

## Online Conference Guidelines

As we near the dates for the online session of KMUN 2021, it is essential that all delegates set their computers as the following Online Conference Guidelines outline. It is **strongly recommended** participants access the conference using a laptop or desktop.

*\*The link to the conference sessions will be sent through email beforehand.*

### ***Requirements***

- Electronic device able to run Zoom
- Zoom Software
- Stable internet connection
- Working camera
- Working microphone
- Quiet environment

### ***Before the conference***

1. KMUN 2021 is to be held online through Zoom as our main platform. It is strongly recommended participants use a laptop or desktop to get the full experience of the online conference. Have the software downloaded beforehand and/or updated to a version superior to 5.2.45092.0831. If not already, to download Zoom, go to <https://zoom.us/download>. Please make sure you are used to the controls such as the raise hand or chatting function.
2. It is important that delegates ensure an adequate environment to participate in KMUN 2021. Check that ambient sounds are at a minimum, in such a way that they are not distracting to the committee, and that there is a stable internet connection to ensure the best experience of KMUN 2021.

These conditions should be met for the duration of the conference. Please be reminded that there are a total of nine sessions in KMUN 2021, and to receive a certificate of participation, participants need to be present for seven or more sessions. For further information, refer to Chapter II, article 8 of the KMUN 2021 Rules of Procedure.

3. A working microphone and camera is also essential for your participation in KMUN 2021. During the session, cameras must be turned on to count as a presence within the committee, and microphones must work when needed. Before entering the session, there will be a brief camera and microphone test. Details are outlined in the following section, *During the conference*.

### ***During the conference***

Links to joining the KMUN 2021 conference will be made available a day before the actual conference through email. Please be aware that this same link will be used for the duration of 4 days, unless further specified.

### ***Before the session starts***

- Please arrive 10 minutes early to the session to conduct a microphone and camera test.
- Delegates' names when joining the session should be set as e.g. *[Republic of Korea/Hong Gildong]*, and remain unchanged for the duration of the conference.
- Camera angles should be set at around 120 degrees, enough for your *eyes, nose and lips to be visible* within the camera angle.
- Please make sure you have an appropriate outfit that follows KMUN 2021's dress code.
- No virtual backgrounds are allowed. However, if necessary, delegates are allowed to use their assigned nation's flag as their background under the Deputy Secretaries-Generals' permission.

### ***During the session***

- All participants' cameras must be on throughout the session unless one has left the committee temporarily (e.g. went to the bathroom).
  - To go to the bathroom, a note must be sent to the Dais. Once the Dais has recognized the delegate's leave in the committee, the delegate is free to turn their camera off. Once back, please notify the same Dais member of your return. (G)
- Participants' microphones must be set at mute, and only turned on when attempting to speak to make a motion, point, or deliver a speech. (C)
- The Zoom screen should be set as follows:
  - Side-by-side gallery view, with the shared screen two columns of participants visible on the right hand side (click A, drag B to adjust)
  - Participants tab open (D)
  - Chatting tab open (E)
- All participants should use the 'raise hand' function only when asked by the chair, and *immediately lower their hands* once they are recognized. (found in lower part of the participants tab)
- When in the Unmoderated Caucus, delegates are free to roam in Breakout rooms. (F)

- In case of technical difficulties, participants may raise a point of privilege or send an email to the secretariats via KMUN email address.

### *Leaving the session*

After the session has been adjourned, delegates are free to leave the committee room by clicking on the “Leave Meeting” button on the lower right corner. (H)

