Online Conference Guidelines

As KMUN 2022 hybridizes online and offline sessions, it is essential that all delegates set their devices abiding by the following Online Conference Guidelines. It is **strongly recommended** that all delegates participating in online committees access the conference using <u>a laptop or a desktop</u>. Using a cellphone or a tablet PC instead is *not* recommended.

**The following requirements apply only to those participating in online committees*
**The link to the applying zoom sessions will be shared through email*

Requirements

- Electronic device able to run Zoom (a laptop or a desktop best recommended)

- Zoom Software

- Stable internet connection

- Working camera

- Working microphone

- Quiet environment

Before the conference

1. KMUN 2022 is to be held both online and offline. Those committees based online utilize Zoom as the main platform. It is strongly recommended that all participants use a laptop or desktop to get the full experience of online conferences. Have the applying software downloaded prior to the sessions, and/or keep it updated to a version superior to *5.8.3(1581)* For those that have not already, to download zoom, access https://zoom.us/download to do so. Please make sure to be used with the necessary functions of zoom, including the chatting and raising hand functions.

2. It is important that delegates maintain an adequate environment to participate in KMUN 2022. Make sure that the ambient sounds are at a minimum, in such a way that they are not distracting to the others, and that there is a stable internet connection to ensure the best experience.

Please be reminded that there are a total of 8 sessions in KMUN 2022, and to receive a certificate of participation, participants must be present to 7 or more sessions. For further information, refer to Chapter II, Article 8 of the KMUN 2022 Rules of Procedure.

3. A working microphone and camera is essential for your participation. During the session, all delegates are expected to turn the cameras on in order to be counted as present within the committee. Microphones must work clearly whenever they are 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 KMUN 2022 sessions will be made available a day before the conference via email. Please be aware that this is a recurring session, and the same link will be used for the duration of 3 days, unless further specified.

Before the session starts

- Please arrive 10 minutes prior to the session to conduct a microphone and camera test.
- Delegates' names when joining the session must be set as the following example: e.g. [Republic of Korea/Hong Gildong]. This should remain unchanged for the duration of the conference.
- Camera angles must be set at around 120 degrees, enough for all delegates' full faces including the eyes, nose, and lips to be visible.
- Please make sure all delegates are in appropriate outfits that follow KMUN 2022's dress code.
- No virtual backgrounds are allowed. However, if necessary, delegates are allowed to use their designated delegation's national 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. (F)
- Participants' microphones must be set at mute, and only turned on when attempting to speak to make a motion, point, or deliver a speech. (A)
- 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 (H)
    - Participants tab open (B)
    - Chatting tab open (C)
- All participants should use the 'raise hand' function only when asked by the chair, and immediately lower their hands once they are organized(found in the lower part of the participants tab). (E)
- When in the Unmoderated Caucus, delegates are free to move around Breakout room. (D)
- In case of technical difficulties, participants may raise a point of privilege or send an email to the secretariats via the official KMUN email address.

Leaving the session

- After the session has been adjourned, delegates are free to leave the committee clicking on the "Leave Meeting" button on the lower right corner. (G)