

DIMUN VIII

DIRECTOR'S PAMPHLET



TABLE OF CONTENTS

Schedule	1
Directors	2
Emergency Contact	3
Safeguarding	4
Map	5
Approval Panel Guide	6

Friday, 2nd March 2018

- 12:00 Buses depart from CITIC/Crowne Hotels
13:00 Delegates arrive at DCB: Registration & Delegation photos
14:00 Opening Ceremony begins in the Wodehouse theatre
15:15 Delegates in committee rooms, roll call, opening speeches, lobbying begins
15:30 DIMUN Directors meeting
16:15 Break (staggered)
16:30 Lobbying continues
16:30 Approval Panel opens
18:00 Approval panel closes / Delegates dismissed / Dinner
18:05 Student Officer debriefing
18:30 Buses depart to hotel

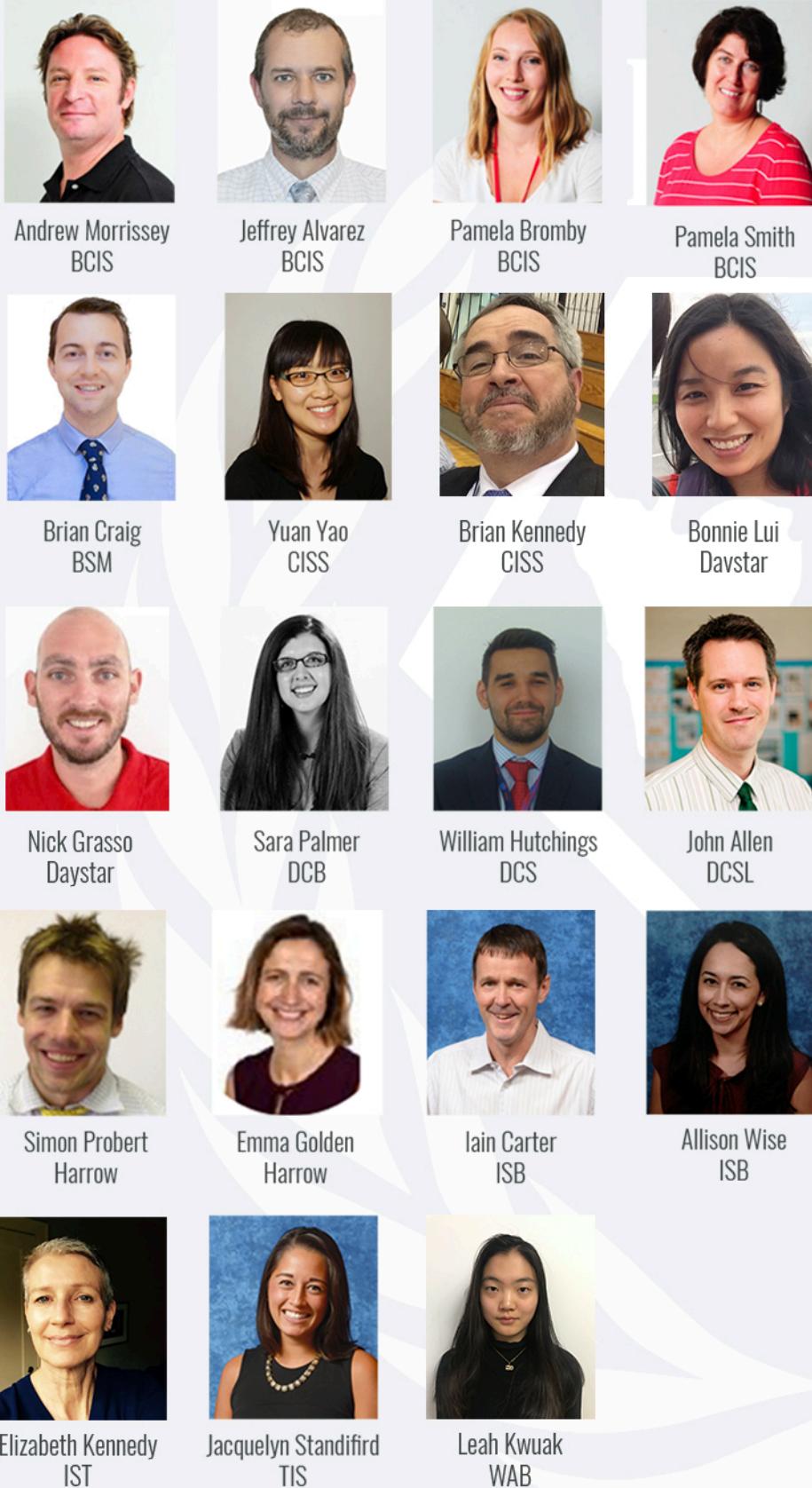
Saturday, 3rd March 2018

- 08:00 Buses depart from CITIC/Crowne Hotels
08:30 Chair Briefing
09:00 Delegates in committee rooms, roll call, lobbying continues
09:00 Approval Panel opens
10:30 Lobbying ends / Break (staggered)
10:45 Debate begins
12:30 Approval Panel closes / Lunch
13:15 Debating resumes
15:15 Break (staggered)
15:45 Debating resumes
17:30 Delegates dismissed from debate
17:35 Student Officer debrief
18:30 DIMUN Spotlight
20:00 Buses depart to hotels

Sunday, 4th March 2018

- 08:30 Buses depart from CITIC/Crowne Hotels
09:15 Delegates in committee rooms, roll call, debating resumes
10:30 Break (staggered)
10:50 Debating resumes
12:30 Delegates dismissed / Lunch
12:35 Student Officer debriefing
13:30 Closing Ceremony
14:45 Delegates depart

SPONSORS



EMERGENCY DETAILS

What to do in an emergency

