Virtual BERMUN Guide
Delegates & Directors
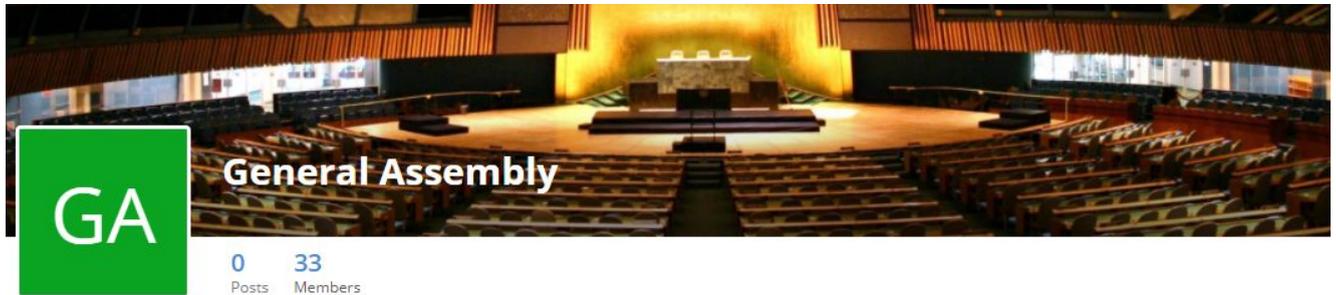
BERMUN Platform

General Assembly

0 — Posts   33 — Members

Table of Contents

NOTE

This is a guide for how to best prepare for a virtual conference. The **Delegate Instructional Guide** provides more details on how to prepare for conference related work. The Delegate Instructional Guide is found in the Downloads section of the website: www.bermun.de/delegates

Introduction

Welcome to BERMUN 2020 - our first virtual BERMUN conference!

Whether or not you have lots of BERMUN experience or this is your first time at one of our conferences, this year has a new twist for everyone: digital debate.

A former John F. Kennedy School student and software developer, Alexander Gintar, created a virtual MUN platform for BERMUN to complement a virtual debate's video conference (e.g. Zoom) and enhance future face-to-face conferences. The debate system allows delegates to participate and chairs to manage the debate. Moreover, it provides spaces for communication and sharing of information among individual delegates, within a committee, and delegations across committees. Also, the voting systems and bilateral relations via an interactive world map, and integrated press page create a more engaging and interactive experience. Finally, it allows for pre-conference lobbying and discussion outside the scheduled debate sessions.

In short, on this platform we can debate, communicate, submit amendments, vote and be together all at once - even when we are at our homes or schools located in different countries.

This conference (just like any other) will have a few obstacles along its way. However, this guide will help us minimize these so that we can have the best virtual conference ever.

We can't wait to see you in November!

General Guidelines

The BERMUN Platform was designed to enhance conference communication, debate, sharing of ideas, and learning. To accomplish these ends, the following guidelines will be followed:

1) All usage of the BERMUN Platform and socialization must be professional and respectful of the dignity of others. *Rule of thumb*: what is publicly acceptable during a normal, publice face-to-face MUN conference simulation is acceptable on the platform.
2) Especially during conference work, all usage of the platform and Zoom call must be professional and conference-related.
3) The BERMUN Platform and Zoom call are *only* for conference participants!
4) Participating Directors are responsible for monitoring their students and will work with the BERMUN Team to make sure that the platform is used appropriately.

Inappropriate Conduct: If a participant should witness something inappropriate, whenever possible they should address the situation personally. If that is not possible, participants should take a screenshot of the issue and submit it to their committee chairs via the Forum Mailbox.

Depending on the issue, inappropriate usage will result in one or a collection of the following:

1) Inappropriate content and expression (pictures, posts, messages, etc.) will be deleted.
2) Directors of the participant will be informed of the inappropriate content.
3) Participants may receive further consequences, such as but not limited to: warning by the Student Officer Team, warning by the Secretariat, being removed from the conference, etc.

Before the conference

Preparation

1) Read through the Delegate Instruction Guide (see www.bermun.de/delegates) so that you are clear on procedure. This can help you stay on top of debate and make the conference itself run more smoothly.

2) Research your country. We recommend using this MUN Country Research sheet as a guide. You can also add some this information on the Platform under **My Office** "Member State Introduction" for all delegates to see.

