



VOICE OF NATIONS MUN

A Learnexa Hub Conference

STUDENT PRACTICE HANDBOOK

Model United Nations Procedures, Debate Skills, Position Paper Writing & Terminology

Prepared for VNMUN Student Delegates

Voice of Nations MUN | A Learnexa Hub Conference

Delegate Promise: I will research honestly, represent my assigned country respectfully, listen actively, negotiate diplomatically, and contribute to realistic solutions.

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HOW TO USE THIS HANDBOOK

A quick guide for preparing, practicing, and participating confidently

This handbook is designed to help students practise Model United Nations before and during VNMUN. It explains the purpose of MUN, the role of delegates, the main debate procedures, the language of diplomacy, and the steps for writing a strong position paper.

Procedures may vary slightly from one conference or committee to another. During VNMUN, delegates should always follow the instructions of the Chair and the official rules announced by the dais.

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Best Way to Practise

Do not memorise procedures only. Practise them aloud: make motions, give 30-second speeches, negotiate with a partner, and write short policy solutions using formal diplomatic language.

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WHAT IS MODEL UNITED NATIONS?

Understanding the purpose, skills, and learning outcomes of MUN

Model United Nations is an educational simulation in which students represent countries, debate international issues, and work together to write resolutions. Delegates do not speak as themselves; they speak from the perspective of their assigned country and committee.

Main Goals of MUN

- **Global awareness:** understand international issues, different perspectives, and the connection between local and global challenges.
- **Public speaking:** speak clearly, confidently, and respectfully in formal debate.
- **Research skills:** use credible sources to understand the topic, country policy, and possible solutions.
- **Negotiation:** work with other delegates to build alliances, compromise, and create realistic proposals.
- **Writing:** draft position papers, speeches, clauses, amendments, and resolutions using formal language.

What Makes a Strong Delegate?

Quality	What it looks like in committee
Researcher	Understands the topic, country policy, past actions, and key data.
Diplomat	Listens carefully, speaks respectfully, and looks for common ground.
Speaker	Uses clear structure, evidence, and persuasive delivery.
Writer	Turns ideas into clauses, amendments, and written policy proposals.
Collaborator	Builds blocs, supports others, and contributes to group solutions.

Remember

MUN is not about “winning arguments.” It is about representing a policy, building consensus, and helping the committee move toward practical solutions.

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DELEGATE ROLE AND CODE OF CONDUCT

Representing your country with respect, accuracy, and diplomacy

Your Role as a Delegate

As a delegate, you represent the interests, policies, and priorities of your assigned country. Your responsibility is to research your country accurately and speak in a way that reflects its official position, even if your personal opinion is different.

Delegate Code of Conduct

- Use respectful and diplomatic language at all times.
- Address the Chair, not individual delegates directly, during formal debate.
- Avoid personal attacks, stereotypes, jokes about countries, or disrespectful comments.
- Listen actively and do not interrupt speeches or caucuses.
- Use credible sources and avoid invented facts or unsupported claims.
- Stay in character as your assigned country during formal committee sessions.
- Share speaking opportunities and support less confident delegates during collaboration.

Diplomatic Language Examples

Informal wording	Diplomatic wording
You are wrong.	The delegation respectfully disagrees with this perspective.
My country thinks...	The delegation of [Country] believes...
We need to do this now.	This delegation urges the committee to consider immediate action on...
That idea will not work.	This proposal may face challenges in implementation because...
I want to add...	The delegation would like to propose an additional clause addressing...

Third-Person Style

In MUN, delegates often say “The delegation of [Country]...” instead of “I...”. This creates a formal, diplomatic tone and reminds everyone that you represent a country position.

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PREPARATION ROADMAP

What to do before the conference or practice session

Strong performance in committee begins before the first roll call. Use the roadmap below to prepare in a clear and organised way.

