# BearMUN 2021 Technical Logistics

Zoom

Zoom is a video conferencing app that will serve as the primary tool by which our staff will conduct committee and conference operations. In order to use Zoom, delegates and advisors must create a Zoom account and should download the desktop application. Zoom accounts must display the delegate's full name so staff can verify their identity before letting them in the committee room to prevent Zoom-bombing. Participants will not have access to BearMUN if they do not have a Zoom account. Additionally, Zoom must be updated to the most recent version in order for delegates to participate in BearMUN.

Zoom will be the primary platform for both moderated and unmoderated debate. Delegates are required to have their video on during committee unless there is a substantial barrier or technical problem with a video connection. Once in committee, delegates should change their names to their delegation/character name followed by their first name in parentheses as seen in the figures below. In the case where a character name may be too long or very similar to other delegates in committee (such as in Regional Conference on Women in Latin America and Caribbean), delegates may abbreviate their character name as appropriate.
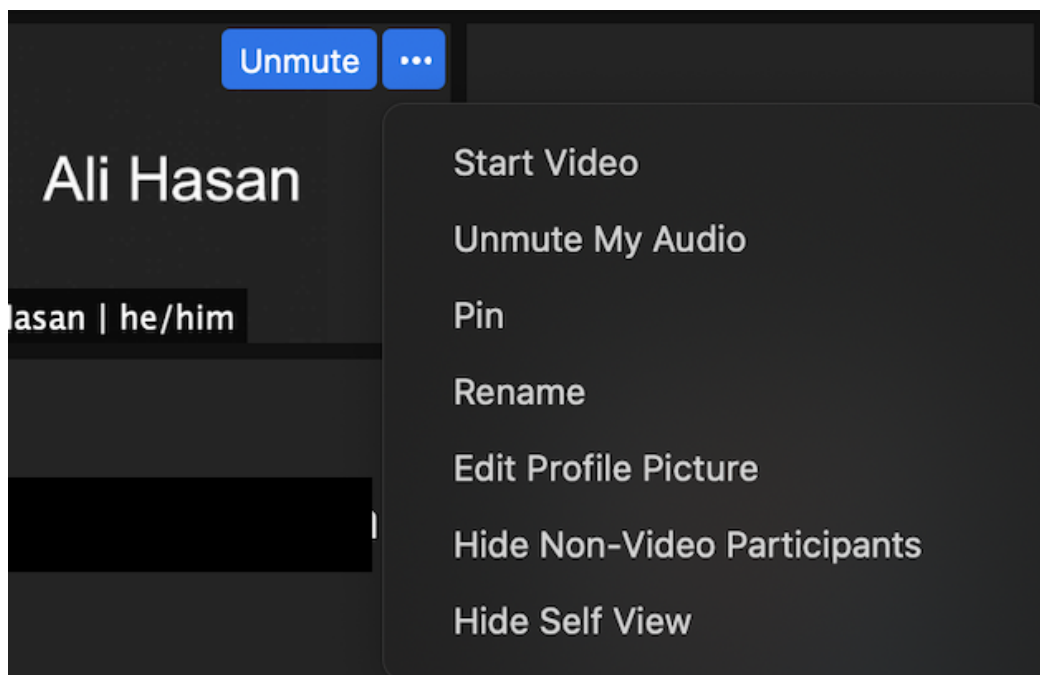
A delegate should change their Zoom name once they enter their committee to reflect their country/character. They can change their name by hovering their mouse over their tile and clicking the three dots at the top right corner. They should click "Rename" and change their name in accordance with the format below.