3) Go onto www.bermun.de/organs and find your committee. Read through the research reports that your chairs have written. Choose one of the topics to write a resolution on.

4) Review tools for writing a resolution (see www.bermun.de/delegates):

   ● Delegate Instructional Guide (Section II : "Writing the Resolution")
   ● Resolution formatting guide

Venue & Social Suggestions

1) Venue - Depending on your school and the health regulations in your area, your Director will inform you how you will be joining the conference virtually, e.g. from your home, your school or a different venue.

2) Social Suggestions - Since a large part of the fun of MUN is being with other people, we recommend trying to meet with other students *locally* and *physically* if possible. Try to meet in the same building where you can share ideas before and after the conference. Additionally, here are some suggestions for:

   ● *Delegations*: Although delegates are in different committees, there will be opportunities during the conference for entire delegations to work together e.g. all delegates of Bangladesh will need to collaborate. Hence, there will be times for face-to-face collaboration, if possible.

   ● *Local Meeting Points:* If your local health regulations are permitting and other schools in your area are participating, you can meet with other students. You could project the Opening Ceremony) in the room from one computer. If you are in one committee, you could also project the committee sessions that way..

Equipment and Materials

1) Recommended items to bring:

   ● *Computer:* A laptop or a computer capable of running the BERMUN platform. Make sure your computer is charged and extension cords are available. See the following link for what Zoom recommends.

- *Reliable internet connection!* Ethernet cable is better than wifi! If you have a laptop, make sure you have an LAN/Ethernet Port or adaptor if not.

- *Internet Speed*: Zoom recommends that each computer has 4.0 mbps upload speed for High Definition. For a non-HD definition, 1.5 mbps will work.

- *Video Camera*: All delegates need a video camera, either built-in to the device or an external camera that can be attached..

- *Microphones:* A built-in or external microphone is required.

- *Headphones:* Necessary if you share a room with other conference participants.

- Take notes on the "Notebook" or on the BERMUN Platform "My Office" page. If you are taking notes manually, bring pen and paper.

- Prepared resolutions, country policies, and notes

- Lunch, water and snacks

- Optional: Additional handheld devices such as phones or tablets for multitasking.

2) Required software

- Zoom App (at least Version 5.3!) - do not merely open Zoom in an internet browser. The Downloaded App is essential for lobbying! You will not be able to move freely among lobbying spaces if you do not have the 5.3 version downloaded.

- Any modern web browser for the BERMUN Platform (e.g. Safari, Chrome, Firefox), **except** Internet Explorer (or Edge).

Familiarize yourself with the BERMUN Platform

1) Your director will provide you with your individual access code and link on Nov. 1.

2) Access the BERMUN Platform and carefully look at all the functions and different tabs. You should feel comfortable and know your way around. See below for more information.

3) Create a country profile.

- Go to **My Office** and add a picture of yourself

- Complete the **Personal Facts** section. This is the first "ice breaker" :)

- Write a **Personal Introduction** to give your fellow participants a bit of an idea about you. Things you may include is a bit of information about where you live or your school, your MUN experience, etc.

- Write a **Conference Introduction** to explain your role in the conference and what it is that you look forward to and hope to achieve. (see country research sheet). *Your country profile should be fun but also informative and professional. Please know that we will be making sure that content and language is conference-appropriate.*

Tips for a digital conference

Preparing for sessions:

1) Familiarize yourself with keys and shortcuts on your computers for:

   a) Turning the volume high or low.
   b) Muting the microphone.
   c) Switching between windows (Alt + Tab)
   d) Switching between tabs (Ctrl + Tab or Ctrl + Shift + Tab)

2) Minimize potential interruptions and distractions as much as possible. This includes, for example, siblings or parents walking into your room if you are participating from home, or your phone ringing loudly when you are addressing the committee. Suggestion: mute your phone and post a note on the door "BERMUN Committee in Session - Do not interrupt!"

3) Remove any distractions from your background (posters, pets, laundry, etc.).

4) Have all your materials ready, including a snack and drink for the breaks.

5) Organize lunch/dinner as time will be limited (approx. 30 minutes). You may not have time to go purchase or prepare extensive meals.

6) Make sure to get enough sleep before and during the conference.

7) Carefully read the schedule and double-check that you have the correct time and time zone (e.g. www.the-world-clock.com or www.worldtimebuddy.com)!

