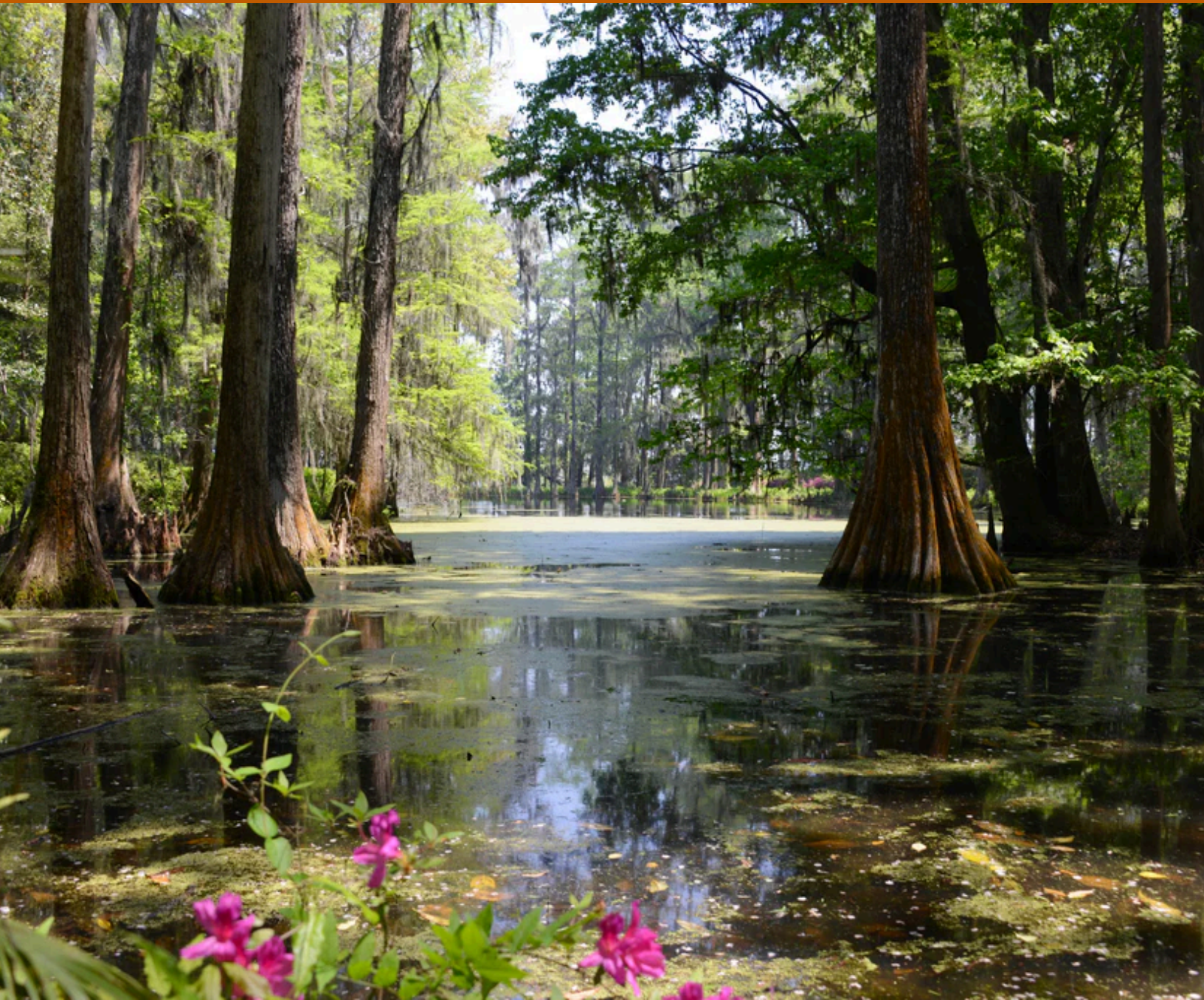




# SWAMPMUN



## Advisor Handbook

# Letter From the USG of Delegate Affairs

Dear Advisors,

Welcome to SwampMUN II! I am pleased to have you all join us for the University of Florida's first online Model UN conference. As the Undersecretary General of Delegate Affairs, it is my priority to serve as a guide and contact point throughout the weekend to provide the best experience possible for you and your delegates.

Please use this handbook throughout the conference to help you navigate the weekend. As always, do not hesitate to reach out with questions or concerns. Go Gators!

All the best,

Cristina Barrios  
USG of Delegate Affairs



# Advisor Guidelines

## At least one advisor or chaperone from each school must be accessible at all times

This rule is in place to ensure that we always have a quick way to get in contact with an advisor if a problem arises. It is paramount for the safety of you and your delegates that at least one advisor be ready to communicate should an issue occur. Additionally, we ask that you have a phone charged throughout the day so that we may remain in contact with you.