Tunisia (Ali)   **Emperor Kameyama (Ali)**
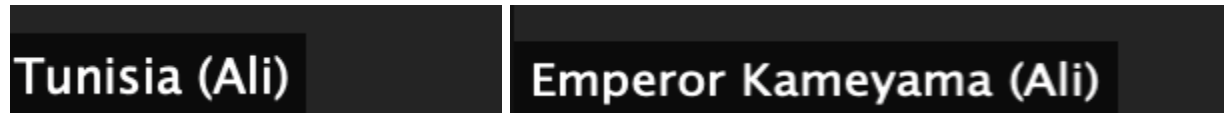
In terms of mechanics, a virtual committee over Zoom operates much like a regular committee. The chair and vice chair will moderate debate and take points and motions relevant to the committee, and delegates will debate topics and write resolutions and directives dedicated to resolving the issues the committee presents. In lieu of physically raising placards to speak, delegates will use the "raise hand" feature in Zoom's participants tab (indicated below). When delegates raise their hands on Zoom, the participants tab will display participants in descending order of when they raised their hand. Chairs and vice chairs will generally go in descending order, however, they may make alterations to the order to accommodate delegates that have not spoken as much during the committee session or for another reason specifically related to committee functions. If a delegate feels like they are not receiving adequate speaking time, they are encouraged to privately message the chair or vice chair