SWAMPMUN

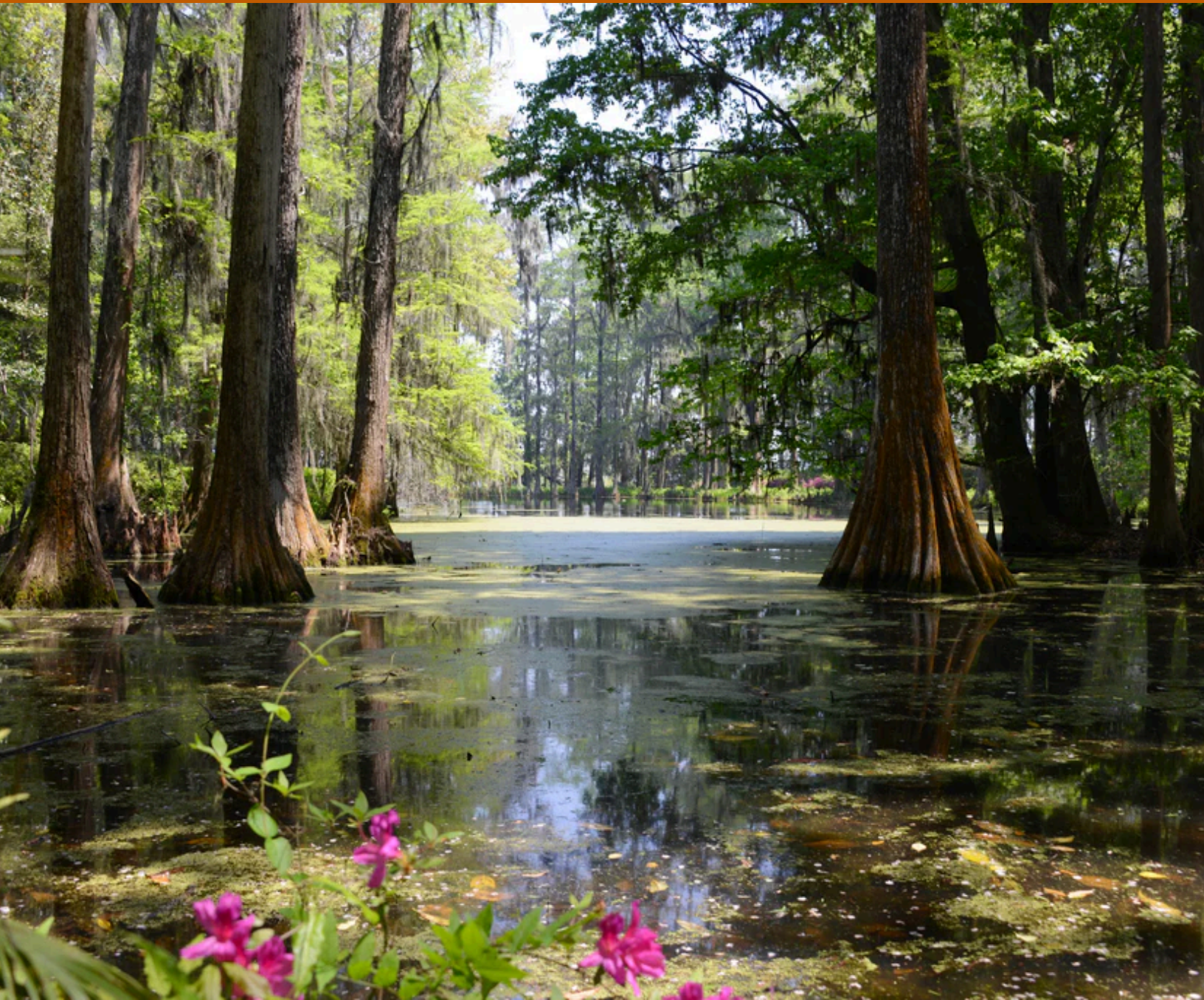**Delegate Handbook**

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: Break
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

Opening and Closing Ceremonies

SwampMUN directors will play a video during the first committee session in lieu of an Opening Ceremony. Closing Ceremony will be on November 2nd at 1:00pm . If you are unable to attend Closing Ceremonies, please notify SwampMUN secretariat by Friday, October 31st, 5:00pm.

First Session

The first committee session is an optional training for delegates. If one feels confident in their abilities, they do not have to attend, but as mentioned, a video will be played at this time in place of an Opening Ceremony. Delegates are heavily encouraged to join, but it is not mandatory.

"Candy" Grams and Charity

In-person conferences typically hold candy gram sales. Each purchase allows the delegate to write a note and give a piece of candy to another delegate, with the note being read out by the recipient's chair. All profits go to a charity of the host school's choosing, which is discussed during committee. Since SwampMUN is online, only notes will be sold for $__.

TBA Charity Name

Profits from the candy grams will go to TBA

Room Assignments

General Assembly Committees
UN Security Council (UNSC)

1954 National People's Congress of the People's Republic of China

---

European Parliament

World Trade Organization (WTO)

UN Education, Scientific, and Cultural Organization (UNESCO)

This page will be full of links that are password protected to prevent kids from dropping into other committees

Delegate Conduct

Cell Phone and Laptop Use

During committee sessions, all cell phones should be silenced, put away, and not visible, except in exceptional circumstances, which should be discussed with the committee director/Secretariat prior to the start of committee. Cell phones are not a replacement for a laptop. Delegates are recommended to also use a pen and paper alongside their laptop to help keep track of topics, take notes, and prepare a speech.

Delegates are permitted to use their laptops, tablets, or other personal electronic devices (excluding cell phones) for committee-related purposes. Use of an electronic device for any other purpose is not allowed and can result in disciplinary action at the discretion of the director of the committee. Committee directors will specify their expectations for technology use at the start of the conference. Please refer to the AI and ChatGPT section for further disciplinary clarification.

