

# BIGMUN

BIRKERØD GYMNASIUM MODEL UNITED NATIONS



**BIGMUN 2025 – 13<sup>th</sup> ANNUAL SESSION**

**Delegate Handbook**

**FEBRUARY 19<sup>th</sup> – FEBRUARY 23<sup>rd</sup>**

# BIGMUN 2025 Student Officer Handbook

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## PROGRAMME FOR BIGMUN 2025

Wednesday, 19 <sup>th</sup> February	
13:00	Welcome and Registration – there will be staff waiting at Birkerød Station to escort visitors to Birkerød Gymnasium. Sandwiches will be available upon arrival.
15:30	
14:00	Student Officer briefing (A13)
15:30	
15:30	Take seats for the Opening Ceremony - There will be staff positioned around Birkerød Gymnasium and in the ceremony room to help Delegates find their seats.
15:45	
16:00	Opening Ceremony
17:15	
17:15	Host family pickup
17:45	

Thursday, 20 <sup>th</sup> February					
08:30	Late registration				
09:00					
08:45	Student Officer briefing (A13)				
09:00					
9:00	<b>ECOSOC</b>	9:00	<b>GA</b>	9:00	<b>Special Committees</b>
11:30	Committees' introduction	11:45	Committees' introduction	12:00	Committees' introduction
11:30	<b>ECOSOC</b>	11:45	<b>GA</b>	12:00	<b>Special Committees</b>
12:00	lunch	12:15	lunch	12:30	lunch
12:00	<b>ECOSOC</b>	12:15	<b>GA</b>	12:30	<b>Special Committees</b>
16:45	Committees in session	16:45	Committees in session	16:45	Committees in session
16:45	Student Officer debriefing				
17:00					
12:00	<b>The Approval Panel is open. Note that Student Officers will allocate time for lobbying.</b>				
17:00					

Friday, 21 <sup>st</sup> February					
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## BIGMUN 2025 Student Officer Handbook

08:45 09:00	Student Officer briefing (A13)				
9:00 9:15	All delegates and Student Officers will meet in their committees, where the Student Officers will lead them to the F-hall for the Panel session.				
9:15 10:30	Panel session in F-Hall				
10:30 11:30	<b>ECOSOC</b> Committees in session	10:30 11:45	<b>GA</b> Committees in session	10:30 12:00	<b>Special Committees</b> Committees in session
11:30 12:00	<b>ECOSOC</b> lunch	11:45 12:15	<b>GA</b> lunch	12:00 12:30	<b>Special Committee</b> lunch
12:00 14:15	<b>ECOSOC</b> Committees in session	12:15 14:15	<b>GA</b> Committees in session	12:30 14:15	<b>Special Committees</b> Committees in session
14:15 14:30	Student Officer debriefing				
<b>9:00</b> <b>14:30</b>	<b>Approval Panel is open</b>				
15:00 16:45	Buses leave at 15:00 sharp for the Canal Tour of Copenhagen. The evening is then free for participants to socialize.				

Saturday, 22 <sup>nd</sup> February			
The Approval Panel is closed.			
08:45 09:00	Student Officer Briefing (A13)		
09:00 12:30	<b>GA &amp; ECOSOC</b> Committees in session	09:00 13:00	<b>Special Committees</b> in session
12:30 14:00	<b>GA</b> and <b>ECOSOC</b> lunch	13:00 14:30	<b>Special Committees</b> lunch
14:00 17:00	Plenary sessions of the <b>GA &amp; ECOSOC</b>	14:30 17:00	<b>Special Committees</b> in Session
17:00 17:15	Student Officer debriefing		
17:00 20:00	Dinner buffet (All coats and bags must be put in the cloak rooms before entering the dining hall)		
17:00 20:00	BIGMUN Party (non-alcoholic). Entry closed after 17:30 & the school lockers will not be accessible during the party.		

## BIGMUN 2025 Student Officer Handbook

<b>Sunday, 23<sup>rd</sup> February</b>					
08:45 09:00	Student Officer briefing (A13)				
09:00 12:00	<b>ECOSOC</b> Plenary session	09:00 12:00	<b>GA</b> Plenary session	09:00 11:30	<b>Special Committees</b> in session
12:00 12:30	<b>ECOSOC</b> lunch	12:00 12:30	<b>GA</b> lunch	11:30 12:00	<b>Special Committees</b> lunch
12:30 14:00	<b>ECOSOC</b> Plenary session	12:30 14:00	<b>GA</b> Plenary session	12:00 - 14:00	<b>Special Committees</b> in session
14:00 15:00	Closing Ceremony and awards				
15:45	Buses depart				

# **TOPICS**

## **General Assemblies**

### **GA 1: Disarmament and International Security (DISEC)**

1. Implementation of measures against proliferation of biological weapons.
2. Discussing the issue of current and future implications of satellites and space technology as instruments of war.
3. Preventing the misuse of autonomous and remotely operated systems (AROS).

### **GA 2: Economic and Financial Committee (ECOFIN)**

1. Countering the financing of drug and smuggling activities in Central Asia.
2. Working towards recovering from economic after-effects of civil wars post 1990.
3. Implementing countermeasures to restrictions on international shipping and trade.

### **GA 3: Social, Cultural and Humanitarian Committee (SOCHUM)**

1. Combatting the alienation of immigrant groups in developed countries.
2. Establishing an immediate solution to the refugee crises in Central Africa.
3. Discussing the socio-cultural issues resulting from rising sea levels.

### **GA 4: Special Political and Decolonisation Committee (SPECPOL)**

1. Promoting financial and humanitarian aid as reparation for countries previously under colonial control.
2. Proposing the establishment of Jerusalem and Palestine as UN trust territories to minimise conflict.
3. Identifying and resolving the territorial dispute over the South China Sea.