to express their concerns. When voting on points, motions, or resolutions/directives, delegates should use the "yes/no" function in the participants tab (indicated below). This function allows the chair and vice chair to quickly tally the numbers of yes's and no's as well as who is voting which way and improves committee flow. As per the rules of procedure, delegates may only abstain on substantive motions (such as voting to pass a directive or resolution) and can do so by clicking neither "yes" nor "no."
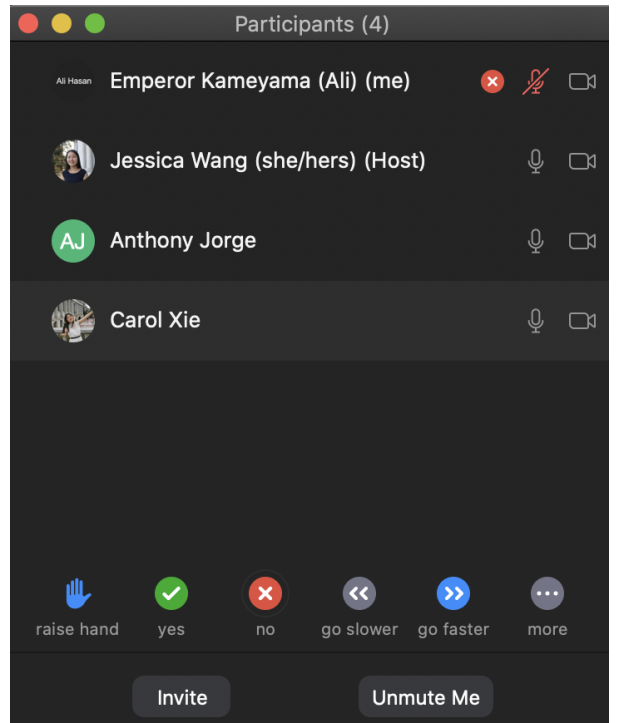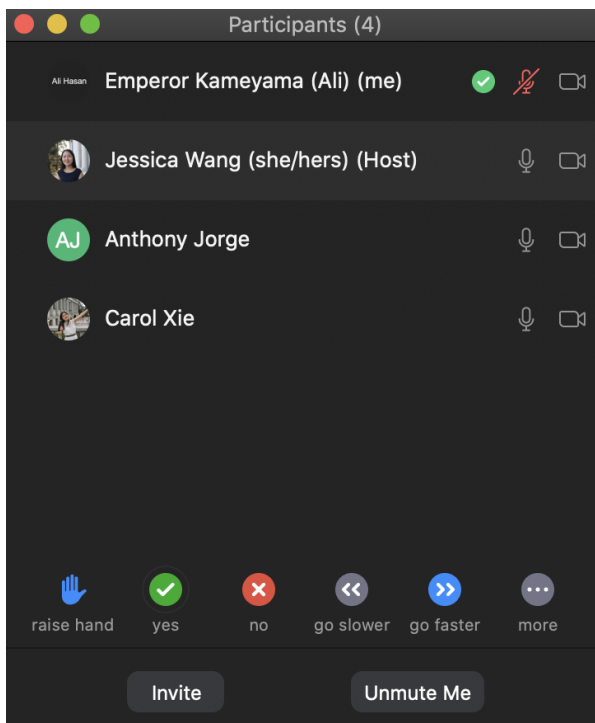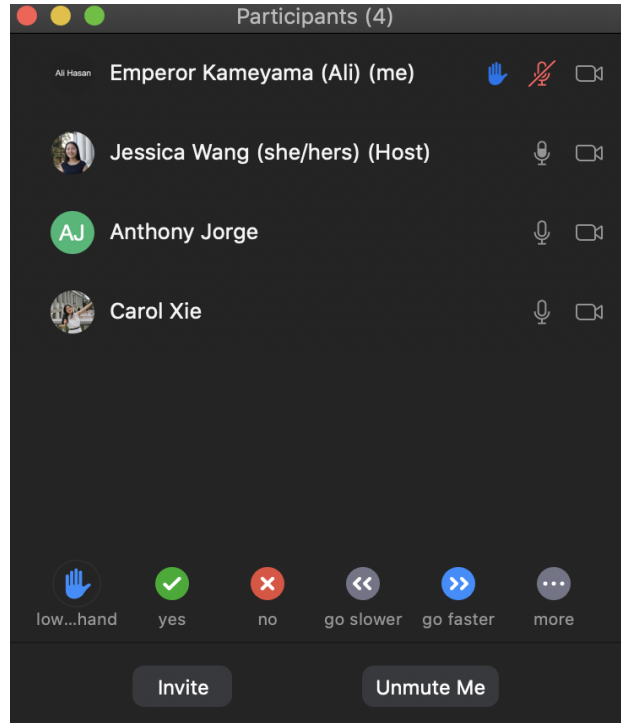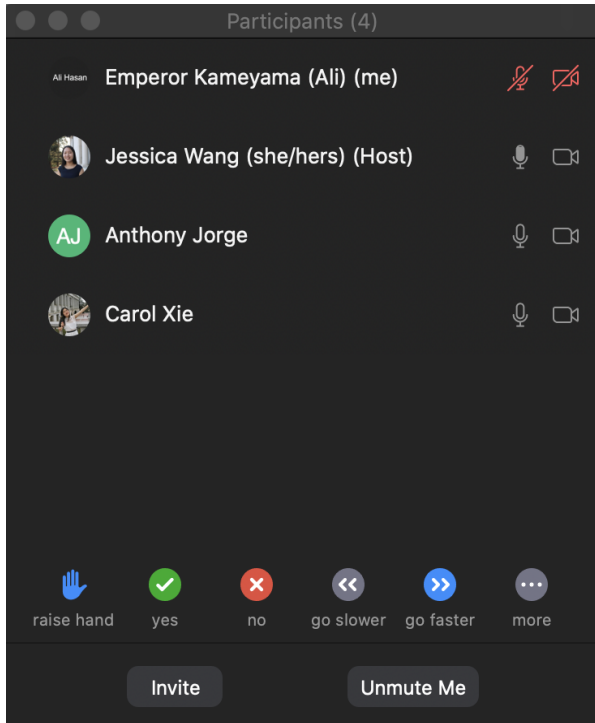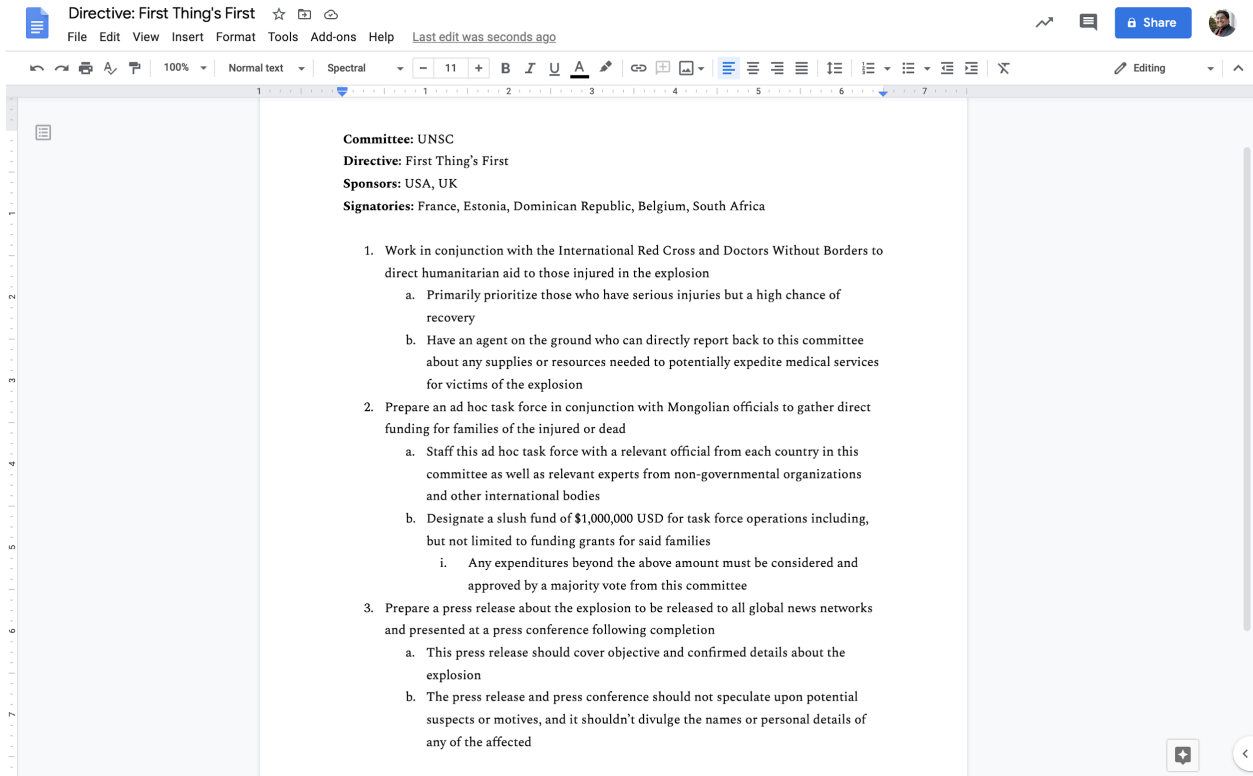
When organizing unmoderated caucuses, the chair will create several breakout rooms relative to the size of the committee. Once an unmoderated caucus begins, delegates are free to move between the main room and any of the breakout rooms until the conclusion of the unmoderated caucus. In order to have access to the function of freely moving between breakout rooms,