Dress Code

Delegates must be seen wearing Western Business Attire (WBA) throughout every committee session. Western Business Attire is traditionally a suit/jacket/blazer over a shirt with a tie for men, women are given more leniency regarding attire. Please look at examples below for reference. Delegates not seen in WBA will not be allowed to participate in their committees. Please contact the Secretariat for any questions or concerns related to the dress code.

If any delegate is unable to meet the standards for Western Business Attire for socioeconomic reasons, the delegate's advisor must contact the Secretariat immediately. Otherwise, any delegate not dressed in western business attire shall not be allowed to participate in committee sessions until dressed appropriately.

If delegates have specific concerns regarding the dress policy, they should contact the Secretariat at ufswampmun@gmail.com.

Diplomatic Courtesy

Just as real diplomats do, delegates are expected to behave courteously at all times with all people, including other delegates, committee staff, advisors, and Secretariat. SwampMUN is an educational experience accessible to all and all delegates deserve to be treated with respect. Harassment of any kind is explicitly prohibited at SwampMUN. Any attendee who fails to act in a courteous and respectful way during the conference, including outside of committee session, is subject to disciplinary action at the discretion of the Secretariat and risk expulsion from the conference.

Alcohol and Illicit Drug Use

Alcohol and illicit drugs are not permitted at SwampMUN. If a delegate appears to be under the influence of alcohol or drugs, they will experience disciplinary action.

Plagiarism

SwampMUN maintains a zero-tolerance policy in regards to plagiarism. Delegates found to have committed plagiarism will be disqualified from the conference. Plagiarism is defined as using the ideas or verbiage of others without properly citing them, be it an individual, organization, or anonymous document.

Pre-writing

SwampMUN maintains a zero-tolerance policy in regards to pre-writing. Writing any text while not in committee session to be used during committee is never acceptable, including before the conference weekend, during breaks between committee sessions, and at night after the day is over. Copying text written for another purpose counts as pre-writing. Any delegate found pre-writing will be disqualified from the conference.

AI and ChatGPT

The use of Chat GPT or any similar program to produce spoken or written content is strictly forbidden. Nothing, including but not limited to position papers, resolutions, directives, crisis notes, or speeches may be written by anyone other than the delegate themselves.

If a delegate has ChatGPT or similar program open on their personal electronic device at any point during committee, it will be automatically and invariably treated as a case of plagiarism and the consequent punishment will be imposed. It is incumbent on the delegate to ensure that they are in compliance with this policy.

Directors will have access to an AI plagiarism software that will detect whether any material was generated. Due to the online nature of this conference and the inexperience of some delegates, we will be using a two-strike system. When first caught using AI, both the delegate and advisor will be notified that they have been issued a strike. In the moment of a second instance, the delegate will be placed in a break room with their advisor that they will no longer be participating in the conference.

Disqualification Guidelines

Disqualification from the conference can and will occur should a delegate violate the policies of our organization, as well as those of the University of Florida. Should a delegate be disqualified from the

conference for any reason, their advisors will immediately be contacted upon notification of the alleged offense. To ensure the safety of all delegates, members of the Secretariat will never approach or speak with a delegate in a one on one setting. The USG of Delegate Affairs will be the primary point of contact for matters of discipline regarding the conference, and all advisors and chaperones will be contacted prior to an initial conversation with the delegate.

Evidence of any alleged offense will be collected from the directors, staffers, and delegates that were involved in the situation. As a Secretariat, we will abide by our best judgement to ensure the best course of action necessary to ensure a positive experience for all delegates.

Disqualification can occur given the following offenses, although this is not an exhaustive list and any and all incidents will be addressed at the discretion of the Secretariat.
1. Pre-Writing
   a. Having written or typed draft resolutions that clearly resemble that of a working paper
   b. The best way to avoid this accusation is to write your notes and research in a format that looks different than a draft resolution (i.e, bubbles, flow charts, mind maps, informal language, etc.)
2. AI and ChatGPT
   a. SwampMUN will be operating on a two-strike system when it comes to delegates using AI to gain leverage over their peers.
   b. Throughout the conference, directors 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.
   c. The first strike involves messaging their advisor that one of their delegates was caught using AI and that they are at risk of disqualification.
   d. The second strike results in the advisor being informed of their student's removal from committee and will not result in a refund.
3. Inappropriate language
   a. Any language that is deemed inflammatory, offensive, derogatory, etc. will not be tolerated in committee
   b. Delegates should refrain from incorporating their personal beliefs, especially given the political climate, into their speeches and resolutions as this is not the spirit of SwampMUN and never will be.
4. Harassment and Bullying
   a. Delegates accused of or seen bullying, harassing, intimidating, or offending another delegate will be pulled from committee immediately for the safety of all delegates.
   b. Directors will be trained on how to spot these instances, and when to alert the Secretariat — a disqualification will be imposed should the Secretariat be alerted, otherwise directors are responsible for handling the situation before it escalates
      i. This policy is to ensure that delegates do not confuse a competitive spirit with true harassment or bullying. We understand the nature of debate can become tense, and we have trained our directors and staffers to know when to alert the Secretariat when the environment becomes unsafe for a delegate.

Thank you for attending SwampMUN I!

Delegates like you are what make our conference possible, and the Secretariat, Directors, and Staff are very grateful for your enthusiasm and participation in our event! We work hard to make sure you all can have the best SwampMUN possible, and we hope that this weekend is everything you could have hoped for and more!

Follow us on Instagram for exciting updates and pictures during and after the conference! Don't forget to use "#swampmun" on any social media posts you make about the conference!