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# Preparatory Meeting Guidelines

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1. Start with roll call, and give the attendance sheet to one of the Administrative Staff members to be delivered to the Secretariat;
2. Remind the house that Preparatory Meeting and Lobbying and Merging are mandatory;
3. Officially greet and introduce yourselves to the forum in a professional manner, informing what your expert topic is;
4. Briefly inform the house about the schedule and agenda of the conference, but explain the schedule of the first day in details;
5. Explain the basic Rules of Procedure of an MUN conference, which are based on those of the THIMUN Foundation:
  - a. debate format,
  - b. responsibilities of each delegate,
  - c. purpose of debate,
  - d. others;
6. Explain the dress code of the conference;
  - a. All male delegates must wear their jackets when presenting points of information and when giving speeches.
7. Explain the lobbying and merging process:
  - a. the lobbying and merging schedule for the day,
  - b. the specific meeting areas for each topic,
  - c. the specific time when all main submitters have to assemble at the Student Officer table to provide updates on the progress of their resolutions;
8. Notify the final time of deadline for all resolutions and explain the procedure for going to the Approval Panel;
9. Explain the concept of plagiarism and the zero-tolerance policy against plagiarism at CISSMUN;
10. Explain the rules of the conference and of the host school, CISS:
  - a. no use of electronic devices such as cameras, laptops, and cellular phones during debate,
  - b. treating the Administrative Staff with utmost respect,
  - c. no smoking, consumption of alcohol, and stealing at all times and at all areas on the campus,
  - d. treating the facilities of CISS with respect,
  - e. respecting the fact that there are classes in session at CISS;
11. Encourage everyone, regardless of their proficiency and fluency in English and their experiences in MUN, to actively participate in debate;
12. Ask if there are any questions, and if yes, answer those questions;
13. State your closing remarks, and briefly remind most of the points above.