delegates must be updated to the latest version of Zoom. Before breakout rooms open, delegates are encouraged to coordinate their respective bloc and plan which breakout room to enter during unmoderated caucus. As with a physical committee, different blocs may accidentally decide to meet in the same spot. In this case, one of the blocs is encouraged to choose another breakout room to meet in; there will be more than enough breakout rooms for each bloc.

Delegates should mute themselves whenever another person is giving a moderated speech or a staffer is giving directions. When the chair asks for points or motions, delegates are required to unmute themselves and verbally make a point or motion unless they are having an issue with their microphone (in which case they can input it in the Zoom chat). Other than those cases, the general committee Zoom chat will primarily be used by committee staff to provide updates, announcements, or list the order of speeches. Delegates may use the general chat if communicating something relevant to the committee as a whole (for example: if the chair's audio is not working). Delegates are more than welcome to privately message each other to communicate or coordinate actions relevant to the committee. Please note that the chair will have access to the full chat log including private messages. The use of outside messaging services (such as texting, emailing, GroupMe, etc.) is also an acceptable way for delegates to communicate with one another. Delegates are expected to treat each other with respect and fairness. Any inappropriate, offensive, or otherwise disrespectful communications or interactions reported to BearMUN staff—regardless of platform—will be taken very seriously and may result in disqualification from BearMUN as well as further action dependent upon severity. BearMUN Secretariat and staff expect all participants to be respectful and civil to one another and take any infractions thereof with the utmost seriousness.

Google Docs

Google Docs is a collaborative word processing service that is part of the Google Productivity Suite and accessible to anyone with a Google or Gmail account. It allows multiple individuals to simultaneously access and edit a single document. Delegates must have a Google or Gmail account prior to the beginning of BearMUN in order to access critical committee functions.

Committee: UNSC
Directive: First Thing's First
Sponsors: USA, UK
Signatories: France, Estonia, Dominican Republic, Belgium, South Africa

1. Work in conjunction with the International Red Cross and Doctors Without Borders to direct humanitarian aid to those injured in the explosion
   a. Primarily prioritize those who have serious injuries but a high chance of recovery
   b. Have an agent on the ground who can directly report back to this committee about any supplies or resources needed to potentially expedite medical services for victims of the explosion
2. Prepare an ad hoc task force in conjunction with Mongolian officials to gather direct funding for families of the injured or dead
   a. Staff this ad hoc task force with a relevant official from each country in this committee as well as relevant experts from non-governmental organizations and other international bodies
   b. Designate a slush fund of $1,000,000 USD for task force operations including, but not limited to funding grants for said families
      i. Any expenditures beyond the above amount must be considered and approved by a majority vote from this committee
3. Prepare a press release about the explosion to be released to all global news networks and presented at a press conference following completion
   a. This press release should cover objective and confirmed details about the explosion
   b. The press release and press conference should not speculate upon potential suspects or motives, and it shouldn't divulge the names or personal details of any of the affected