8) Log on to the platform and Zoom call at least 15-30 minutes before each committee session to make sure everything is working technologically and to set up:.

   a) Set up and adjust the video.
   b) Mute your microphone
   c) Adjust the volume on your computer/headphones.
   d) Open additional tabs/windows as needed.

9) Screen Division: Open two separate windows on your computer and place them side by side on your desktop. On one of these windows should be the video call (which will probably open on a separate tab automatically), the other should have the **My Forum: Debate.**

10) Take the conference and the opportunity it brings seriously! Try your best and work hard to make this a great experience for everyone involved.

During the session:

1) Follow three essential tips for Video Conferencing (3-minute video):

   a) *Camera line* - Sit upright facing the screen. Do *not* look down at the video.

   b) *Professional Presentation*: Make sure that you have proper background lighting and no distractions in the background. The main light is in front of your screen/face NOT behind it so that your face is not a shadow. Consider having a virtual background with your member state flag to obscure any distractions.

   c) *Proper posture*: Sit with room for showing hands & gestures when you speak. You should not be lying on a bed.

2) Always mute your microphone when you are not speaking.

3) Keep professional during debate. Do not eat or drink on screen.

4) Consider having different tabs/windows open for the various pages of the BERMUN platform so that you can transition faster.

5) Follow your chair's instructions. Be respectful to everyone.

6) Use the committee mailbox system to contact your forum chairs and admin.

7) Have fun! Let's make this year the most memorable BERMUN ever!

Cookie and Meal Breaks

1) Use your breaks to eat, drink and to use the bathroom.

2) Get up and move! Exercise will help you concentrate during debate.

3) Prepare to show your talent. Perhaps you can sing, play piano, perform a magic trick or solve the rubik's cube in less than 30 seconds (ask the SpC Chair 😃). The breaks will give all of us an opportunity to socialize.

Platform Introduction

The Platform has several pages that can be viewed by clicking on the various icons or tabs.
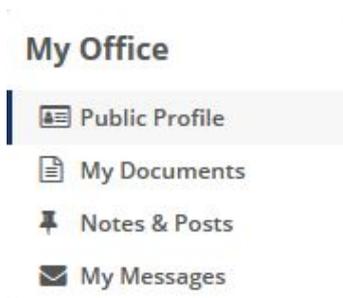
GENERAL INFO	MY OFFICE	MY FORUM	MY EMBASSY	NEWS	PLENARY	HANDBOOK

General Info.

Click here to find the conference schedule and program.

My Office

Under **My Office** you can find the following dropdown menu:

My Office
- Public Profile
- My Documents
- Notes & Posts
- My Messages

Public Profile: Share a bit about yourself and your role in the conference in the sections for a personal and conference introduction, as well as personal facts. Participants should populate this area by **Wednesday, November 11.** Change the background picture, if desired (country flags only!).

My Documents: "My Documents" is where students can work on individual resolutions, collaborate on resolutions during lobbying, and submit resolutions to the chairs and Approval Panel to be approved for debate. These documents have sharing and editing privileges. Documents can also be created and used for personal notes. TIP: Start working on your resolutions and policy statements now on your My Office page.

Notes & Posts: "My Notebook" is for keeping track of any information like you would with paper and pencil. "My Clipboard" will post information publicly on your "My Office" page which is visible to all. These posts will appear on "My Clipboard" on your "My Office" page and are excellent ways for you to show other Forum members your policies and plans.

My Messages: Write and receive messages to/from other delegates or delegations and forum messages. The messaging system can also be accessed via the envelope on the top of the screen.

My Forum

Under **My Forum** you can find the following dropdown menu:

My Forum
- Homepage
- Debate
- Discussion
- Voting

Homepage: The "homepage" includes announcements for your committee, passed resolutions, the members of your committee and links to other committees.

Debate: The "Debate" page is where you should be spending the majority of your time during committee. This is where the video conference call for your committee will be.