### **GA 6: Legal Committee**

1. Improving the legal frameworks concerning safety and security of nuclear power plants during conflicts.
2. Debating civilian rights for the possession and trade of firearms.
3. Restructuring the legal system on sex work and sex-related crimes.

## **Economic and Social Councils**

### **ECOSOC 1: High-level Political Forum on Sustainable Development (HLPF)**

1. Debating the rising water levels in areas with indigenous populations and overpopulation.
2. Implementation of national policy measures against food waste.
3. Identifying and implementing necessary measures against forest-fires.

### **ECOSOC 2: Commission on Crime Prevention and Criminal Justice (CCPCJ)**

1. Addressing online security and combatting online abuse of vulnerable individuals.
2. Establishing a framework to restrict unjust use of juvenile punishment and preventing the abuse of juvenile inmates.
3. Recognising the rights of prisoners and deploring the current conditions of some punitive systems.

### **ECOSOC 3: Commission on the Status of Women (CSW)**

1. Stressing the right to education for women in Afghanistan.
2. Ensuring the availability of female sanitary products in refugee camps.
3. Implementing and promoting the inclusion of women in armed forces.

### **ECOSOC 4: Commission on Science and Technology for Development (CSTD)**

1. Identifying and combatting the spreading issues of deep-fakes and fake-news.
2. Recognising technological warfare as a problem and implementing countermeasures.
3. Discussing the prospects of research in space and the development of spacecrafts.



## **Special Committees**

### **Security Council (SC)**

1. Aiming to end the conflict in Sudan and facilitate the transition to a civilian government.
2. Developing a framework to actively combat acts of terrorism and threats to international security.
3. Eradicating the use of conflict diamonds in financing war.

### **World Health Organization (WHO)**

1. Raising awareness about and preventing the spread of neglected tropical diseases.
2. Identifying solutions to prevent attacks on healthcare in areas of armed conflict.
3. Addressing the increase in mental disorders in children.

### **OHCHR: Office of High Commissioner for Human Rights**

1. Condemning and combatting the exploitation of children in the agricultural sector.
2. Implementing measures against the use of hostages as a tactic of warfare.
3. Protecting the right to peaceful protest and demonstration.

### **CFS: Committee on World Food Security**

1. Working towards combatting the starvation of civilians as an act of warfare.
2. Identifying solutions to the increasing food insecurity in Haiti.
3. Creating a framework to reduce post-harvest waste in the food supply system.

### **CC: Crisis Committee**

1. *To be revealed closer to the conference...*
2. *To be revealed closer to the conference...*

## FORA INFORMATION

Forum	Room	Main Chair	Co-Chair
GA1	B12	<i>Rachel Lefebvre</i> ▪ <i>Lycee Jean Perrin</i>	<i>Mia Isabella Hansen</i> ▪ <i>Birkerød Gymnasium</i>
GA2	B13	<i>Surin Lee</i> ▪ <i>Copenhagen International School</i>	<i>Yosabet Mengistu Koshe</i> ▪ <i>International School of Hellerup</i>
GA3	B14	<i>Niv Yonathan O'Regan</i> ▪ <i>Copenhagen International School</i>	<i>Rakshikaa Rathakrishnan</i> ▪ <i>Birkerød Gymnasium</i>
GA4	B15	<i>Phillipp Harder</i> ▪ <i>International German School of Brussels</i>	<i>Anna Phan</i> ▪ <i>Mattlidens Gymnasium</i>
GA6	F11	<i>Naima El Ouargui Mayerhofer</i> ▪ <i>Copenhagen International School</i>	<i>Arshin Masihpour</i> ▪ <i>Birkerød Gymnasium</i>
ECOSOC 1	E1	<i>Myanh Boi-ligouzat</i> ▪ <i>Lycee Jean Perrin</i>	<i>Yee Ming Da</i> ▪ <i>Mattlidens Gymnasium</i>
ECOSOC 2	E2	<i>Varvara Tkachenko</i> ▪ <i>Nørre Gymnasium</i>	<i>Priyanka Gonella</i> ▪ <i>Birkerød Gymnasium</i>
ECOSOC 3	E3	<i>Deniz Tarhan</i> ▪ <i>ACI High School</i>	<i>Frida Henda Ferreira Kirk</i> ▪ <i>Birkerød Gymnasium</i>
ECOSOC 4	E4	<i>Merle Weilemann</i> ▪ <i>Oberschule Zum Dom</i>	<i>Siri Yashvi Talanki</i> ▪ <i>Birkerød Gymnasium</i>
SC	B16	<i>Oliver Piilgaard</i> ▪ <i>Birkerød Gymnasium</i>	<i>Emma Lisa Rudnicki Søndergaard-Jensen</i> ▪ <i>Birkerød Gymnasium</i>
CC	F21	<i>Anna Katherine Schøler Sørensen</i> ▪ <i>Birkerød Gymnasium</i>	<i>Anagha Krishna Prasad</i> ▪ <i>International School of Hellerup</i>
WHO	F-Lounge	<i>Jeanne Farenc</i> ▪ <i>Lycee Jean Perrin</i>	<i>Yashila Yadav</i> ▪ <i>Copenhagen International School</i>
CFS	F23	<i>Maxim Niklas Hartikainen</i> ▪ <i>Birkerød Gymnasium</i>	<i>Gagik Adamyan</i> ▪ <i>Birkerød Gymnasium</i>
OHCHR	F22	<i>Yakamoz Pinar</i> ▪ <i>ACI High School</i>	<i>Sienna Noon</i> ▪ <i>Birkerød Gymnasium</i>

