



**SANSKRITI SCHOOL**  
**MODEL UNITED NATIONS**  
*ONLINE*

14th to 16th July 2021

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**A GUIDE TO ZOOM**



# Introduction

Greetings!

This guide has been made to enable you to use the -Zoom- platform for the INTER SMUN conference 2021 online.

The Zoom application needs to be downloaded by visiting the website: <https://zoom.us/>.

Once the application is downloaded, please create an account for yourself using the email Id you have registered with. This is the account you will be using to join all the committee sessions for the conference.

This guide will walk you through the various features of zoom and inform you about all the features you need to familiarize yourself with before the conference.

Please make sure to go through this guide before the conference.

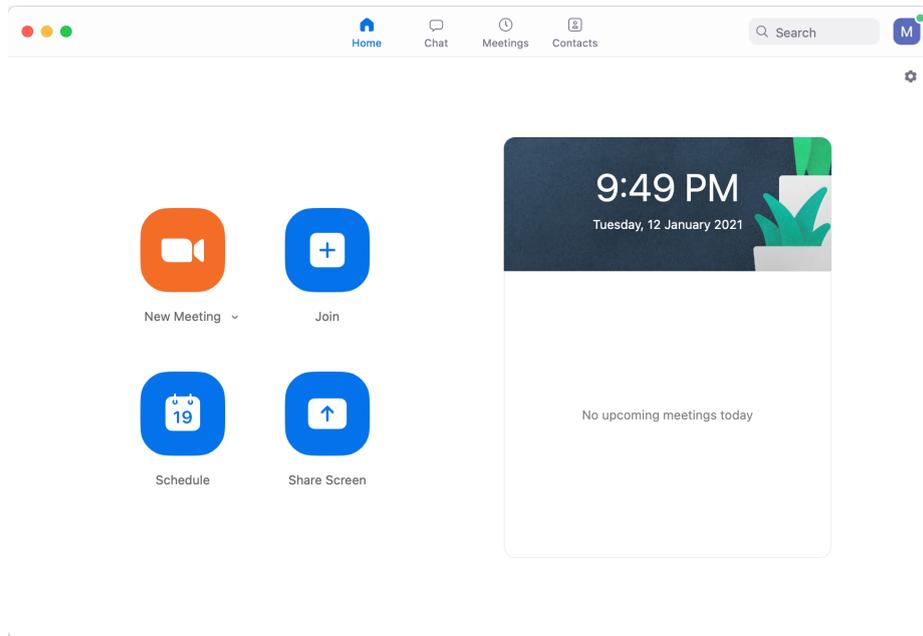
We look forward to seeing you there!

Regards,  
The Organising Committee



# The Guide for Zoom

1. Once you have signed into zoom using your school account, this is what your home page looks like. You will have to click “Join”. After this, a pop-up box will appear.



2. Enter the meeting ID and type in your ‘name\_allotment\_committee’ and click on “Join”. Another pop-up box will appear for you to enter the password.

**Join Meeting**

Meeting ID or Personal Link Name

Your Name  
Your Name

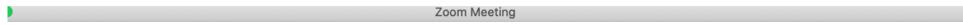
Don't connect to audio

Turn off my video

Cancel Join



3. Once you enter your ID and password, you will be taken to a meeting room where you will have to wait for a couple of minutes until the directors let you in.



**Please wait, the meeting host will let you in soon.**

**Test**

Test Speaker and Microphone

4. Once you enter the committee session, you will see a panel at the bottom with multiple options and features. Please ensure you have joined with audio, are muted, and have started your video.