Discussion: This section allows you to see the latest activity in your committee and write comments for the entire committee to see. This is not to be used for informal communication
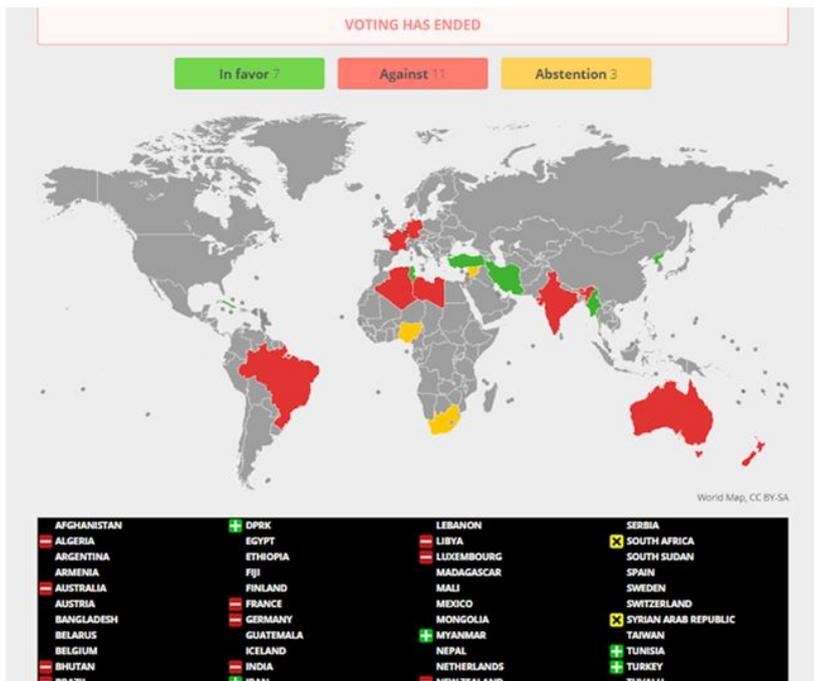
Voting: You vote by pushing one of the buttons at the top of the page. The voting map will also come up automatically on the debate page. The map and chart below the voting buttons show how other member states have voted. Please note that only Member States will appear on the map. NGOs and UN Organizations will appear on the table at the bottom.

On the homepage of **My Forum** you can also find the **Video Button** and the **Forum Mailbox.**

The Mailbox allows you to send messages to the **Forum or Group**, such as your committee chairs and the admin, press, tech, or secretariat.

Under the **Category** option you can specify the nature of your message. The options include:

Forum Work/Debate - messages to chairs or admins concerning questions you have about debating, lobbying, etc.

General Conference/ Forum Info - messages about the conference as a whole, your committee/forum or your conference schedule

Committee Observations - these are humerous remarks, jokes, compliments or observations that you make during debate and want to have read to your committee at the end of the conference by the chairs. Your chairs and admins will read them anonymously (your name and country will not be mentioned). Nevertheless, delegates should respect the dignity of others and refrain from anything that could be offensive or considered inappropriate. Chairs and admins will delete inappropriate Committee Observations

Report Inappropriate Issue - If you are experiencing any inappropriate behaviour such as - but not limited to - abusive language, bullying, or inappropriate postings, please take a screenshot, and report the incident by contacting your chairs, committee admins through this channel.

My Forum: Debate

There are two ways to access the Zoom video for debate: one on the committee homepage, and one in the top right of the debate page: **Join Meeting** button.

Points & Motions

Raise ✋

- Amendment
- Amendment - 2nd Degree
- Point of Info.
- Point of Info. - Chair
- Point of Personal Privilege
- Point of Order
- Motion - Vote
- Motion - Previous Question
- Motion - Moderated Caucus
- Motion - Unmoderated Caucus
- Speech

Resolution not working? Click here

Current Amendment

🇳 ➕ *Replace* Clause 1.
replace "basic education" with "higher education"

Amendment History

🏴 ➖ *Strike* Clause 3.
strike it
Passed ✔

Submit a new Amendment

Type
[(+/-) Replace ▼]

Clause(s) to Amend/Strike
[   ]

Amendment
[   ]

Submit

At the top left, the **Back** button will always take you back to the Forum Homepage.

In the **Debate** section under **Points & Motions**, the **"Raise hand"** button shows the chair that you want to take the floor. This is *the primary* way to participate in debate. The raise hand shows the various ways delegates can participate in debate (Amendments, Points of Information, Motions, etc.). Please see the Delegate Handbook information for more information about what each of these is. The purpose of this guide is to explain *how to* use these, not *what* they are.

To the right of the "**Raise hand**",, you can see who **"has the floor"** and is currently speaking and who is going to speak next or "**awaiting the floor**."