## BIGMUN EXECUTIVE STAFF

<i>Secretary General</i>	Vedhika Vijayalakshmi Krishnan
<i>Deputy Secretary Generals</i>	Maiken Houmøller Praharshan Aananth Jayasekar Sumithra
<i>President of the General Assembly</i>	Praharshan Aananth Jayasekar Sumithra
<i>President of the Economic and Social Council</i>	Maiken Houmøller
<i>Vice President of the General Assembly</i>	Niv Yonathan O'Regan
<i>Vice President of the Economic and Social Council</i>	Frida Henda Ferreira Kirk
<i>Heads of Administrative Staff</i>	Naiya Krystin Mellberg Nilsson Nicolai Kaaber Harrit Yichen Liu
<i>Heads of Registration</i>	Clara Kirstine Abildgaard-Jørgensen Jonas Hakan Atasoy Laura Wagner Happel Martha Gautier Sørensen
<i>Head of Finance</i>	Clara Kirstine Abildgaard-Jørgensen
<i>Head of Accommodation</i>	Laura Wagner Happel
<i>Heads of Press</i>	Ella Carolina Richmann Kallehauge Brask Emma Petersen
<i>BIGMUN Student Organising Team (BIG10)</i>	Vedhika Vijayalakshmi Krishnan Maiken Houmøller Praharshan Aananth Jayasekar Sumithra Clara Kirstine Abildgaard-Jørgensen Jonas Hakan Atasoy Laura Wagner Happel Martha Gautier Sørensen Naiya Krystin Mellberg Nilsson Nicolai Kaaber Harrit Yichen Liu

## BOARD OF DIRECTORS

Andrew Archer, *Conference Coordinator*  
 Anna Overballe  
 Daniel Sanders  
 Lotte Balslev Vest  
 Stine Helth  
 Thomas Mandam

# STUDENT OFFICER INFORMATION

## INTRODUCTION

Welcome to BIGMUN 2025! We are delighted to have you present as a Student Officer. Being the backbone to any MUN conference, you are in a position of significant responsibility and authority. The following guide will assist you in enforcing the rules and procedures of MUN in your forum, as well as for the duration of the overall conference. You should be the source of inspiration for your Delegates and lead them through the process of writing, editing and discussing their resolutions. Student Officers must set an excellent example for Delegates while reinforcing the unique and welcoming spirit of MUN.

We sincerely hope that you will enjoy the conference and do your best to uphold the guidelines of BIGMUN.

Best regards,  
BIGMUN Administrative Student Council (BIG 10)

## AD HOC

OHCHR, WHO, CFS, CC and SC are designated ad hoc committees. Hence, Delegates will submit amendments with an ultimate goal of building a resolution from scratch rather than debate a submitted, pre-written resolution. Ad hoc resolutions do not feature Pre-ambulatory Clauses. **Student Officers in these committees, please remind your Delegates to have amendments prepared.**

## ADMINISTRATIVE STAFF

Every forum will be supplied with two members of Administrative Staff. Staff assist with voting procedures, note-passing and screening (if it is necessary in your committee), printing, and providing beverages. **Student Officers must ensure that all Administrative Staff are treated with respect.**

## AMBASSADORS

Each Delegation must have an ambassador. Ambassadors are responsible for their country and the actions of their Delegates during the conference and may be called upon in disputes between their Delegates and other Delegations. **At BIGMUN, Ambassadors do NOT give Ambassador speeches. However, all Ambassadors are also Delegates for their particular country and will therefore maintain the role of a Delegate until an Ambassador is called upon to solve a dispute.** We do not allow Ambassadors to be in the Security Council (SC) due to the importance of each Delegate's presence in these committees.

## **AWARDS**

Towards the end of debating time within the committees and councils, Student Officers decide on two awards to be handed out amongst their fora. A chosen delegate in each forum will receive a Best Delegate award. A chosen delegation within each forum will receive a Best Delegation award. Student Officers will reveal the names of these Delegates in their speeches during the Closing Ceremony, and the Delegates will stand up and receive a short round of applause. They can then pick up their awards from the help desk as they leave the ceremony. Because of time constraints on the ceremony, you cannot hand out the physical awards when you call out their names. Please inform your Delegates of this procedure.

## **BADGES**

All participants receive an identification badge upon registration. This badge allows entry to the conference, as well as all other events hosted by the conference, and must therefore be worn or at hand at all times. If a badge is lost, please contact the Administrative Staff, who will replace the badge at the cost of 100 DKK (13,45 Euro).

## **BRIEFINGS**

**The first Student Officer Briefing is on Wednesday the 19<sup>st</sup>, and it will be in A13, prior to the Opening Ceremony.** The briefings on Thursday 20<sup>nd</sup>, Friday 21<sup>rd</sup>, Saturday 22<sup>th</sup> and Sunday 23<sup>th</sup> will also be in A13. During the briefing, practical information will be given such as evening activity information, printing, and IT information, etc. Any issues at hand are discussed and hopefully resolved at this time. It is important for Student Officers to write down important information that they are told during the briefing, which should then be repeated to the respective fora. We strongly encourage that Student Officers show up with notepaper and a pen to each briefing.

After each day of the conference (not including Wednesday or Sunday) there will be a Student Officer de-briefing. At these de-briefing sessions, we will take this time to receive feedback from you about events that occurred during the day and will also discuss potential Best Delegations and Best Delegates.

### BUSES

During the conference, the BIGMUN Bus Service will be available to schools that have paid the Transport Fee. If you have a bus symbol on your badge, you can take the bus.

The buses will depart from two locations: Kongens Nytorv and Tivoli (H.C. Andersens Boulevard, Copenhagen, opposite the Town Hall). Both buses will leave at 8:00 o'clock sharp each morning. Your MUN director will know which bus you are taking and will receive more information upon registration.