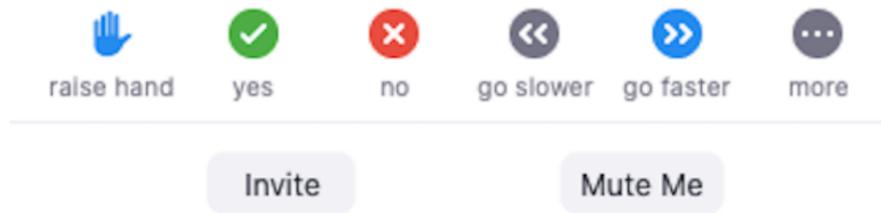
5. If you click on “Participants”, another pop-up box will appear with the names of the other delegates who have joined the committee session. You will be able to see your Directors here too.

At the bottom, you will notice some more options like “Raise Hand”, “Yes” and “No”. When you pick one of these options, your virtual action will appear next to your name.

To lower your hand, simply select the “Lower Hand” option or de-select Yes/No by clicking on it once more.

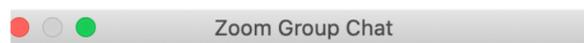


6. You will be using some of these features during the course of the conference.



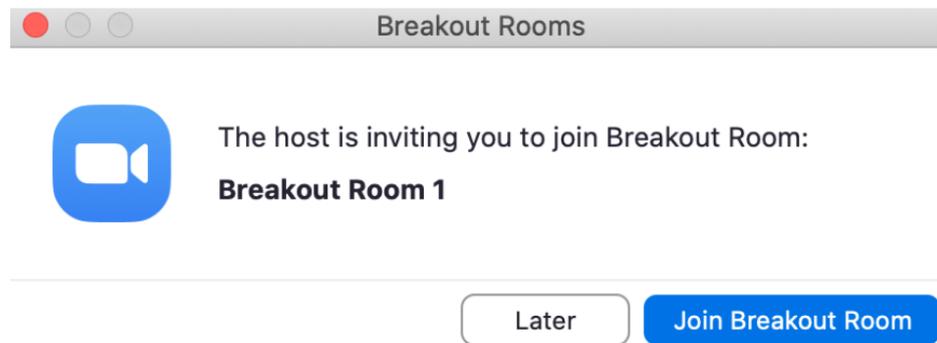
7. You will also be able to view another option to “Chat” on the panel below. Once you click on this, another chat box will appear where you can communicate with the directors of your committee as well as your fellow delegates.

You will notice the option to change the receiver of your message just above the space to type your message. You will be able to send a message to everyone in your committee. You can also personally message your director or a particular delegate.

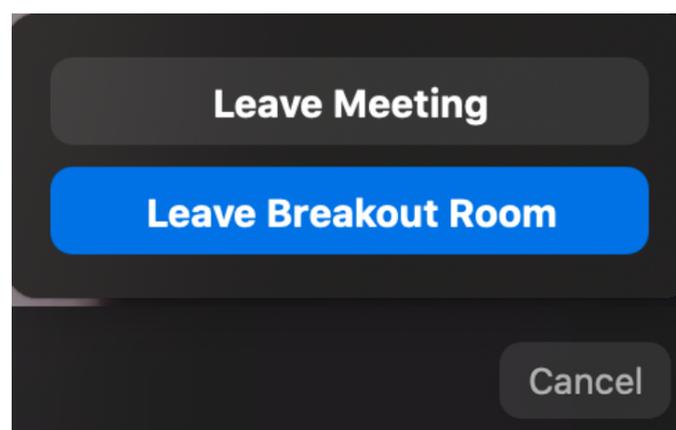




8. We will be using the feature of breakout rooms for unmoderated caucuses as well as lobbying. Once this is initiated, you will get an invitation to join your respective break out room based on your preference. To join your respective breakout room, please click on “Join Breakout Room”.