Below the video call you find the **Resolution**. Only the StOff of the committee will edit the resolution. If there is ever a technical problem with the resolution, click on the button **"Resolution not working? Click here"**

To the left are the **Current Amendment** being debated and the **Amendment History** which shows the amendments that have already been entertained (passed/failed).

At the very bottom of the page is a table for you to submit your amendments. After filling in the information, click submit.

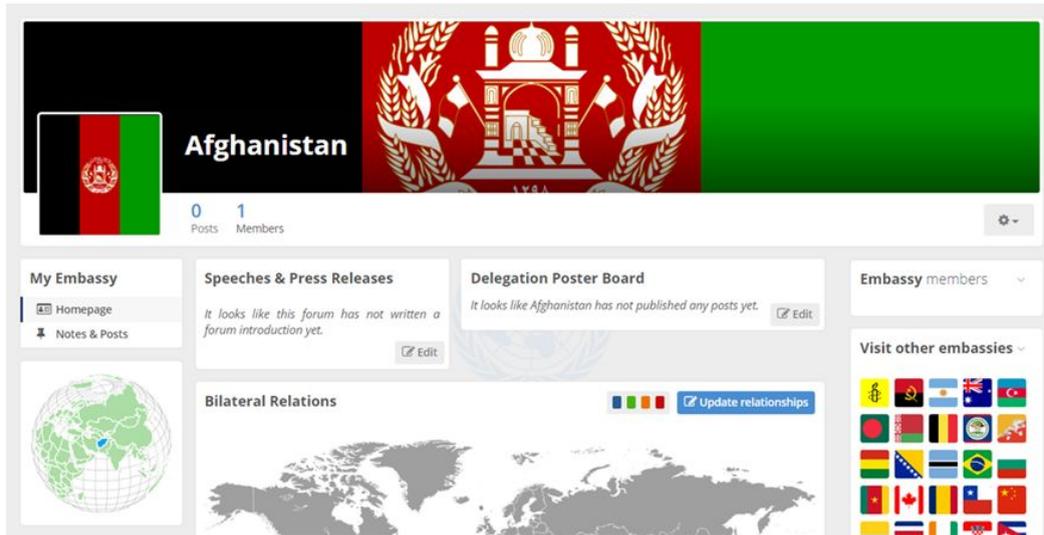| GENERAL INFO | MY OFFICE | MY FORUM | MY EMBASSY | NEWS | PLENARY | HANDBOOK |

My Embassy

Under **My Embassy** you can find the following:

On the **Homepage** you can find other embassies and their members (delegates). Your delegation's **ambassador** is responsible for the content and keeping information up-to-date. However, **all delegates** representing a specific country are encouraged to contribute and interact on the Embassy page. Opening speeches and official statements can be viewed here.

The **Discussion** section is a private chat/forum to interact and communicate with fellow country delegates and the ambassador by adding comments pertaining to debate in the respective committees. It is not public and can *only* be viewed by members of the delegation and their responsible director/s.

Notes & Posts is a place for your Delegation Notebook (accessible to the delegation only) and **Delegation Poster Board** (public - see below). Any conference material/policy may be broadcast here.

Speeches & Press Releases is the place where Ambassador Opening Speeches will be uploaded. Participants can **visit other embassies** and see other speeches.

Bilateral Relations (Map) is a place where all delegates can share information publicly about relationships with other countries. Everytime, delegates update the map with a new "relationship status" ("In a relationship", "interested", "it's complicated", "divorced"), the member state that you have

updated the relationship status with will receive an update via notifications.

Besides communicating with other member states, this is an excellent place to collaborate, save and share research information with other members of your delegation who may use the information to share their policy in their forum. For example, if the delegate in the EC updates the "interested" in a relationship status because their member state has a similar security concern e.g. fear of being attacked, this information might help a delegate in the PC which is addressing "Countering International Terrorist Organizations from Exploiting Instability".