The departure times from Birkerød Gymnasium are:

Wednesday	17:45
Thursday	17:30
Friday*	15:00
Saturday	20:30
Sunday**	15:45

*\* These buses are for **all Delegates, Student Officers and MUN Directors** going on the canal tour, including those who have not paid the Transport Fee. They will leave from Multihallen, the big white sports facility near the school. You will be directed by Staff members. Note that buses will not be bringing students back to Birkerød Gymnasium following the canal tour. Participants must find their own way home. **If a student is being hosted, they must plan this with their host.***

*\*\* The last buses on Sunday will go to two destinations; one bus stops at Nørreport Station and then The Central Copenhagen Station and the other bus goes directly to Copenhagen Airport. Delegations who have paid the Transport Fee, as well as delegations who have paid the Host Accommodation Fee are able to use these buses.*

### CANAL TOUR

On Friday afternoon, all Delegates, Student Officers, and MUN Directors are invited to participate in a canal tour of Copenhagen. Committees and Councils will finish their sessions at 14:15 whereby all Delegates must then make their way to the buses, which leave at 15:00 sharp from Multihallen near Birkerød Gymnasium. The canal tour ends 16:45. Although the Canal Boats are covered, please **bring warm outer clothing** as you might have to wait a little while outside.

## **CELL PHONES AND LAPTOPS**

All cell phones must be turned off during sessions.

Laptops should, however, be used for MUN matters only. Please enforce the correct use of electronic devices.

In case of an emergency, use of cell phones is, of course, permitted.

### Emergency Telephone Numbers:

School Office: + **45 45 16 82 20**

Emergency Services – life threatening emergencies. Ask for the police, fire department or ambulance service: (+45)**112**

## **CLOSING CEREMONY**

During the Closing Ceremony, Student Officers are required to make one minute long, informal speech about their forum throughout the conference. Student Officers will reveal the names of, specifically chosen, winning Delegates in their speeches during the Closing Ceremony, and those Delegates will stand up and receive a short round of applause. They can then pick up their awards from the help desk as they leave the ceremony. Because of time constraints on the Ceremony, you cannot hand out the awards when you call out their names. **Please inform your Delegates of this procedure.**

## **COMPUTER, PRINT, COPY, & SCAN FACILITIES**

**Students must bring their own laptops to the conference.**

Wi-Fi is available in the conference area; the network is called “BIGMUN”, and the password is “BIGMUN2025” If there are any problems connecting, please contact the Staff. Should there be a need for printing, copying, or scanning documents, Delegates should contact their Student Officer.

## **CONTACTING THE SECRETARY-GENERAL**

To contact the Secretary General, message them on Discord or get Administrative Staff or a member of the BIG 10 to find them. You can always find someone to help you at the help desk in the F-Hall (please see floor plan) or by messaging BIG 10 on Discord. **If you are late for a session, please inform the Secretary-General of this as soon as possible.**

## **DINNER**

The Dinner is in the canteen on Saturday at 17.00. There will not be time to go back to Copenhagen after the session ends, so there will be changing rooms available at the school. The dinner is not a formal dress event, so changing clothes is in no way a requirement. However, Delegates and Student Officers are more than welcome to change if desired. Bags and coats are not allowed in the canteen for the dinner and must be put in the cloakrooms available in the lower B wing. Please have your badges on you to gain entry. Please remain in the canteen during the dinner.

## **DISCORD**

Discord is a communication platform where anyone can either create a new server or join an existing server. A server is a user created channel where different text channels, voice channels and sites can be created and shared. The BIGMUN Discord Operators have already created the committee servers for you and written all the necessary steps for you to get to know your way around the website and its functions. You will be given the role of 'chair.' This means you are the moderator of your committee server and have full authority over all the elements of the server. You can edit nicknames, text channels, attach documents, write announcements and other necessary commands in order to share information with your Delegates. Discord can either be used for text forums or voice chats. At BIGMUN 2025 your Delegates will only be using the text forums to share documents, write/edit amendments and clauses and send messages to you or the other Delegates. The topics, which you will be discussing, are located on the server. Your Delegates are able to share information to the whole committee. You are also free to delete any content posted by the Delegates, which you deem unnecessary or inappropriate.

**If you already own a Discord account for private usage, we encourage you to create a new alternative account. This is in order for you not to get distracted or disturbed by other Discord channels which you are currently part of.**

## **DRESS CODE**

During BIGMUN following dress code is required:

- Suits, ties and formal shoes for male Delegates
- Blazers and skirts or suit trousers for female Delegates
- Skirts are not to be shorter than one palm's width above the knee
- Shirts should have appropriate prints and necklines

Inappropriate attire includes, but is not limited to:

- Team accessories such as scarves and hats
- Sports shoes and denim clothing
- National costume or military attire
- Bowties



## **BIGMUN 2025 Student Officer Handbook**

The dress code will be enforced both by the Secretary General and the Student Officers. Failure to comply with the dress code will result in a suitable punishment and the error must then be corrected. Continuous failure to comply will result in a serious conversation with the Secretary General and, ultimately, with a MUN Director from the school of the Delegate in question.

### **EATING AND DRINKING**

During the session, eating is not allowed. Eating should be done in the breaks between resolutions as well as in the lunch break. Drinking water, tea and coffee is allowed during the session. **Alcohol, smoking and any intoxicating drugs are strictly forbidden** at all times during the conference, and Delegates who are intoxicated during conference hours are to be sent to the Secretary General, who will talk to their MUN director and the Board of Directors.

### **FIRST TIMERS**

Student Officers must assist any first timers and provide them with any aid or advice they may need, as well as show patience and encouragement. During the icebreaker, Student Officers should go through the rules of procedure and must do their best to ensure that the rules are understood by the first timers.

### **FORMAL LANGUAGE**

All working dialogue at the BIGMUN conference will be conducted in English. Use of other languages during breaks is highly discouraged. During debate, all Delegates and Student Officers must speak in third person singular (i.e. “The Delegate believes that... Does the Delegate agree?”) or first-person plural when speaking on the behalf of a Delegation (i.e. We believe that ...).

### **LUNCH**

Lunch is available in the F-Hall, which is used for rest and lobbying. Delegates and Student Officers will receive their lunch upon presenting their conference badge. If you have a dietary requirement or allergy, this will be stated on your badge, and you should show this badge to the lunch staff to receive an appropriate lunch. Snacks and drinks can be purchased in the school canteen (closed on Saturday and Sunday).

