



B I M U N / S I N U B 2 0 2 6 · Bonn, the UN City of Germany

HOW TO DELEGATE

Bonn International Model United Nations



D E L E G A T E G U I D E

Welcome to BIMUN:
Everything you need for
your first conference

C O N F E R E N C E

BIMUN / SINUB 2026

O R G A N I S E D B Y

BIMUN/SINUB e.V. · since 2002



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1. WHAT IS MUN?

At a **Model United Nations (MUN) conference**, you act as a diplomat: you represent one country in one UN committee and negotiate with the other delegates until the committee agrees on a resolution. No experience is needed; this guide covers everything you need for your first conference.

- **One delegate, one country.** You represent your assigned country alone in your committee. You will not represent your own home country.
- **You speak for your government.** Argue for your country's interests, even if you personally see things differently.
- **The debate follows rules**, similar to those of the real UN.
 - The chairs are the head of the committees and lead the session, write the study guides, check the position paper, give the floor, and keep time for speeches.
- **The conference is more than debate.**
 - Besides the committee sessions, there are opening and closing ceremonies and social events in the evenings.
 - We have lots of fun events like a reception, Bar evening, Committee dinner, Theme party, and a gala night, where you can socialize with the other delegates.

Get involved beyond the conference: If you want you can also become part of our association, BIMUN/SINUB e.V., founded in 2002. There are two ways:

- You can **join the Executive Committee** and help organise our own conferences next year. This is a voluntary role, which you can apply for in January.
- Or you can **become a regular member**. As a member, you travel with us as a delegation to other MUN conferences, attend lectures, take part in mini mock conferences or debates in Bonn, and join our get-togethers and other fun activities. Everything is voluntary, so you take part in as much or as little as you like.
- If you are interested, just contact us via info@bimun.org, talk to us during the conference, or check out our website: <https://www.bimun.org/about-us>. We can then put you in our WhatsApp community or give you more information.

2. YOUR STEPS: FROM APPLICATION TO CONFERENCE

1. **Apply.** Fill in the application form. You can name the committees and countries you would prefer.
 - a. Regarding the country preferences, please notice, when stating your preferences, it is customary at MUNs for no one to represent their own country.
 - b. Please also indicate several committee and country preferences so we can assign everyone as fairly as possible; otherwise, if too many people choose the same country, you may be allocated a different one.
2. After submitting your application, it will be carefully reviewed by our Secretariat. Once your application has been accepted, you will receive a confirmation email.
3. **Pay the fee.**
 - a. Your place is confirmed once the payment has arrived.
 - b. Your delegate fee covers the conference venues and social venues, lunch during the conference, coffee breaks, and all conference materials.
4. **Wait for your Country and Committee assignment.**
 - a. We assign every delegate a country and a committee at least 3 weeks before the conference.
 - b. Only delegates who have paid the delegate fee will be assigned.
 - c. Please note that we made these assignments to the best of our ability, taking into account the information provided during registration.
 - i. If you did not receive one of your preferred countries, we are very sorry! Unfortunately, we are not able to accommodate every country preference, especially when only one preference has been provided or when a delegate's own nationality has been selected as a preference, as delegates at MUN conferences generally do not represent their own country. As many delegates requested the same countries, we did our best to take everyone's preferences into account and assign each delegation a suitable alternative.
 - ii. We truly believe that every country offers the opportunity to have a great MUN experience and learn a lot along the way, as every country brings its own perspectives, interests, and positions to the debate, making it interesting and rewarding to represent. We hope you will enjoy your role and make the most of your experience at the conference. We look forward to welcoming you to BIMUN!
5. **Book your accommodation.**
 - a. If you are coming from out of town, book early.
 - b. We will share recommendations for places to stay and organise accommodation **until a certain deadline**.
 - c. Please note that accommodation with us costs extra.
6. **Preparation and Information**
 - a. To ensure that all delegates are well prepared, we provide both organizational and academic resources before the conference. Material for that follows at least 3 weeks before the conference for those who have paid the delegate fee.
 - b. **Organizational Preparation**

- i. You will receive a **Delegate Handbook** containing the conference schedule, venue information, links, and details about the social events.
 - ii. You will also receive the **Rules of Procedure**, which explain the debating rules.
 - c. **Academic Preparation**
 - i. Your Committee Chairs will provide a **Study Guide** with background information on your committee's topic that you should know.
 - ii. In addition, delegates are expected to submit a **Position Paper** (maximum one page) outlining the official position of their assigned country. A **writing guide** will be provided to help you prepare your paper. **Submit** your position paper by the deadline your chairs will give you.
 - iii. As you will have to hold an **opening statement**, usually 2 Minutes, prepare yourself for that.
 - d. **What that means for you**
 - i. Read the organizational material.
 - 1. Check out the events and locations
 - 2. Register for some social events
 - 3. Join the WhatsApp group
 - ii. Read the academic preparation
 - iii. Write your position paper and submit it.
 - iv. Prepare an opening statement (and some speeches if you want).
7. **Attend the conference.** Debate, negotiate, make friends at the socials, and have fun.
- a. Go to the registration on the first day to get your Lanyard and other relevant conference information.
 - b. Join the opening ceremony
 - i. The conference opens with welcome speeches from the Secretary-General, the organising team, and often invited guests, before delegates go to their committees for the first session.
 - c. Main Conference
 - i. Attend the committee sessions
 - ii. Lunch will be provided during breaks
 - iii. There will be coffee breaks with snacks as well
 - iv. Attend social events during the conference
 - d. Closing ceremony
 - i. At the Closing Ceremony, we look back on the conference together and thank everyone involved. The chairs then announce the awards for each committee.
 - ii. **Awards:**
 - 1. **Best Delegate:** the strongest delegate in each committee
 - 2. **Honourable Mention:** for a strong performance that deserves recognition
 - 3. **Best Position Paper:** for the best-prepared position paper in each committee

3. HOW A COMMITTEE SESSION WORKS

This is just a short overview; please look in the Rules of Procedure for more detailed information.