Country	Status	Description	
Vanuatu	**Interested**	Australia and Vanuatu have very strong ties. Australia has provided the bulk of Vanuatu's military assistance, training its paramilitary mobile force and also providing patrol boats to patrol Vanuatu's waters. In 1983, Vanuatu and Australia entered into a Defence Cooperation Program together.	✎
New Zealand	**In a relationship**	Bilateral relations. Australia and New Zealand are natural allies with a strong trans-Tasman sense of family. Migration, trade and defence ties, keen competition on the sporting field, and strong people-to-people links have helped shape a close and co-operative relationship.	✎

ℹ️ GENERAL INFO	🏠 MY OFFICE	🌐 MY FORUM	🚩 MY EMBASSY	📷 NEWS	🏛 PLENARY	📑 HANDBOOK

News

Under **News** you can find updates from the BERMUN Press Team and their latest articles and videos. Any person without access to the platform can also view this information on the Press page of the BERMUN website.

Plenary

The **Plenary** is the forum space for the General Assembly. It is where *all* participants from the conference can meet and debate. It will be used during the **Opening and Closing Ceremony** to submit questions and rights of reply to speakers.

Handbook

The **Handbook** includes useful links and helpful information for how to best prepare for debate including writing resolutions, procedure explanations, and many other essential details for how MUN works. Feel free to message your chairs if you have questions.

Code of Conduct

Behavioral Expectations
- Be respectful and professional.
- Treat all people kindly.
- Appropriate behavior according to your role (delegate etc.) is expected.
- The BERMUN Team is supporting an inclusive, bullying-free environment.
- We depend on the assistance of all participants to maintain a fruitful debate and orderly conference. We will ensure all reported incidents are appropriately dealt with.
- If you are experiencing any inappropriate behaviour such as - but not limited to - abusive language, bullying, or inappropriate postings, please report the incident by contacting your Chairs, Committee Admin and/or your director.

Dress Code
- Even though BERMUN 2020 will be a virtual conference, all participants and faculty advisers should dress in a formal manner suitable for an academic conference. The gentlemen should wear a suit or a jacket and trousers, shirt and tie; the ladies likewise a suit and a blouse. Please dress accordingly.

Attendance
- Be punctual and present.
- Tardiness: If you missed the attendance 'vote' (roll call), notify your Chairs/Admin Team via the "My Messages"
- Absences: Your Directors will be notified in case of unexcused absences. Notify your Chairs/Admin Team of any absences ahead of time.

Note-Passing/Messaging
- All communication on the BERMUN platform must be in English.
- Content must be related to the forum's agenda and/or serious BERMUN issues
- All inappropriate language, including to but not limited to profanity and racial, sexist, religious and ethnic slurs are completely unacceptable.
- Screening: Messages will be monitored and screened by the BERMUN Administrative Staff. If messages do not meet the Code of Conduct criteria it will be brought to the attention of the Student Officer and the BERMUN Directors as well as the delegates' respective MUN directors.
- Reporting: If any inappropriate behavior or language is observed, participants are encouraged to take a screenshot and forward the information to the Student Officer of the committee. If you are experiencing any inappropriate behaviour such as - but not limited to - abusive language, bullying, or inappropriate postings, please address the issue with the participant, take a screenshot, and/or report the incident by contacting your chairs, committee admin and/or your director.

Ambassador Roles and Responsibilities

Who will be an ambassador?

There will be one ambassador per country. Many countries are represented by two or more schools in both the Asia-Europe and the Americas-Europe time zone but only one of these schools will assign the ambassador. The link for the list of delegation/ambassador assignments can be found at www.bermun.de/delegates. Please check with your MUN Directors regarding your school's ambassador assignment.

What are the tasks and responsibilities of an ambassador?

- **Embassy Page**
  All ambassadors will be responsible for communicating with other member states, for populating and updating the Embassy Page on the BERMUN Platform before and during the conference. Embassy pages can be viewed by all conference participants.

- **General Assembly Opening Speeches**
  Ambassadors should record a video of their opening speech and post it on the Embassy Page (Homepage) by **Wednesday, November 11** for all delegates to view.

  Speech Content: Ambassadors will be responsible for giving an opening speech about the conference theme *Solidarity amid Contagious Globalization & Fragmentation* to their committee. Ambassadors may address committee issues relevant to the conference theme, e.g. how does fighting terrorism or modern slavery improve solidarity. Speeches must not be longer than one minute. If you require help or sample speeches, please consult the BERMUN Instructional Guide which can be found in the Downloads section of the website at www.bermun.de/delegates.

  How to add a video of the ambassador speech to the "Announcement" section of the Embassy Homepage:

  Option 1: Paste a link to your video (Google Drive, YouTube, Vimeo, Dropbox, OneDrive)

  Option 2: Upload a video directly to the section (max. size: 20MB).