## **MEALS AND RECESS**

Student Officers should assign a 5-10 minute recess after each resolution discussed. Recess can also be entertained during debate if the Student Officers decide it is needed. Lunch will be served in the F-Hall (Please See Floor Plan), on all days except Wednesday. It is important to inform the Delegates what time they should be back in their committees. Please note that the different types of Committees have different lunch times to decrease chaos during lunch hours.

## **MISBEHAVING DELEGATES**

Misbehaving or distracting Delegates must be reprimanded by the Student Officer. If the Delegate continues to misbehave and distract other Delegates, the Secretary General should be called upon. The Secretary General will then talk to the Delegate and/or to his or her MUN Director.

## **NOTEPAPER**

**To reduce the amount of paper waste, generated by note passing, we recommend the use of Discord for communication purposes.** Note Paper can still be used by Delegates to communicate within their forum. All communication must be appropriate to the debate and written in English. The Administrative Staff will screen note papers at their own discretion and hand any inappropriate note papers to the non-presiding Student Officer. The Student Officers will screen all Discord messages. Delegates are required to provide their own note paper; Staff will not be able to provide them with any. The conference will be using Discord during Plenary Sessions, and not note paper. The Delegates are allowed to use note paper contact their ambassador.

If a Delegate is an ambassador, they may send note paper to the ambassadors of other nations, but only if it is absolutely necessary. During voting procedures, note passing is to be suspended. Furthermore, the Student Officers may suspend note passing at any point or take note passing rights away from a Delegate if they find it necessary.

## **OPENING CEREMONY**

The Student Officers should be present at the opening ceremony and be attentive to set an example to their fellow students. They should listen for any practical information in order to remind Delegates if necessary.

## **PARTY**

The party is in the Harlekin area at 17:00. The party is strictly non-alcoholic. Any Delegates leaving the buildings must be back before 17:30 as there is no admittance to the party after this time. Please go to the main entrance if you need to get some fresh air during the party, all other doors are exit only with no option of re-entry. There will be cloakrooms available for storage in the lower B wing.

## **PREPARATION**

All Student Officers should, in collaboration with their fellow Student Officer, write three research reports (with the exception of crisis committee). One per topic in their committee. These research reports should be a minimum of 5 pages long and provide the relevant information to be discussed under that topic. On the BIGMUN website there is a guide of how to write and format the correct research report, we expect this to be followed closely. The draft deadline for the research reports is on the **25<sup>th</sup> of December**, where the SO's will send the drafts to the Secretary Generals, via [admin@bigmun.dk](mailto:admin@bigmun.dk), for a quality check, whereafter they will be sent back to the student officers. The Final deadline will be on the **10<sup>th</sup> of January**, where they, shortly after, will be posted on the website for the delegates to use for their position papers.

All Delegates should write Position Papers before the conference. **Student Officers should ensure that Delegates are aware of this and have sent in a Position Paper by February 8<sup>th</sup>**. As a minimum, Delegates are expected to have prepared several Operative Clauses which can be used during lobbying time, which the SOs must confirm for quality of research over their allocated email account. Please inform the BIG 10 about the position papers received.

## **PRINTING**

Only Student Officers may print at the conference. If a Delegate needs (for example) a few copies of their resolution for lobbying, Student Officers should print them for the Delegate. However, Student Officers are not to indulge in unreasonable printing requests from their Delegates. If a Student Officer needs to print a resolution, they should send an email to [print@bigmun.dk](mailto:print@bigmun.dk) with the document attached and the number of copies needed stated in the Subject bar.

## **PUNISHABLE OFFENSES & PUNISHMENTS**

When Committees are in session, it will be the Student Officer's job to give strikes to Delegates. Punishable Offenses include, but are not limited to:

- Use of personal pronouns – or improper use of formal language
- Violations of dress code
- Talking out of turn or crosstalk (meaning talking when another Delegate is making a speech or anytime outside lobbying time)
- The Delegate not paying attention
- Improper use of electronic devices

If a Delegate reaches three strikes, they get one punishment. Additionally, if a Delegate gets six strikes, they must complete two different punishments. Punishments can be singing or dancing in front of a group of people, or something else considered funny. Ideas for punishments deemed inappropriate by the Student Officer should, of course, not be carried out. This includes, but not limited to, sexually explicit content or racially coded punishments. Ideas for punishments can be discussed during Student Officer briefings. Preferably, some of the Administrative Staff would help you in finding these punishments. The Staff will be there to help out in whatever punishment it is and to move things along quickly to ensure that you go back into your committees as soon as possible.

**Punishments should be contained in your forum's room. You will not be permitted to leave your room for any punishment.**

## **PUNCTUALITY**

Student Officers must always be punctual. This sets an example to the Delegates. Student Officers should clearly inform the Delegates about meeting times as well as the importance of punctuality. Any Delegate who fails to comply with these rules can be punished by entertaining the Committee with a short, appropriate performance. So-called "butt spelling" and other inappropriate punishments are strictly forbidden.

## **RULES OF CONDUCT**

BIGMUN is a formal conference. This is expressed in our expectation that all participants adhere to the dress code. The BIGMUN administration dissuades the use of rude or offensive speech and behaviour. Consumption of alcoholic beverages at any time during the conference, as well as any form of narcotic drugs, is strictly prohibited. Any damage caused to the property of BIGMUN or Birkerød Gymnasium will be charged to the participating school immediately. BIGMUN is not responsible for any loss or damage of personal belongings.

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For those accommodated by host families, please respect the rules set by hosts in regard to curfews, dinner time, smoking and other house rules. Inform your hosts of your whereabouts at all times, and make sure you use public transport as much as possible. No changes in housing assignment can be made. **Should any problems concerning housing occur, please contact the BIG 10.**

### **SMOKING**

It is stated in national Danish law that smoking is prohibited on the premises of a school. Smoking is therefore not allowed anywhere, on and off conference premises. If a Student Officer notices any Delegate smoking in the areas where smoking is not permitted, they should send the Delegate directly to the Secretary General.