1. Welcome from the chairs.

- a. The chairs open the session and explain the procedure.

2. Roll call.

- a. At the start of every session, the chairs call each country.
- b. You answer: *"Honourable Chair, fellow delegates, the delegation of [country] is present."* Or present and voting.
- c. If you say **"present and voting"**, you cannot abstain in the final vote.

3. Opening speeches.

- a. Every delegation gives a short opening speech on what matters most to its country.
- b. Take notes on important points from the other delegations. Especially if they say something you agree or strongly disagree with. This can be helpful for further speeches or finding partners.
- c. There are many of them, so keep yours short and clear.

4. General Speakers' List (GSL).

- a. After the opening speeches, delegates add themselves to the list and speak in order. Here you explain your country's priorities in more depth and say what you want to work on. The GSL runs throughout the whole conference.

5. Debate in between.

a. MOTIONS

- i. Whenever the chair asks *"Are there any motions on the floor?"*, delegates can switch to another debate format or suspend the meeting (see below).
- ii. What you can do: raise your placard and say: *"Honourable Chair, fellow delegates, the delegation of [country] moves to ..."*.
- iii. The committee then votes on the motion. If the motion passes, the committee will do the motion.

MOTION	WHAT HAPPENS
Moderated caucus	A focused debate on one subtopic, with a set total time and speaking time. The chair calls on speakers.
Consultation of the whole	A more open moderated debate: delegates speak one after another without a fixed speakers list.
Tour de table	Every delegation speaks once, in turn around the table, on one question.
Unmoderated caucus (informal session)	Delegates leave their seats, talk freely, build coalitions and write working papers and resolutions.
Suspension of the meeting	A break, e.g. "... moves to suspend the meeting for 30 minutes" or "... until tomorrow at 9:30".

b. POINTS

- i. Points let you raise a concern at any time. Raise your placard, wait for the chairperson to recognise you. If they ask you, say, "*The Delegation of [country] has a point of ...*".
- ii. Points may under no circumstances interrupt a speaker.
- iii. The Chairpersons shall respond to the inquiry immediately and clarify the matter to the best of their ability.

POINT	WHEN TO USE IT
Point of Personal Privilege	Something affects you personally, e.g. you can't hear the speaker or the room is too cold. May interrupt a speaker.
Point of Order	You think the rules of procedure were not followed correctly.
Point of Parliamentary Inquiry	You have a question about the rules or the procedure.
Point of Information	A Delegate may raise a Point of Information in order to ask the Chairpersons a question with regards to the Study Guide, as well as the general content of the debate.

c. NOTES

- i. During formal debate, you may not talk to other delegates, so you pass written notes (via messengers or by hand)
 1. **to the chair**, e.g. to be added to the Speakers' List
 2. **to other delegates**, e.g. to say you liked their speech or want to work together
6. After all motions are dealt with and probably one motion is entertained, you will get **back to the General Speakers List**.
7. **Voting**. When the GSL is exhausted, the debate is closed, and the committee moves into voting procedure on the draft resolutions.

4. TIPS FOR THE OPENING STATEMENT AND SPEECHES

Your position paper is the raw material for your speeches. Prepare them before the conference so you can speak confidently from the first session.

Opening speech. Your first speech on the General Speakers' List. Keep it short and cover your country's stance, why the topic matters to it, and your two or three most important proposals. End with an invitation to cooperate.

Optional: Subtopic speeches. Prepare one short speech for each main point of your proposals. Use them in two steps:

1. **Raise the subtopic** in a speech on the General Speakers' List, so the committee sees it as a point worth discussing. Afterwards, you can motion for a moderated caucus on that topic.
2. **Present your concrete solutions** in a Moderated Caucus or another motion on that subtopic, with a second, more detailed speech.

Keep every speech in third person and in your country's voice, just like the paper.

5. FROM WORKING PAPER TO RESOLUTION

The goal of the committee is a resolution. It starts as a **working paper** that a group of delegations writes together, mostly in unmoderated caucuses. Once the chairs approve it, it becomes a **draft resolution**, which the committee debates and finally votes on.

- **Sponsors** write the paper and stand fully behind it.
- **Signatories** want the paper to be debated, but do not have to agree with all of it.

A resolution is one long sentence made of two kinds of clauses:

- **Preambular clauses** describe the problem and recall what has already been done. They start with words like *Recalling, Acknowledging, Deeply concerned*.
- **Operative clauses** say what should be done. They are numbered and start with verbs like *Calls upon, Encourages, Requests*.

Before the vote, delegates can propose **amendments** to change a draft resolution:

- **Friendly amendment:** all sponsors agree, so it is added without a vote.
- **Unfriendly amendment:** not all sponsors agree, so the committee votes on it.

6. DRESS CODE AND SOCIALS

Dress code: Western business attire during all sessions and ceremonies, e.g. a suit or blazer with trousers or a skirt, a dress, or a shirt or blouse. Traditional formal wear is welcome too.

Socials: In the evenings we organise social events. They are the best place to meet the other delegates, and coalitions often start there. Come along and enjoy them.