- 1) Please always listen to the Admins at hand – they will guide you through the step-by-step process of any emergency drill that we have in our school.
- 2) If there are no Admins around you please call one of the CORE Team members – we will be more than ready to assist you. Their phone numbers are listed below:

Jackel Cheung



Secretary - General

15601376846

Sara Palmer



185 1166 7050

DIMUN Director

Sunho Kwon



Secretary - General

18210594189

Ashley Wong



18600277294

Head of Admin

Jennifer Zhou



Deputy Secretary - General

18210594189

Samuel Chan



18600352658

Kevin Yao



Deputy Head of Admin

13051868326

Jeffrey Liang



13269556905

IN THE EVENT OF A FIRE:

If you smell smoke or see fire, do one of the following:

- Ring the fire alarm
- Inform Reception

If the alarm sounds:

- **Evacuate quickly and calmly** through the nearest safe exit (which can be found on our map) Please leave your belongings behind
- Delegates will be led by Student Officers and Admins to the **assembly point** in designated areas

Please do not return to the building until you are told.

IN THE EVENT OF AN EARTHQUAKE:

If you feel a tremor:

- Open the exit door to prevent it jamming. **Do not stand in a doorway**
- Drop to the ground, **take cover** (under a desk) and assume a **tuck position**
- Stay away from doors, windows and anything that could fall on you
- If there is no cover, crouch in a corner and cover your head

When the tremors stop:

- **Evacuate quickly and quietly** through the nearest safe exit leaving your belongings behind

Please do not return to the building until you are told.