Step	Task	Action
1	Understand your committee	Read the committee description, topic background, and any official study guide.
2	Research the issue	Identify causes, affected groups, previous international actions, and key statistics.
3	Research your country	Study your country's foreign policy, alliances, economy, regional priorities, and past statements.
4	Identify your country position	Decide what your country supports, opposes, and wants the committee to do.
5	Write your position paper	Organise background, country policy, and proposed solutions in a formal document.
6	Prepare an opening speech	Create a 45- to 60-second speech that introduces your stance and invites collaboration.
7	Practise procedures	Practise making motions, using points, giving speeches, and joining caucuses.
8	Plan possible solutions	Prepare 3-5 realistic ideas that could become operative clauses in a resolution.

Recommended Research Sources

- Official United Nations pages and committee reports.
- Your assigned country's Ministry of Foreign Affairs or government websites.
- Embassy statements, official speeches, national development plans, and policy documents.
- Reputable international organisations, academic institutions, and credible news sources.
- Previous UN resolutions or international agreements related to the topic.

Research Questions to Answer

- What is the problem and why does it matter internationally?
- Who is affected by the issue?
- What has the UN or the international community already done?
- What is my country's position and why?
- What solutions would my country support?
- Which countries are likely to agree with my country?
- Which countries may disagree, and how can I respond diplomatically?

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COMMITTEE STRUCTURE AND CONFERENCE ROLES

Who does what in a MUN committee room

Role	Main responsibility
Chair	Leads the debate, recognises speakers, rules on points and motions, and maintains order.
Dais	The committee leadership team, usually including the Chair, Co-Chair, and rapporteur/admin support.
Delegate	A student representing a country, organisation, or assigned role in the committee.
Rapporteur/Admin	Helps record speeches, manage documents, count votes, and support the dais.
Sponsors	Delegates who wrote or strongly support a draft resolution and are responsible for explaining it.
Signatories	Delegates who want a draft resolution to be discussed; they do not have to support it fully.
Bloc	A group of delegates working together because they share similar interests or solutions.

Committee Materials

- **Placard:** a card with the country name used to vote, make motions, or be recognised by the Chair.
- **Study guide:** a topic guide explaining the issue, background, key questions, and committee focus.
- **Position paper:** a delegate's written explanation of country policy and solutions before debate begins.
- **Working paper:** an informal written collection of ideas that may develop into a draft resolution.
- **Draft resolution:** a formal document containing proposed actions that the committee debates and votes on.

Professional Conduct: During committee, speak only when recognised by the Chair, stay focused on the topic, and avoid side conversations that interrupt speakers.

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RULES OF PROCEDURE: DEBATE FLOW

How a typical committee session moves from roll call to voting

The following sequence shows a common MUN committee flow. Your committee Chair may adapt the order depending on the conference rules, time, or committee type.

Stage	What happens
1. Roll Call	The Chair checks attendance. Delegates answer “Present” or “Present and voting.”
2. Setting the Agenda	If there is more than one topic, delegates may debate which topic to discuss first.
3. Opening the Speakers List	Delegates are added to a formal speaking order to share their country positions.
4. Formal Debate	Delegates give speeches from the speakers list and may yield remaining time if allowed.
5. Moderated Caucus	Short, focused debate on a specific subtopic with brief speeches guided by the Chair.
6. Unmoderated Caucus	Delegates move freely to negotiate, form blocs, and draft solutions.
7. Working Papers	Delegates organise ideas informally before preparing formal draft resolutions.
8. Draft Resolutions	Sponsors submit formal proposals for committee discussion and possible amendments.
9. Amendments	Delegates propose changes to draft resolutions.
10. Closure of Debate	The committee agrees to end debate and move into voting procedure.
11. Voting Procedure	Delegates vote on amendments and draft resolutions according to the rules.
12. Adjournment	The committee ends the session after voting or at the end of the conference.

Formal Debate vs. Caucus

Type	Purpose
Formal Debate	Delegates speak one at a time from the speakers list. It is structured, official, and recorded by the dais.
Moderated Caucus	The Chair calls on delegates for shorter speeches about a specific topic. It is useful for focused discussion.
Unmoderated Caucus	Delegates leave formal speaking order and collaborate in groups. It is useful for negotiation and drafting.

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POINTS AND MOTIONS CHEAT SHEET

The language delegates use to move committee forward

Points and motions are formal tools used to manage debate. Raise your placard and wait to be recognised by the Chair before making most motions. Some points may interrupt only when necessary.