  Video Requirements:
  - ❏ Videos should not be longer than 1 minute.
  - ❏ Your face is visible with good lighting.
  - ❏ Your voice is clear and audible.
  - ❏ There are no distractions or noises in the background.

- **Committee Opening Speeches**
  Only one ambassador per school (see delegation and ambassador list) will be giving an opening speech in the first committee session of their respective committee (Wednesday, after the opening ceremony). Other delegates will have the opportunity to give "rights of reply" to the ambassador speeches.

- **Voting in the General Assembly (GA)**
  In the event of a GA resolution vote, the Ambassador will cast the vote after consulting with their delegation.

- **Additional Tasks**
  - ❏ Engage with fellow delegates on the 'Notes & Posts' section. Share strategic secret information in the Delegation Notebook.

  - ❏ By **Wednesday, November 11** update the "Delegation Poster Board" by adding factual information that may help all delegates with debate in their respective committees. Add new information by clicking on '+New Post'. Others will only see the title of the post but clicking on the title will reveal more details.

    Share your member states' position by adding policy statements addressing global conference related issues. Examples:
    - POLICY: China encourages all Association of Southeast Asian Nations (ASEAN) to work together on the issue of overfishing, especially in the Indian Ocean.
    - NOTIFICATION: The country of X is now Covid-free! (Then add details how the country achieved this.)

  - ❏ By **Wednesday, November 11** update 'Bilateral Relations' of main allies and rivals. Add details and explain the reason(s) and context behind this relationship status. Include treaties, economic agreements, security alliances, etc. Add links to support your statements.

Timeline for Preparation and Deadlines

Nov. 1 (Sun)	Access codes are distributed to Directors, BERMUN Platform opens
Nov. 3 (Tue)	**Online Session for Participants** (ask your Director for more details)
Nov. 9 (Mon)	**Online Session for Participants** (ask your Director for more details)
Nov. 11 (Wed)	Ambassadors populate their **Embassy page and** upload Opening Speech Delegates populate their 'Public Profile' under **My Office** Delegates view speeches and engage with their Ambassador on Embassy page
Nov. 14 (Sat)	**Online Practice Debate** (ask your Director for more details)
Nov. 17 (Tue)	Delegates have researched and prepared country policies, resolutions
Nov. 18-21 (Wed -Sat)	**BERMUN begins -** Opening Ceremony and First Committee Sessions **See Conference Program for detailed schedule**

Technical Details - Recommendations and Best Practices

Setup and Testing

You must prepare for technological Logistics & Preparations *before the conference.* We will provide you with some recommendations, but you will have to try these out yourselves *before* the conference. We cannot give tech advice to 50+ schools attending. You must be proactive in working with your students before the conference to make sure all is in order.

If you have a solution, test the EXACT solution **days before** the conference begins to make sure it works.

We encourage directors and students to join the BERMUN preparation sessions (see 'Timeline' above) to get familiar with the platform, meet the Student Officers and ask questions.

Rooms

Every school participating in BERMUN will have a different setup due to varying numbers of participants, available technology at school, health regulations, meeting times, etc. We understand the options are most likely limited but we also recognize the social aspects of any MUN conference. Here are our recommendations:

Top Choice: All delegates are in one location but in separate rooms, or in a very large room (separated by enough space so that sounds/noise interruptions are kept to a minimum). Required: headphones with attached microphone, reliable internet access. *If using one room, test the setting BEFORE the conference!*

Choice 2:   Delegates of the same committee are in one room. If reliable internet is not available, running just one zoom call for the committee (via webcam and projector screen) is possible when all participants are using the BERMUN platform on their personal devices. Suggestion: external, omnidirectional microphone (40 Euro) which hooks up to a headphone jack of a computer. This will enable students to participate and speak from their seat but will still require muting and video setup.

Choice 3:   Delegates are participating from home. If allowed, consider having at least two students meet at a home to support social aspects and accountability.

Choice 4:   All delegates are in one (small) room. While the social aspect is significant using this option, there will be significant noise interruptions, possible feedback when several microphones or speakers are turned on at the same time and increased chances of internet issues if wifi is not reliable and ethernet cable connection is not possible. Required: headphones with attached microphone.