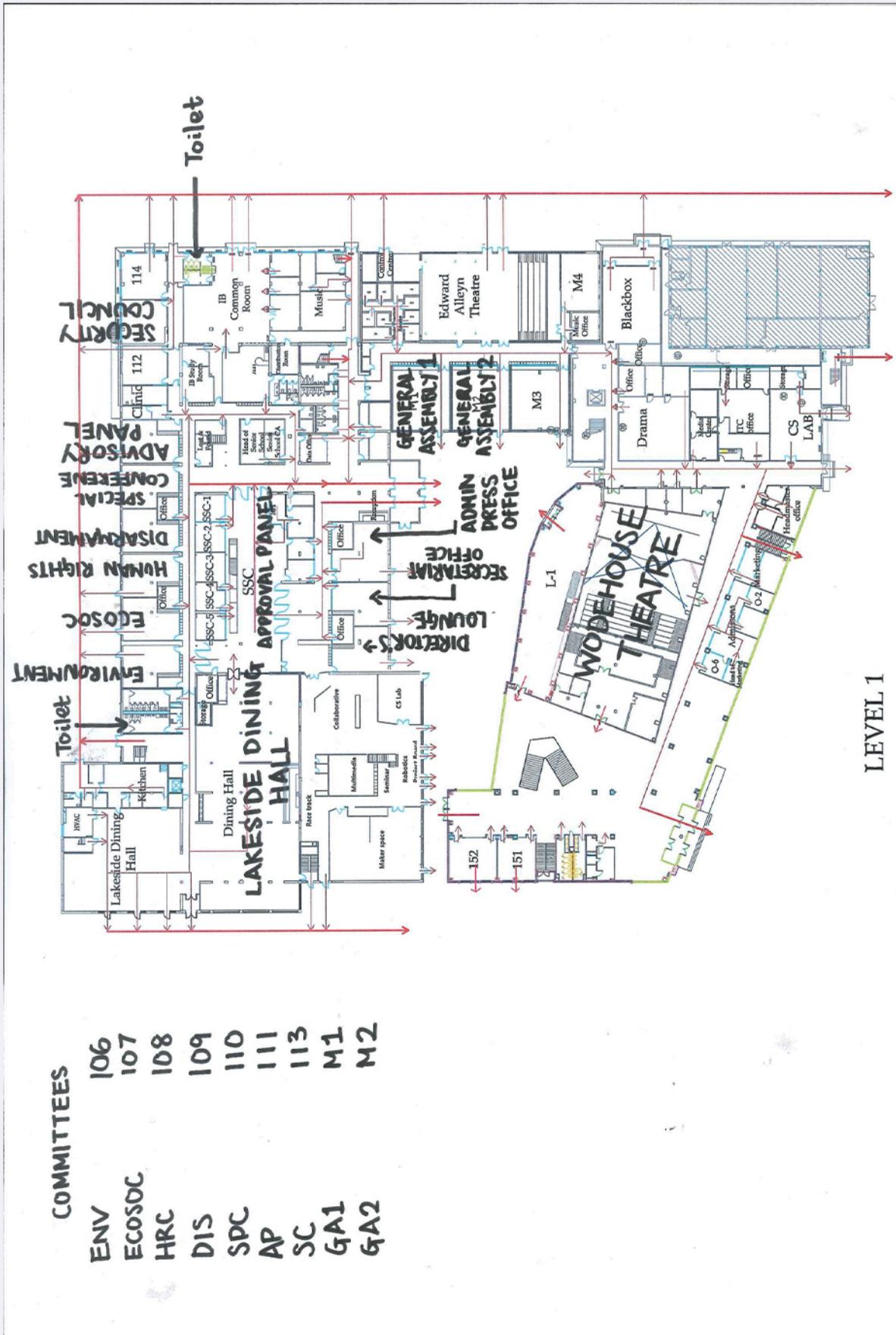
IN THE EVENT OF A LOCKDOWN:

Lockdown means that the building is secured and no one can enter or leave.

- A lockdown might be activated in response to an intruder or an environmental danger, inside or outside the building
- **Listen to the lockdown recording.** It will tell you if the intruder is inside the building, outside the building, or whether there is another dangerous situation requiring lockdown.
- Go to the nearest lockable room, where you will
- **LOCK** the doors
- **BLOCK** the windows
- **HIDE** outside the view of anyone outside the room
- **LISTEN** and be **QUIET**
- Wait and listen for further instructions
- **Do not evacuate if you hear the fire alarm siren.** Evacuate only if you hear a verbal evacuation alarm
- Do not return to work until you hear the message saying it is okay to do so.

In the toilet? Go into a cubicle, lock the door, and sit on the toilet with your feet up off the ground. Outside? Security guards will direct you to a safe place.

MAP



DIMUN Approval Panel Guide

Please use this guide to check through resolutions. An annotated sample resolution and introductory phrases can be found at the end of this document. Please approach Secretary-General Miranda Melcher, Deputy Secretary-General Benjamin Tan, or DIMUN Director Catherine McCaw if any uncertainties arise.

Please check for the following:

- Resolutions:
 - The entire document is in “Times New Roman”, size 12
 - No **bold typeface** is used
 - The title contains these three heading, in the following order:
 - FORUM: (the full committee name)
 - QUESTION OF: (the topic with the full, correct wording)
 - MAIN SUBMITTER: (full country name)
 - After the heading, a single line spacing is inserted, followed by the full name of the committee in capital letters with a comma at the end, for example: “THE ECONOMIC AND SOCIAL COUNCIL,”
 - Any acronyms and/or abbreviations are written out in full the first time they are used in a resolution, with the acronym in parenthesis behind it, for example: “the United Nations High Commission for Refugees (UNHCR)”; thereafter, the acronym can be used
 - A single line spacing is inserted between every perambulatory and operative clause
 - The entire resolution is one sentence; thus there is only one full stop at the end of the last clause.
- Preambulatory Clauses:
 - Each introductory phrase (a present participle) is *italicized*; see “” below for a full list of introductory phrases that are allowed
 - Only the first letter of the introductory phrase is capitalized, for example: “*Welcoming* the fact that...” or “*Noting with deep regret* that...”
 - No introductory phrase is repeated
 - Each preambulatory clause ends with a comma
 - No sub-clauses or sub-sub clauses are used
 - Preambulatory clauses are not numbered or indented
- Operative Clauses:
 - Each operative clause is numbered, i.e.: 1., 2., 3., ...