Point	Purpose	Interrupt?
Point of Personal Privilege	Used when a delegate has a personal difficulty, such as not hearing the speaker or needing room adjustment.	May interrupt only if urgent, such as audibility.
Point of Parliamentary Inquiry	Used to ask the Chair a question about procedure.	Does not interrupt a speaker.
Point of Order	Used when a delegate believes procedure is not being followed correctly.	May interrupt if the procedural issue is immediate.
Right of Reply	Requested when a delegate believes their country was directly insulted or misrepresented.	Usually submitted at the Chair's discretion.
Motion	Purpose	Sample wording
Motion to Open Debate	Begins formal committee debate.	"The delegation of [Country] motions to open debate."
Motion to Set the Agenda	Chooses the topic to discuss first when there are multiple topics.	"...motions to set the agenda to Topic A."
Motion to Open the Speakers List	Creates the speaking order for formal debate.	"...motions to open the speakers list."
Motion for a Moderated Caucus	Starts focused debate on a subtopic.	"...motions for a moderated caucus on [subtopic], total time [x], speaker time [y]."
Motion for an Unmoderated Caucus	Allows delegates to negotiate and draft informally.	"...motions for an unmoderated caucus for [x] minutes."
Motion to Introduce a Draft Resolution	Allows sponsors to present a submitted draft resolution.	"...motions to introduce Draft Resolution 1.1."
Motion to Introduce an Amendment	Allows discussion or voting on a proposed change.	"...motions to introduce Amendment 1."
Motion to Close Debate	Ends debate and moves the committee toward voting.	"...motions to close debate."
Motion to Suspend the Meeting	Temporarily pauses the session, often for breaks.	"...motions to suspend the meeting."
Motion to Adjourn the Meeting	Ends the final committee session.	"...motions to adjourn the meeting."

Note: Some motions need a simple majority; others may require a different threshold. The Chair will announce the required vote according to VNMUN rules.

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SPEAKING SKILLS AND OPENING SPEECHES

How to sound clear, confident, and diplomatic

Opening Speech Structure

An opening speech is usually 45 to 60 seconds. It introduces your country’s stance, shows your understanding of the issue, and invites other delegates to work with you.

Part	What to include
1. Greeting	Address the Chair and fellow delegates respectfully.
2. Country stance	State your country’s general position on the topic.
3. Evidence or background	Mention one key fact, challenge, or past action.
4. Proposed direction	Present 1-2 solutions your country supports.
5. Collaboration invitation	End by inviting countries with similar priorities to work with you.

Opening Speech Template

Honourable Chair and distinguished delegates,
 The delegation of [Country] recognises the importance of addressing [topic/problem].
 [Country] believes that the international community must focus on [main priority] because [reason/evidence].
 In the past, [Country] has supported/implemented [policy, agreement, programme, or action].
 This delegation proposes [solution 1] and [solution 2] as practical steps forward.
 The delegation of [Country] looks forward to working with delegates who support [shared goal]. Thank you.

Delivery Tips

- Stand or sit with good posture and keep your voice clear.
- Speak slowly enough for delegates to understand your evidence and solutions.
- Use diplomatic phrases such as “urges,” “supports,” “encourages,” and “recognises.”
- Do not read too quickly from a script. Look up briefly after each sentence.
- End with a clear invitation for collaboration.

Quick Practice Drill

Choose any global issue. Give a 30-second speech using this structure: issue, country stance, one reason, one solution, invitation to collaborate. Repeat it three times, improving clarity each time.

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CAUCUSING, NEGOTIATION, AND BLOC BUILDING

Turning speeches into solutions

Most strong resolutions are developed during caucuses. Delegates should use caucus time to identify shared interests, combine ideas, and write clauses.

Moderated Caucus

A moderated caucus is a structured discussion on a specific subtopic. Delegates make shorter speeches, usually 30-60 seconds, and the Chair controls the speaking order.

- Use a moderated caucus to focus debate on one question or problem.
- Make specific points rather than repeating your opening speech.
- Respond to previous speakers respectfully and add evidence or solutions.
- Suggest possible clauses or areas of agreement.