# RULES AND PROCEDURES

*These rules and procedures apply for all forums other than the Security Council and Crisis Committee. For these committees, please contact their presidents for more information or read the committee guides available on our website.*

## Order of Debate:

1. Roll Call
2. The main submitter reads out the Operative Clauses of the resolution.
3. The main submitter delivers their speech.
4. The presiding Student Officer sets Debating Time.
5. Time in favour
6. Time against
7. Open debate (optional)
8. Voting Procedures

*Motions and Amendments may change the order of debate.*

## Roll call:

It is the responsibility of the committee student officers to take roll calls every morning and every afternoon, and to note down absences. If frequent absence of a Delegate is noted, the Secretary-General should be called upon. The Secretary-General will then contact their MUN Director.

## Motions

*Motions may only be raised when there is not a speaker on the floor. Points must be addressed before motions. When procedural votes are held, abstentions are not in order.*

**Motion to move into time against:** Moves the debate into time against where Delegates who wish to speak against the resolution or amendment under consideration may give a speech. Amendments may be proposed in time against. *The motion must be seconded at least twice and may be overruled by an objection from a Delegate or the Student Officer. Reasons for objection must be stated.*

**Motion to move into open debate:** Moves the debate into open debate where Delegates may give a speech either in favour of or against the resolution or amendment under consideration. Amendments may be proposed in open debate. *The motion must be seconded at least twice and may be overruled by an objection from a Delegate or the Student Officer. Reasons for objection must be stated. This motion can only be proposed when the debate is in time against.*

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**Motion to move into voting procedures:** Ends debate on the resolution or amendment and initiates voting procedures. *The motion must be seconded at least twice and may be overruled by an objection from a Delegate or the Student Officer. Reasons for objection must be stated.* The Student Officer must inform Delegates what amendment or resolution is being voted upon every time and state whether abstentions are allowed. Abstentions are only allowed when voting upon a resolution.

**Motion to extend debate time:** Allocates more time for debate in the current time period (in favour, against, or open). *The motion must be seconded at least twice and may be overruled by an objection from the Student Officer. Reasons for objection must be stated.*

**Motion to make an amendment:** An amendment is used to either change or strike a clause in the resolution and is debated and voted upon. For more information, see the amendments section. *The motion will be allowed at the discretion of the Student Officer and can only be proposed when the debate is either in time against or open debate.*

**Motion to make a friendly amendment:** A friendly amendment fixes an error in grammar, spelling or similar in the resolution. A friendly amendment may not change any content of the resolution. *If the Student Officer concludes that the correction does not change the content of the resolution, the Student Officer will ask the main submitter if they agree to the changes – if the main submitter agrees, the correction will be made.*

**Motion for a follow-up question:** Can be used by Delegates to ask the speaker to clarify or elaborate on an issue related to the point of information initially asked. *The Student Officer must either respond with “this will be in order” or “this will not be in order”. Delegates may only ask one follow-up question. Follow-ups are not in order if there is already another Delegate waiting to pose their question. Please keep in mind the number of questions the Delegate has opened themselves up to.*

**Motion to explain the vote:** Allows for a Delegate to call for an explanation of the vote by another nation if it has caused confusion. *This motion can only be entertained by the Student Officer if it is directed towards a Delegate who has taken the floor during the debate on the topic that was voted upon.*

**Motion to suspend the meeting:** Delegates may use this motion to suspend formal debate for a set amount of time. *The motion can be overruled by an objection from a Delegate or the Student Officer. Reasons for objection must be stated.*

**Motion to table the resolution:** Delegates may use this motion to suspend the debate on the draft resolution – another draft resolution will be debated in its place. *A vote is to be held on the motion, and the Student Officer may only entertain it if the vote results in a two-thirds majority in favour of the motion. This motion should be used sparingly.*

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**Motion to declare this an important question:** Increases the majority needed to pass a resolution to two-thirds. *Only issues involving international peace and security and budgetary questions can be made an important question. A vote is to be held on the motion, and the Student Officer may only entertain it if a simple majority passes the motion.*

**Motion to adjourn the meeting:** This unconditionally ends debate on the issue currently being debated (for example, if the forum is entirely unable to find a solution to the issue, or Delegates have a problem with the issue being discussed). *A vote is to be held on the motion, and the Student Officer may only entertain the motion if the vote results in a two-thirds majority in favour of the motion. This motion should be used sparingly.*

**Motion to divide the house:** Delegates may raise this motion when the result of the vote on the resolution is very narrow and there is a large number of abstentions. The house votes on the resolution again, but with no abstentions being allowed. *The motion will be entertained at the discretion of the Student Officer, and voting will take place by roll-call.*

**Motion to appeal the decision of the Chair:** This may be raised if the forum has severe concerns about the decisions made by the Student Officer. ***This motion is NOT to be used frivolously.*** *The Deputy Student Officer will be the presiding chair during the clarification of this issue. If the forum is unable to find a solution, the Secretary-General is to be called to the forum and will have the final decision on the issue. Even if the situation is resolved by the forum, the Secretary-General is to be informed about such an incident.*

**Motion to adopt by acclamation:** Delegates may use this motion to include amendments into the resolution without voting procedures. When adopting by acclamation, it can only be done when an amendment from another delegate is proposed. The delegate cannot adopt by acclamation their own amendment. The delegation's policies must completely align with what is written in the amendment. The motion to adopt by acclamation must be raised in time against the amendment. ***This motion is NOT to be used frivolously.*** *The motion must be seconded at least twice and may be overruled by an objection from another Delegate or Student Officer. Reasons for objection must be stated.*



## Points

*Points must be addressed before motions. Points are always entertained at the discretion of the Student Officer.*