Internet

Internet Speed

We recommend an **upload/download speed of at least 4 megabits per person** whenever possible, even if not using a High Definition (HD).

Quality of Screen (Is the screen high definition - HD)	Upload Speed Mbps (Megabits per second)	Download Speed Mbps (Megabits per second)
720p	1.5 Mbps	2.5 Mbps
1080p = Full HD (high definition)	2.5 Mbps	4.0 Mbps

If you are interested in reading more, click here for the Zoom bandwidth suggestions.

Reliability

There are two primary ways to get the internet: (1) cable and (2) wifi. The most important issue with the internet is its *reliability.* The most reliable source of internet is generally by cables, and thus, we recommend this option before wifi.

Many desktop computers in your school are set up with internet from an ethernet cable. If your students are using laptops and wifi is not reliable, you may want to consider using ethernet cables to connect laptops with the internet 'source.'

Ethernet/LAN Port *(if necessary)*

Make sure that the computers you want to use have Ethernet ports.
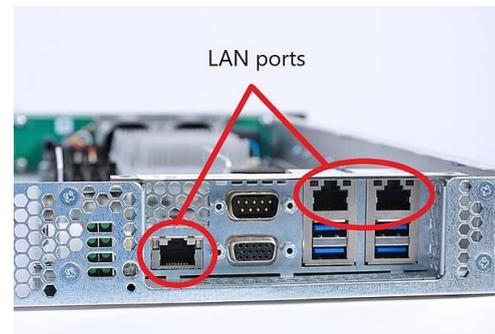
Ethernet Adapter *(If necessary)*

If your computer does not have an ethernet port, an ethernet adapter can be purchased. To learn which adapter may be required, click here.

Ethernet Switch

In a room with only one ethernet port in the wall for one cable, we would recommend purchasing a "switch." A switch allows you to connect an ethernet cable into a box (= switch) which connects multiple other ethernet cables for other devices.

TIP: Consider buying one Ethernet Switch *per* room that your students will be in.

"How to set up an Ethernet Switch" - watch this 2 min. video

Wifi Router

Another option is to use a router to create a local access point (Cost: 30-50 Euro).

Zoom

Access/Signup

BERMUN participants must download the Zoom App on every device they will use (laptop, desktop, smartphone, tablet, etc.). See link: https://zoom.us/download

For an optimal lobbying experience Zoom Version 5.3.0 or higher should be downloaded. If an older version is used, some features, such as breakout rooms, will not be available to the participant.

Zoom Breakout Rooms

Similar to lobbying sessions (unmoderated caucuses) during a regular conference, delegates will be able to break up into smaller groups by joining individual Zoom "Breakout Rooms".

In the tab at the bottom of the screen (where you can also mute themselves, control camera, and view participants), you can find "Breakout Rooms". It may be hidden under "More" (May look like this: . . .). After clicking there, you may see a selection like this:


Blue "Join" button: join any lobbying group (also allows you to switch between lobbying groups when needed and if permitted)

Blue "Leave Room" button (bottom right corner of screen): Leave all breakout rooms and return to the main room.

If you want to learn more about the Breakout Room feature before the conference, watch this 8-minute video or read this Zoom blog entry.

Communication

Participants will be able to communicate on the BERMUN Platform via the messaging system to other participants, including directors, fellow delegates, directors, Chairs, the Tech Team, and Committee Admins. Please see Code of Conduct above for more information on rules and accountability.
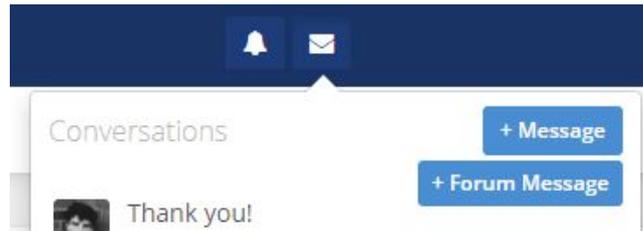
For specific questions, contact the following:

Who to contact:	Regarding:
Committee Chairs	● Topic related questions ● Debate Procedure ● Resolution formatting ● Bullying, harassment, inappropriate behavior
Ambassador and fellow delegates of your country	● Policy questions
Committee Admin	● Zoom Access ● Attendance issues ● Voting issues
Tech Team	● Platform issues ● Zoom issues
MUN Director	● Technical issues at your location