Unmoderated Caucus

An unmoderated caucus is less formal. Delegates can move around, speak directly to one another, form blocs, and draft working papers or resolutions.

- Find countries with similar priorities and introduce your solutions clearly.
- Ask questions before disagreeing: “What would your delegation need in order to support this?”
- Assign roles in your bloc: lead writer, researcher, speaker, negotiator, and proofreader.
- Make sure every clause connects to the committee topic and your country policy.

Useful Negotiation Phrases

Purpose	Phrase
Starting a conversation	“Would your delegation be interested in discussing solutions related to...?”
Finding common ground	“Both of our delegations seem to prioritise..., so perhaps we can work together.”
Disagreeing politely	“This delegation has a concern about that proposal because...”
Offering compromise	“Would your delegation support this clause if we added safeguards for...?”
Inviting support	“Would your delegation consider becoming a signatory or co-sponsor?”

Bloc Building Tip: A bloc should not be a friendship group. It should be a policy group built around shared solutions.

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DRAFT RESOLUTIONS, AMENDMENTS, AND VOTING

How solutions become formal committee action

A resolution is the main written product of a MUN committee. It explains what the committee wants to do about the issue. Resolutions are built from clauses.

Parts of a Draft Resolution

Part	Purpose
Heading	Committee, topic, sponsors, and signatories.
Preambulatory Clauses	Introductory clauses that explain background, concerns, previous actions, and principles.
Operative Clauses	Action clauses that describe what the committee recommends, requests, establishes, supports, or encourages.
Amendments	Proposed changes to improve, add, remove, or revise clauses.

Preambulatory Clause Starters

Acknowledging, Affirming, Alarmed by, Aware of, Bearing in mind, Deeply concerned, Emphasising, Guided by, Recognising, Recalling, Taking into account, Welcoming.

Operative Clause Starters

Calls upon, Condemns, Encourages, Establishes, Further recommends, Invites, Proposes, Recommends, Requests, Supports, Urges.

Draft Resolution Skeleton

Committee: [Committee Name]

Topic: [Topic]

Sponsors: [Countries]

Signatories: [Countries]

The [Committee Name],

Recognising [important background or principle],

Concerned by [specific problem or challenge],

Recalling [previous UN action, treaty, or international effort],

1. Calls upon Member States to [specific action];
2. Encourages the development of [programme/partnership/system];
3. Recommends that [organisation/member states] [implement specific solution];
4. Requests further reporting on [monitoring/evaluation area].

Amendments

An amendment is a change to a draft resolution. Amendments may add new clauses, remove clauses, or revise wording. Some conferences distinguish between friendly amendments, supported by sponsors, and unfriendly amendments, requiring debate or a vote.

Voting Procedure

- The committee enters voting procedure after debate is closed.
- During voting procedure, delegates usually cannot leave, enter, or speak informally unless recognised by the Chair.
- Delegates vote for, against, or abstain unless they answered “Present and voting,” in which case abstention is usually not allowed.
- The Chair announces whether the draft resolution passes or fails according to the required voting threshold.

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POSITION PAPER WRITING GUIDE

How to write a clear, research-based country position

A position paper is a formal document explaining your country’s understanding of the topic, official policy, previous actions, and proposed solutions. It helps you prepare for speeches, caucuses, and resolution writing.

Recommended Structure

Section	What to include
Header	Committee, topic, country, delegate name(s), and school.
Paragraph 1: Topic Background	Explain the issue, its importance, causes, effects, and international relevance.
Paragraph 2: Country Position	Explain your country’s policy, national interests, past actions, agreements, or statements.
Paragraph 3: Proposed Solutions	Present realistic solutions your country would support in committee.
References	List credible sources used for research according to the format requested by your teacher or conference.

Writing Expectations

- Write formally and avoid first-person personal opinion.
- Represent your assigned country accurately and respectfully.
- Use evidence, not general statements only.
- Connect proposed solutions to your country’s position and capabilities.
- Use clear paragraphs with topic sentences and transitions.
- Cite or list sources so your claims can be checked.