**Point of information:** Once a speaker has finished their speech, Delegates may raise this point to ask the current speaker on the floor a question. *This may only be entertained by the Student Officer if the speaker has finished their speech and opened themselves to points of information. The speaker can clarify the number of points of information they wish to entertain, thereafter will the Student Officer pick the number of Delegates allowed to raise their points of information.*

**Point of order:** Delegates may use this to point out a procedural error made by the Student Officer. The Student Officer must consult the rules of procedure and decide upon an appropriate course of action. A point of order may also be used to alert the Student Officer to plagiarism in the current speaker's speech. *The Student Officer may dismiss points of order which are incorrect. If the issue cannot be resolved, the Secretary-General is to be called in order to resolve the matter.*

**Point of parliamentary inquiry:** Delegates may use this point to ask the Student Officer about the rules of procedure. *This may only be raised when there is not a speaker on the floor.*

**Point of personal privilege:** Delegates may use this point to express personal discomfort which affects their participation (such as the need to use the restroom). *A point of personal privilege due to the inability to hear the speaker is the only time that this point may be raised when there is a speaker on the floor.*

**Point of information to the Student Officer:** Delegates may use this point to ask a question to the Student Officer that is relevant but does not fall under any of the above points. *This may only be raised when there is not a speaker on the floor.*

**Request for a right of reply:** Delegates may use this if they have been addressed or offended directly by a recent speaker. This gives Delegates a chance to defend themselves without posing a question. *If the Delegate has been seriously insulted, an official apology may be requested, however, this should be used sparingly.*

## Lobbying

Lobbying is a form of informal caucus and offers Delegates the opportunity to merge, improve and co-sign their draft resolutions before sending them to the Approval Panel for corrections. During informal caucus, Delegates do not have to obey formal debating rules. During lobbying time, it is the responsibility of Student Officers to aid the Delegates in any way necessary. The Student Officers must encourage all Delegates to be productive during lobbying time. It is the responsibility of the Student Officer to read resolutions and correct any obvious mistakes before they are sent to the Approval Panel. Lobbying is compulsory in all committees and councils excluding the Ad Hoc committees. However, it is highly encouraged that the Ad Hoc committees have around 30 minutes of lobbying when starting on a new topic.

## Resolutions

**Each Delegate must prepare a draft of some operative clauses** on at least one of the issues on the agenda in their respective forum prior to the conference. Resolutions must make suggestions for improvement of the issue at hand and must be in accordance with the country's opinion. During lobbying time, draft resolutions must be improved, co-signed, and checked by a Student Officer before being sent to the Approval Panel. Student Officers will receive a resolution formatting guide (which will also be used by the approval panel) and should use it to help the Delegates in their committees avoid formatting mistakes.

Before a draft resolution can be approved, it must be co-signed or co-submitted by a minimum of 1/3 of the committee. By co-submitting a resolution, a Delegate does not agree to speak in favour of it but merely expresses his or her wish to debate the resolution. The Student Officer is entitled to call upon any of the co-submitters to speak if they have not done so previously during debate.

## Voting Procedures on Resolutions

During Voting Procedures, note passing, points and motions are suspended. Transferring voting rights to another Delegate is under no circumstances in order. Each member nation is entitled to one vote. A Delegate may vote in favour, against or abstain from voting. Only votes for and against count towards reaching a majority. Every resolution needs a simple majority to pass. In the event of a tie, the resolution will fail as it is not considered a simple majority. Motions to declare the issue under debate as an important question will not be entertained after voting procedures have begun; however, motions to divide the house can be entertained. Observer States are not allowed to vote on resolutions. This includes the State of Palestine.

## **Amendments**

An amendment changes an operative clause in a resolution. Amendments cannot be proposed during time in favour; a motion to make an amendment may only be proposed during time against or open debate. An amendment may only change one operative clause at a time; to change multiple operative clauses, multiple amendments must be proposed, one at a time. For a motion to make an amendment to be entertained by the Student Officer, Delegates must send the proposed amendment to their Student Officer. The Delegate may send their amendment on Discord or on the email of the specific forum, to the Student Officer, in advance, clearly stating the Delegate's country and marking it as an amendment. The non-presiding Student Officer will decide upon the correctness of the amendment. If an amendment has errors, the Student Officer team may decide not to entertain it. If the amendment is entertained, debate on the resolution as a whole is temporarily suspended. The non-presiding Student Officer must make the amendment available to all Delegates via a projector or blackboard. The Delegate submitting the amendment will then give a speech. The presiding Student Officer must inform Delegates of the differences in voting procedures on amendments before votes on amendments are held. Abstentions are not in order when voting on amendments. An amendment to the amendment (also called an amendment to the second degree) can be allowed by the Student Officer, but further amendments to the amendment (amendments to further degrees) are not in order. If an amendment to the second-degree passes, the whole amendment passes; if it fails, debate on the original amendment continues. As votes on amendments are procedural votes, abstentions are not in order; NGOs, UNOs and IGOs are allowed to vote.

# Approval Panel Instructions:

## Step by Step Guidelines

1. Please open Google Drive and enter the BIGMUN 2025 folder. We exclusively use Google Drive at the BIGMUN conference.
2. When a Delegate wants to submit a resolution to the Approval Panel, they must begin by filling in the **Resolution Approval Form** by hand and collecting signatures from 1/3 of the committee. They should also upload their resolution in Google Drive in the appropriate Committee folder.
3. When you find their resolution in the Committee folder, please click on the document to edit it. You must rename the resolution document by clicking on the title in the upper left-hand corner. The resolution must be named in this format:

**(Committee)\_(main submitter)\_(Topic number)\_(version)**

For example: GA1\_China\_Topic1\_1

4. Finally, please move the resolution file from the Committee folder to the Approval Panel folder. You can do this by clicking and dragging the document into the overarching BIGMUN 2025 folder and then dragging it into the folder named 'Approval Panel'.
5. When this step is completed, you can check all the boxes on the **Resolution Approval Form\***, sign it and allow the Delegate to go to the Approval Panel, accompanied by a staff member, with the form in hand.
6. If the resolution is **not approved** then read on, if the resolution is **approved** proceed to step **10**.
7. If the resolution needs further editing by the chair, the MUN director will rename the file: **GA1\_China\_Topic1\_1\_notapproved**

It is the responsibility of the chairs to move the 'not approved' resolution from the Approval Panel folder back to the Committee folder. The Delegate responsible for the resolution will notify the chair when he/she needs to do this.