## Advisor GroupMe

We are requesting that at least one advisor per delegation join our GroupMe to ensure effective communication between the Secretariat and all of you. We ask that no delegates are present in this chat. The QR code will be sent via email the day prior, as well as a virtual check-in that will allow advisors to give any last-minute updates about their delegation.

## Advisor Meetings

Not only are these meetings your primary opportunity for you to interact with the Secretariat, it also gives us a chance to disperse important information, such as schedule changes or committee updates. Use this time to raise any questions or concerns you have regarding the conference. Advisor meetings will be held during the first thirty minutes of each break in a Zoom breakout room. The first Advisor Meeting is especially important, as we will be providing significant amounts of conference information.

## Communicate with your delegates

Please ensure that you and your delegates have a quick and reliable way of communicating throughout the conference.

## Entering Committee

Attending committee sessions is highly encouraged, as it is a chance to watch your delegates perform. Advisors will be given the password to all committees via email, so you can check in on any of your delegates. Please adhere to the following guidelines when entering or exiting a committee room. These policies exist primarily to ensure the safety of delegates and staff, and also to prevent excessive disruptions during debate.

- No large groups
- Do not speak to each other in committee
- There are minors present, please mind your language and use discretion when speaking around delegates regarding the competition.

# Conference Logistics

## Communication

As stated in the introduction, I will be the primary means of communication between you and SwampMUN staff. If you have any problems, contact me via text or call at (863) 670-2218. This is my personal number, so please do not give it out to delegates.

We will be using GroupMe to keep you updated on meeting times, announcements, schedule changes, and more. It is very important for us to be able to contact you throughout the weekend quickly and efficiently, so please scan the QR code in your email and keep notifications on.

Please download the GroupMe app *before* the conference to ensure a smooth check in process. You can make an account using your phone number and/or email.

## Opening and Closing Ceremonies

Delegates are not required to attend the Opening Ceremonies, but we would like to welcome as many of you as possible to our conference and hope to see you there! There will be helpful information about the conference and Model UN as a whole. Attendance is not required for Closing Ceremonies either, but it is highly encouraged, as that is when we announce awards.

## Charity and Fundraiser

TBA

## Disqualifications

Because SwampMUN is a purely digital conference, there are more opportunities for delegates to plagiarize and use AI to get leverage over others. Normally, the use of such programs would result in automatic disqualification, but SwampMUN is meant to serve as a training conference, so we will be operating on a two-strike system.

Throughout the conference, we will be running the resolutions through AI-detection programs. If anything gets recognized as AI, we will pull the bloc aside and talk to the delegates to figure out who used outside resources. We do not want to give unwarranted strikes. The first strike involves messaging their advisor that one of their delegates was caught using AI and that they are at risk of disqualification. The second strike results in the advisor being informed of their student's removal from committee. The delegate will be disqualified and will not be granted a refund.

# Committee Information

## Awards

After each session, directors and staff deliberate and rank delegates based on their performance during committee. The number of delegates awarded depends on the size of the committee, but if there are five delegates ranked in a committee, the first-place delegate will get five points, the second will get four, and so on. Should a committee have a high number of delegates, between 6-8 of them will be ranked each session, meaning that ties for 3rd and 4th place may occur. At the end of all sessions, the directors and staff will determine who will receive awards in the committee. Note that while the points are used as an initial metric for staff to determine these awards, the final awards are at the discretion of the director. For example, if a director believes a delegate showed significant improvement throughout the conference, they may choose to give them an award higher than their score may indicate.

Delegation Awards are calculated by adding up the total scores from each session for every delegate (including position paper scores, if that was a part of the committee), adding the scores of every delegate together then dividing that number by the total number of delegates in the delegation. In other words, the delegation with the highest average score wins. Delegations will be broken up into three equally sized brackets to determine if they are competing in the small, medium, or large category.

Within a few weeks of the conference's conclusion, we will upload a complete scoring packet. For more in-depth information on scoring, please attend the information session after the Saturday night advisor meeting.

Per MUN tradition, winners will be announced at Closing Ceremonies, but they will not be receiving the awards at that time. Because SwampMUN is an online conference, gavels and other delegate awards will be mailed to the school and subsequently given to the recipient.

Advisors are to send their school address to the SwampMUN email ([ufswampmun@gmail.com](mailto:ufswampmun@gmail.com)) no later than Session One. Please include advisor and school name in the email title.

# Conference Schedule

## Saturday, November 1st

9:30am-10:15am: Opening Ceremony

10:30am-11:00am: Training

11:30am-1:30pm: Session 1

1:45pm-2:45pm: Advisor Feedback

3:00pm-5:00pm: Session 2

## Sunday, November 2nd

10:00am-12:00pm: Session 3

12:30pm-2:30pm: Session 4

3:30pm: Closing Ceremony