for all logistical elements i.e., timer, marking attendance, displaying General Speakers List, etc. A detailed tutorial regarding the use of the application will be released soon.

Lastly, each committee will have their own Facebook groups for the purpose of communication and coordination. The links to these will be sent to each member of the committee closer to the Conference.

These will be the only official platforms used throughout the Conference. Any communication outside the scope of these platforms is prohibited for the duration of the conference, unless otherwise specified by the Committee Staff.

RULE # 43: CONDUCT AND CONNECTIVITY

It is mandatory for all delegates to wear formal attire and always keep their videos on when they are present during Conference. Exceptions to this rule will be evaluated on a case-by-case basis and lie at the discretion of the Committee Staff. Delegates must ensure, to the extent possible, no background noise or interruptions during formal proceedings. All rules governing the Delegate Code of Conduct, outlined below in the section titled “Code of Conduct,” will apply.

Delegates are strongly encouraged to attend the Conference over a Wi-Fi connection. To the extent possible, delegates should make sure they are in reach of the internet signals and should also prepare backups in case of unforeseen circumstances.

Faculty advisors, coaches or any other individuals not affiliated with the Conference are not permitted to observe committee proceedings. Delegates are not permitted to observe the proceedings of committees that they are not part of. Sharing the Zoom link outside of the committee will be heavily penalized.

RULE # 44: RENAMING PROTOCOL

Delegates will be required to rename themselves on Zoom during the Conference to the country/personality they have been assigned. Your personal name and/or the name of your institution should NOT be a part of your display name on Zoom.

RULE # 44: RECOGNITION

Delegates will be required to use the 'Raise Placard' option on the Online MUN App in order to be recognized at any time in the Conference. At each point, the floor is opened for points or motions. Delegates can 'Raise Placard' if they wish to speak and must lower their hand after having been recognized or if the dais is no longer calling for hands.

RULE # 45: COMMUNICATION

All communication i.e., delegate to delegate and delegate to committee staff (and vice versa) will take place through the chat feature on LUMUN 17 Online Model UN Application. All delegate to delegate communication will be visible to the Committee Staff, and hence should be kept strictly under the LUMUN 17 Code of Conduct limitations.

RULE # 46: AWAY FROM KEYBOARD

If a delegate wishes to be away from keyboard, they must request a Point of Personal Privilege (see rule # 29) and await approval. Once they are back, they should send a message to the Committee Staff informing them of their presence. Delegates are not permitted to be away from keyboard without informing the committee staff.

RULE # 47: BREAKOUT ROOMS

Each committee will have several breakout rooms for the duration of the Conference. Delegates will be able to self-select and move between breakout rooms, at will, for the purposes of unmoderated caucuses (see rule # 16). Breakout rooms may also be used for other elements pertaining to debate and diplomacy as per the discretion of the dais.

Note that having the option to self-select breakout rooms will be subject to having the required version of Zoom (see rule # 42) installed on your device(s).

RULE # 48: UNMUTING

Delegates must remain muted throughout the Committee sessions unless they have been recognized to speak on a point or motion.

RULE # 49: TECHNICAL ISSUES

- If a delegate disconnects during a speech, there will be a 30 second waiting period in which the delegate should attempt to reconnect. If the delegate manages to reconnect, they will have the option to restart their speech from the beginning or from where they left off. If the delegate is unable to reconnect within this time, the Committee will move on as per normal. Once the delegate is back, they will be required to inform the dais of their presence. The Committee Staff will then, as per their discretion, allow the delegate to re-give their speech either then or at a later point.
- If a delegate has a weak connection to the point where they are not understandable, the Committee Staff will inform them via interruption. There will be a 30 second waiting period in which the delegate should attempt to reconnect, and the same rules as prescribed in the paragraph above will apply.
- If a delegate disconnects during informal proceedings e.g., an unmoderated caucus, the timer will continue as normal.

- If a delegate cannot hear other delegate(s) during formal proceedings, they must attempt to reconnect as soon as possible. They may, via chat, request for a summation of committee proceedings from the Committee Staff in the scenario where they have missed a considerable chunk of the proceedings.
- If a delegate is having consistent connectivity issues, they must inform the Committee Staff at the earliest possible time. These situations will be evaluated on a case-to-case basis by the Committee Staff.
- If an Assistant Committee Director disconnects or has a weak connection, the proceedings will continue as per normal.
- If the Committee Director(s) disconnects or has a weak connection, other members of the Committee Staff will take over and the proceedings will continue as per normal



LUMUN XVIII