- The introductory phrase (a verb) is underlined; see “” below for a full list of introductory phrases that are allowed
- Only the first letter of the introductory phrase is capitalized
- No introductory phrase is repeated
- Sub-clauses are lettered, i.e.: a., b., c., ...
- Sub-sub clauses are numbered with Roman numerals, i.e.: i., ii., iii., ...
- Sub-clauses and sub-sub clauses are indented with using tabs, not individual spaces; sub-clauses are tabbed once and sub-sub clauses tabbed twice
- The first letters of sub-clauses and sub-sub clauses are not capitalized
- Sub-clauses and sub-sub clauses end with a comma (unless it is the end of the operative clause) and are preceded by a colon
- Each operative clause ends with a semicolon

Preambulatory Introductory Phrases

Affirming	Expressing its appreciation	Noting with regret
Alarmed by	Expressing its satisfaction	Noting with deep concern
Approving	Fulfilling	Noting with satisfaction
Aware of	Fully alarmed	Noting further
Bearing in mind	Fully aware	Noting with approval
Believing	Fully believing	Observing
Confident	Further deplored	Reaffirming
Contemplating	Further recalling	Realizing
Convinced	Guided by	Recalling
Declaring	Having adopted	Recognizing
Deeply concerned	Having considered	Referring
Deeply conscious	Having considered further	Seeking
Deeply convinced	Having devoted attention	Taking into account
Deeply disturbed	Having examined	Taking into consideration
Deeply regretting	Having heard	Taking note
Desiring	Having received	Viewing with appreciation
Emphasizing	Having studied	Welcoming
Expecting	Keeping in mind	

Operative Introductory Phrases

Accepts	Endorses	Further requests
Affirms	Expresses its appreciation	Further resolves
Approves	Expresses its hope	Has resolved
Authorizes	Further invites	Notes
Calls	Deplores	Proclaims
Calls upon	Designates	Reaffirms
Condemns	Draws the attention	Recommends
Confirms	Emphasizes	Regrets
Congratulates	Encourages	Reminds
Considers	Endorses	Requests
Declares accordingly	Expresses its appreciation	Solemnly affirms
Deplores	Expresses its hope	Strongly condemns
Designates	Further invites	Supports
Draws the attention	Further proclaims	Takes note of
Emphasizes	Further reminds	Transmits
Encourages	Further recommends	Trusts

FORUM: The Economic and Social Council

QUESTION OF: Preventing outbreaks and spread of H1N1

MAIN SUBMITTER: Bosnia and Herzegovina

THE ECONOMIC AND SOCIAL COUNCIL,

Preambulatory clauses
end with commas

Abbreviations written
out full the first time,
thereafter only the
abbreviation is used

Fully aware that H1N1 is still a global issue,

Welcoming assistance from the World Health Organization (WHO)

Recalling the Millennium Development Goal to eradicate major diseases by 2015,

Line break
between clauses

1. Calls upon all hospitals in or near affected regions to begin immediately to prepare all necessary care for possible victims of H1N1 with the help of the WHO and other related Non-Governmental Organizations (NGOs);

2. Considers supplying H1N1 vaccines to all citizens at low prices or in some cases free of charge through ways including, but not limited to:

- a. supplying every hospital and clinic with clean and legal vaccines;
- b. increasing the number of trained medical practitioners available;

Sub-clauses and
sub-sub clauses
end with commas

3. Recommends all hospitals in or near affected regions to begin immediately to prepare all necessary care for possible victims of H1N1;

Operative clauses end with semicolons

4. Encourages member states to begin or bolster advertising campaigns to raise public awareness of the problems presented by H1N1 and methods to prevent the spread of the virus through means including, but not limited to:

a. public school curricula,

b. mass media, such as:

i. newspapers,

ii. television,

iii. radio,

c. lectures by medical experts.

Colons precede
sub-clauses and
sub-sub clauses

A full stop
appears only at the
end of a resolution

First letters of sub-clauses and
sub-sub clauses not capitalized

Indent space
using tabs