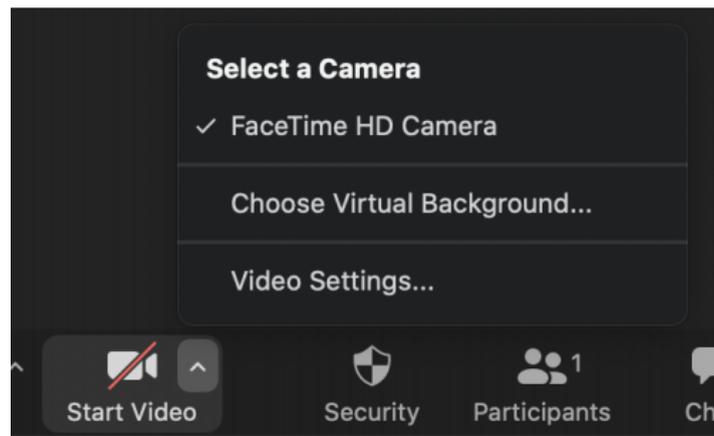


9. Once you are in your breakout room, you will notice some additional options in the panel. You can click on “Ask for Help” if you would like to reach out to your Director. In case you want to leave the room or change the room, you can click on “Leave Breakout Room” and this option will take you back to the main committee session.





- Zoom also has a feature for inserting a Virtual Background. This is not a requirement, however, we recommend choosing a virtual background if it is compatible with your device. If you wish to insert a virtual background, click on the arrow by the video button and "Choose Virtual Background". Your directors will share the background with you and you will need to download the background beforehand.





# **Prior to the Committee Session**

1. Please make sure you have found a quiet and well-lit area in your house where you can attend the committee at your comfort.
2. Test your mic, video, and internet speed.
3. Please start joining the committee session a few minutes before it is supposed to start so that we have sufficient time to verify your name and let you in from the waiting room. We will need a couple of minutes to verify your name before you are allowed into the committee. This will help us ensure a safe experience for all our participants.



# During the Committee Session

Once you enter the committee session, please wait for your director's instructions and maintain decorum at all times. Some of the committee proceedings are mentioned below, please keep them in mind during the committee session. The directors may use their discretion to modify these.

1. **Roll Call:** The Director will begin the committee proceedings with a roll call and here Delegates can unmute themselves and answer with "present" or "present and voting" then mute themselves again.
2. **General Speakers List:** Next will be the General Speakers List where Delegates can once again raise their hand if they would like to speak and when they are recognized, they may unmute themselves and speak.
3. **Setting the Motion:** The Directors will ask the delegates whether they are in the favour of the agenda to be discussed or not and the Delegates can virtually cast their vote by using the "yes" or "no" feature.
4. **Moderated Caucuses:** The topic of discussion will be mentioned on the Director's screen. If the delegate wishes to speak, please raise your hand and the Director will recognize you. If you wish to ask a Point of Information, you will need to raise your hand and propose your question by unmuting yourself once the directors have recognized you.
5. **Unmoderated Caucuses:** To conduct the unmoderated caucus or informal debate, we will be using the feature of the breakout rooms. Delegates will need to inform the directors stating which bloc they would like to be a part of by sending them a message on chat or unmuting themselves in an orderly manner.



There will be a logistical member and/or a director present in all the breakout rooms. In case a delegate wishes to change their room, they can notify the directors or the logistical members.

**6. Points:**

- a. Point of Personal Privilege: Delegates may raise their hand or send a personal chat via the chat box to the Executive Board.
- b. Point of Parliamentary Enquiry: Delegates may raise their hand or send a personal chat via the chat box to the Executive Board.
- c. Point of information: Delegates may raise their hand after another delegate's speech to ask them questions if the directors allow.
- d. Point of order: Delegates may send a personal chat via the chat box to the Executive Board.



# Closing Remarks

We hope that this Zoom Guide gives you an insight into how the platform and its various features work. In order for you to have a comfortable and smooth online Model UN experience, you are urged to download the platform as early as possible and go through the different options present in the interface so as to familiarise yourself with its functioning.

Please note that in case you have any further doubts at any time, you may reach us at :

Organising Committee: [ocsmun21@gmail.com](mailto:ocsmun21@gmail.com)

Technical Department: [smuntechops2@gmail.com](mailto:smuntechops2@gmail.com)

Best of luck!

Regards

The Organising Committee