Unless delegates mutually decide to use a separate service, Google Docs is the expected medium for delegates to write resolutions and directives. A majority of the writing will be done during unmoderated caucuses where the chair and vice chair may move between breakout rooms in order to judge delegate performance. When writing resolutions or directives, delegates must give viewing access to their chair and VC so committee staff can monitor the contributions each delegate is making to their bloc's document. Emails for staffers can be found in the committee directory section of this document. When submitting a directive or resolution, a delegate from each bloc should email a PDF version of the document to both the chair and vice chair. The PDF version of the document will be considered as the bloc's final version of the document. When voting on directives/resolutions, the chair will consider them in the order of submission unless the committee passes a motion to alter the order.

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   a.   Spend $200 to buy an assor
        Make sure the food doesn't
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5.   Have our contact in the XYZ Party
     upcoming speech and publicize it
     and community centers around Be
6.   Use $10,000 from the aforementio
     the local newspaper to publish a p
     attention to the lack of boba shop
     in the article as the only city coun
     everyone to attend my speech in C

Please report back with confirmations of

Best,
Mark
[DONE]

The above picture is an example of a crisis

Dear Josias,

I wish to run for mayor of Berkeley to establish my credibility as the highest-ranking public official in the city. I need your help as my personal assistant to run my campaign. Please complete the following:

1. File the official paperwork with the City Clerk to begin the campaign.
2. Create a separate account for campaign funding and move half of our existing money there.
3. Purchase a microphone and speaker system that can be setup in Civic Park for me to make my debut speech on Tuesday in front of City Hall in order to garner attention.
   a. If we cannot book Civic Park for some reason, we can campaign on the public space of Sproul Plaza next to UC Berkeley.
4. Design flyers highlighting how different I am from the unpopular current mayor and advertising my Tuesday speech (write that there will be free food present to boost attendance). Use $300 from the aforementioned campaign fund to print 250 flyers at Copy Central.
   a. Spend $200 to buy an assortment of food of your choosing from Terry's Cafe. Make sure the food doesn't have nuts and there's a vegetarian/vegan option to draw an even wider crowd.
5. Have our contact in the XYZ Party reach out to his network to alert people to my upcoming speech and publicize it at UC Berkeley, restaurants and cafes, the library, and community centers around Berkeley with the flyers mentioned previously.
6. Use $10,000 from the aforementioned campaign account to bribe the editor-in-chief of the local newspaper to publish a piece that calls out City Council for not paying attention to the lack of boba shops in Berkeley and ask them to specifically endorse me in the article as the only city councilmember who is pro-boba as well as encourage everyone to attend my speech in Civic Park or Sproul Plaza on Tuesday.

Please report back with confirmations of the above and standby until further directions.

Best,
Mark
[DONE]

The above picture is an example of a crisis note via our Google Docs system. Keep in mind that the goal of a crisis note is not simply to accumulate personal power, but rather to influence the course of the committee.

In crisis committees, delegates will use Google Docs to write crisis notes to the crisis staff. At the start of Committee Session I, each delegate will be given a link to their crisis note Google Doc and will use that Google Doc to write their individual crisis notes throughout the weekend. Crisis notes should not be in excess of one page single spaced unless delegates are given express permission from the crisis director, and once delegates finish typing their note, they should conclude it with "[DONE]" to indicate that they have finished writing. Once delegates write "[DONE]," they may not edit their crisis note (even for superficial spelling and grammar mistakes). The chair or vice chair will announce to the committee either verbally or through the Zoom/Discord chat when crisis staff will "collect" (begin reading) notes as well as when crisis staff return responses. In order to preserve the system of collecting and returning a committee's crisis notes as a whole in a virtual format, delegates will receive their note responses all at once roughly 15 minutes after the chair or vice chair announces that the crisis staff will collect notes.

Once a delegate submits their note, they are not allowed to submit another note until they receive a response. They are, however, free to type their next note in a separate application and copy-paste said note into their crisis note Google Doc when they receive a response to their previous note. Delegates should write subsequent crisis notes on separate pages from their previous notes and responses for organization purposes.