8. The chair must edit the resolution according to the **Resolution Formatting Guide**. When the resolution is ready for the Approval Panel a second time, you must rename it to:

**(Committee)\_(main submitter)\_(Topic number)\_(version)**

## **BIGMUN 2025 Student Officer Handbook**

Example: GA1\_China\_Topic1\_2

9. The chair must then move this revised version to the Approval Panel folder and send the Delegate to the Approval Panel. Repeat this naming process (steps 7 and 8) if it is not approved a third time.
  
10. If the resolution is approved by the Approval Panel, the file name should look something like this:  
GA1\_China\_Topic1\_1\_approved  
The Delegate will tell the chair to move the resolution file from the Approval Panel folder to the Committee folder. The resolution is now ready for debate in plenary.

\*A blank **Resolution Approval Form** can be found on the next page



## Resolution Approval Form

This document **MUST** accompany any resolution being presented to the Approval Panel at BIGMUN 2025.

**Main Submitter (Country Name):**

**Topic Number:**

**Forum (abbreviation, e.g. GA 3):**

	Co-Submitter (Country Name)	Signature
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		
16.		
17.		
18.		

Co-submitters must be Delegates from your own forum. The resolution must be supported by at least 1/3 of your forum.

Signature of Student Officer:

Has the resolution been moved to the *Approval Panel* folder on the Google drive and titled in the required format?

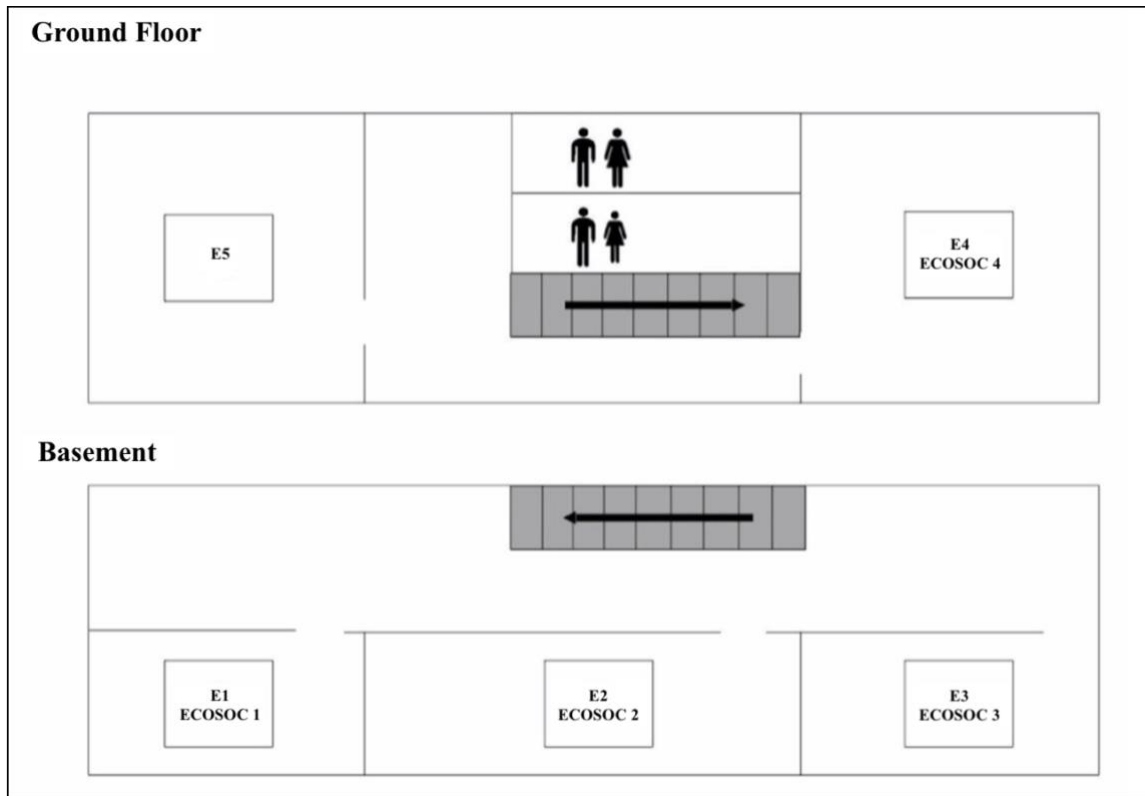
(Committee)\_(main submitter)\_(Topic number)\_(version)

Signature of Approval Panel:

# MAIN BUILDING FLOOR PLAN



## E-HALL FLOOR PLAN



## ROUTE FROM BIGMUN TO BIRKERØD PUBLIC TRAIN STATION





## **SOCIAL MEDIA**

**Facebook:** [facebook.com/bigmunconference/](https://facebook.com/bigmunconference/)

**Instagram:** [bigmun.2025](https://www.instagram.com/bigmun.2025)



[bigmun.dk](https://bigmun.dk)



**Birkerød Gymnasium, HF, IB & Kostskole**

Telephone: + 45 45 16 82 20

BIGMUN E-mail: [admin@bigmun.dk](mailto:admin@bigmun.dk)

School E-mail: [mail@birke-gym.dk](mailto:mail@birke-gym.dk)

Søndervangen 56, 3460 Birkerød