

## **Submission of Resolutions for ReiMUN**

Please note that we are intending to project resolutions at conference this year. Consequently it would be helpful if resolutions for Topic 2 could be submitted electronically in advance of conference day. (Topic 1 resolutions will be written on the day by resolution construction procedure, so resolutions on this topic should not be prepared in advance, only policy statements.) Please note the instructions for submission below.

### 1) Electronic submissions

Resolutions should be e-mailed to [resolutions@reimun.org](mailto:resolutions@reimun.org) by **Wednesday 3<sup>rd</sup> October**.

They should be typed in Point 14 and should include in the filename the country submitting and the committee (eg. 'Sweden Political.doc').

**Delegates should provide their own hard copies** of resolutions for lobbying purposes as normal. They are advised to bring their resolutions to conference in soft copy form on a memory stick as well, in case they wish to amend their resolution subsequent to lobbying. In order to be debated, resolutions must still have co-submitters. Delegates should complete a cover sheet on the day, and submit this to the Secretariat by 10am.

(Note: Resolutions should have a minimum of six operative clauses, ideally about eight, maximum 12. Resolutions that fit on a single side of A4 are preferred. Resolutions exceeding 2 sides of A4 when printed in size 14 will be rejected.)

### 2) Late submissions

Resolutions can be submitted late, but **late submissions are less likely to be debated**.

Resolutions submitted up until **2pm on Friday 5<sup>th</sup> October** should be emailed as above.

Resolutions can also be submitted on the day. In this case, delegates should bring **an electronic copy** on a memory stick (with a filename as above). They should submit this to the 'late submissions' tray outside the Secretariat on conference day.

### 3) Revised resolutions

Sometimes resolutions are revised before submission, or delegates merge resolutions, during the lobbying process on the day. If, on the day, delegates wish to revise a resolution already submitted, they should make changes in the IT room to a soft copy, and submit their memory stick to the 'revised resolutions' tray outside the Secretariat by 10am on conference day. (Note: delegates will not be able to print in the IT room.)

### 4) Approvals

An approvals panel will operate as normal. A list of approved and rejected resolutions will be put up outside the Secretariat. Delegates should look here from 10.20 onwards to see whether their resolutions have been approved. Rejected resolutions may be amended and resubmitted to the 'revised resolutions' tray.

### 5) Collection of memory sticks.

If delegates submit memory sticks these should ideally be named for ease of collection. All memory sticks will be placed in a tray outside the Secretariat for delegates to claim.

Many thanks,  
The ReiMUN staff