



مدارس الظهران الأهلية
Dhahran Ahliyya Schools



Admin Guide

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Message from Admin Directors

Dear Admins,

On behalf of the Admin Directors, Samar Al Majed and Batool AlGhanim, we extend a heartfelt and warm welcome to the DASMUN XVI admins. We are thrilled to have you as an essential part of this prestigious Model United Nations event.

As admins, you play a crucial role in ensuring the conference runs smoothly. Your dedication, organization, and attention to detail are vital in creating an enriching and memorable experience for all participants. We greatly appreciate your commitment and the effort you put into making DASMUN XVI a success.

Throughout the conference, we encourage you to embrace teamwork, collaboration, and professionalism. Your support will be instrumental in providing assistance to delegates, managing logistics, and maintaining a positive and inclusive atmosphere.

We look forward to working closely with each of you, and we are confident that together we will create an extraordinary conference that fosters diplomacy, critical thinking, and global awareness.

Sincerely,

Admin Directors, Batool AlGhanim and Samar Al Majed

DASMUN XVI Executive Team

Secretary General	Judi AlMulla
President of General Assembly	Noor AlJandan
DSGs of Ceremonies	Nourah AlAhmed & Mona AlMuhana
DSGs of Logistics	Haya AlBassam & Yasmin AlKhunaizi & Fatimah AlWazzan
DSGs of Delegates	Norah AlJasser & Jude Bakhaider & Kenda AlOyouni

Admin Directors		
Batool Al Ghanim	0550549727	alghanibatool@gmail.com
Samar Al Majed	0539015590	samar12majed@gmail.com

About DASMUN XVI

The Model United Nations (MUN) provides a platform for simulating various international bodies and organizations. Through active participation in MUN, students gain valuable insights into the real-world workings of the United Nations and its global operations. By forming delegations and assuming the roles of different countries, participants engage in drafting and debating resolutions within the General Assembly, addressing a wide range of international issues.

Students interested in politics, international relations, and debate have a unique opportunity to delve into the decision-making processes that shape our world by representing countries and national groups in MUN. It gives them hands-on experience and a better understanding of how critical decisions are made on a global scale.

MUN is a powerful educational tool that allows students to investigate complex global issues and engage in constructive dialogue. As participants navigate the complexities of international relations, it fosters a sense of global citizenship, empathy, and cultural understanding. Students develop their own perspectives while learning to appreciate and respect diverse viewpoints as they grapple with pressing issues and seek diplomatic solutions.

Conference Agenda

March 8, 2024

7:00AM-7:30 AM Registration
 7:30 AM-8:25 AM Opening Ceremony

Activity & Event	Start Time	End Time
Opening and Team Video + Welcome	7:20 AM	7:45 AM
Guest Speakers	7:45 AM	8:00 AM
SG and PGA Speeches	8:00 AM	8:05 AM
Closing Remarks	8:05 AM	8:10 AM

8:10AM-10:45 AM House in Session

Activity & Event	Start Time	End Time
Moving	8:10 AM	8:20 AM
Roll call	8:20 AM	8:25 AM
SG and PGA Speeches	8:25 AM	8:35 AM
Closing Remarks	8:35 AM	9:15 AM
Lobbying and Merging	9:15 AM	10:45 AM

10:45AM-11:35 AM Lunch Break
 11:35AM-3:00 PM House in Session

Activity & Event	Start Time	End Time
Lobbying and Merging	11:35 AM	12:00 PM
Moderated Caucus	12:00 PM	3:00 PM

March 9, 2024



7:00AM-7:30 AM Registration
 7:30 AM-8:25 AM House in Session

Activity & Event	Start Time	End Time
Moving	7:30 AM	7:40 AM
Roll call	7:40 AM	7:45 AM
Lobbying and Merging	7:45 AM	9:45 AM
Moderated Caucus	9:45 AM	11:30 AM

11:30 AM - 12:20 PM Lunch Break
 12:20 PM - 2:00 PM House in Session

Activity & Event	Start Time	End Time
Moderated Caucus	12:20 PM	2:00 PM

2:10 PM - 3:00 PM Closing Ceremony

Activity & Event	Start Time	End Time
Executive Team and Guest Speaker Speeches	2:10 PM	2:25 PM
DASMUN XVI Closing Video	2:25 PM	2:40 PM
Chair Speeches and Awards	2:45 PM	3:00 PM



Admin Responsibilities

Communication: Admins are responsible to offer contact for delegates, answering questions, providing updates, and facilitating communication between committees, delegates, and other conference stakeholders.

Technical Support: Admins provide technical support, such as setting up equipment, managing presentations, and troubleshooting any technical issues that may arise during the conference.

Documentation and Record-Keeping: Admins maintain accurate records of committee proceedings, resolutions, and decisions made during the conference. They may also prepare a final report summarizing the outcomes and achievements of the conference.

Evaluation and Feedback: Admins may collect feedback from delegates, chairs, and other participants to assess the success of the conference and identify areas for improvement in future editions.

Dress Code

Please note that Admins are required to wear black and white attire, to be able to be quickly recognized by chairs, delegates, or anyone that may be in need of guidance.

Dress code for the conference is formal business attire. Formal business attire includes:

- Suits
- Knee length dresses
- Knee length skirts
- Blouses
- Blazers
- Formal shoes
- Formal trousers

Businesses attire does **NOT include:**

- Jeans/ Leggings
- Athletic shoes
- Any colored clothing
- Graphic T-shirts/Hoodies
- Sandals
- Converse sneakers
- Athletic shoes
- Crop tops
- Any clothing that reveals cleavage such as: strapless or spaghetti strap style tops, or bare backs.

MUN Terminology

Committee: simulate bodies seeking to solve a single issue by writing a resolution. For DASMUN XVI there will be 6 committees which are: DISEC GA1, ECOFIN, WHO, Environmental Committee, ICJ, and Security Counsel. And some admins will be elected to be in charge of one of these committees.

Chair: They encourage debate in accordance with the Rules of Procedure. They sit at the front of the committee and have the authority to call on delegates to speak, time speeches, open the floor to motions, and facilitate votes on motions proposed by delegates.

Delegate: A delegate is a country's individual representative in a MUN committee.

Admin: A volunteer who serves as a page and assists with other committee-related tasks.

Note-Passing: It is an important MUN tool that facilitates communication between committee participants, whether they are delegate to delegate or delegate to chair. This one-on-one interaction is the primary reason for forming blocs, starting debates, sharing ideas, and making friends. As a result, admins must be on the lookout for delegates who want to transfer and deliver notes properly.

Amendments: Amendments are used to change existing policies, add new ones, or remove sections and clauses that others may disagree with.

Voting Procedure: After the allotted time for resolution discussion has passed, administrators must stop circulating notes and take their voting position to assist chairs in accurately, quickly, and attentively tallying the number of delegates in favor and against the resolution.