Position Paper Rule

Do not write: “I think the world should...” Write: “The delegation of [Country] supports...” or “[Country] has prioritised...”

Step-by-Step Writing Process

1. Read the committee study guide and highlight the key questions.
2. Collect notes about the topic background and major international actions.
3. Research your country’s policy, alliances, interests, and previous statements.
4. Choose 2-3 solutions that your country could realistically support.
5. Draft the three paragraphs using formal diplomatic language.
6. Check that every paragraph answers the committee topic, not a different issue.
7. Proofread for accuracy, spelling, grammar, and professionalism.

Position Paper Template

Committee: [Committee Name]

Topic: [Topic Name]

Country: [Assigned Country]

Delegate(s): [Name(s)]

School: [School Name]

Paragraph 1 - Topic Background:

The issue of [topic] is important because [explain global significance]. It affects [groups/countries/regions] by [impact]. International efforts have included [UN action/agreement/programme], yet challenges remain, especially [challenge 1] and [challenge 2].

Paragraph 2 - Country Position:

[Country] recognises the importance of [topic] and has supported/implemented [policy/action]. Due to [national interest/regional context/economic or social factor], [Country] believes that the committee should prioritise [main priority]. [Country] has previously [joined/supported/opposed] [agreement/action], which shows its commitment to [goal].

Paragraph 3 - Proposed Solutions:

The delegation of [Country] proposes [solution 1], [solution 2], and [solution 3]. These solutions would help by [explain impact]. [Country] encourages cooperation between [stakeholders] and recommends that the committee focus on [implementation/monitoring/funding/education/technology/etc.].

References:

1. [Source title/organisation/link/date accessed if required]
2. [Source title/organisation/link/date accessed if required]
3. [Source title/organisation/link/date accessed if required]

Position Paper Checklist

- My paper includes committee, topic, country, delegate name(s), and school.
- My first paragraph explains the issue clearly and shows why it matters.
- My second paragraph explains my country's official position and past actions.
- My third paragraph presents realistic solutions my country would support.
- I used formal MUN language and avoided personal opinions.
- I included evidence or specific examples from credible research.
- My solutions are connected to my country policy and the committee topic.
- My paper is organised, proofread, and ready to submit.

Common Position Paper Mistakes

- Writing about your personal opinion instead of your country policy.
- Giving background information but no clear solution.
- Using broad solutions such as "raise awareness" without explaining how.
- Copying text from websites without understanding or citing it.
- Writing solutions that your country would not realistically support.
- Ignoring the committee's specific topic or key questions.

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NEEDED MUN TERMINOLOGY

Key words every delegate should know

Term	Meaning
Agenda	The topic or order of topics the committee will discuss.
Amendment	A proposed change to a draft resolution.
Bloc	A group of delegates working together on shared ideas or a resolution.
Caucus	A period of debate that is either moderated by the Chair or unmoderated for negotiation.
Chair	The person who leads the committee and manages debate.
Committee	The simulated UN body or council where delegates debate a topic.
Decorum	Professional behaviour and order in committee.
Delegate	A student representing a country, organisation, or role.
Delegation	The country or group represented by a delegate or team.
Dias	The committee leadership table, usually including the Chair and support team.
Draft Resolution	A formal proposal of solutions submitted for debate and voting.
Formal Debate	Structured speeches from a speakers list.
Friendly Amendment	A change accepted by the sponsors of a draft resolution.
Moderated Caucus	Focused debate with short speeches managed by the Chair.
Motion	A formal request for the committee to take a procedural action.
Operative Clause	A clause in a resolution that states an action or recommendation.

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NEEDED MUN TERMINOLOGY CONTINUED

More key words for debate, writing, and voting

Term	Meaning
Placard	A country name card used to vote, request to speak, or make motions.
Point	A formal request or question related to procedure, comfort, or order.
Position Paper	A written statement explaining a country's policy and solutions on the topic.
Preambulatory Clause	A clause that explains background, principles, or reasons for action.
Present	Roll call response meaning the delegate is attending and may vote or abstain.
Present and Voting	Roll call response meaning the delegate is attending and cannot abstain in substantive votes.
Quorum	The minimum number of delegates required for committee business.
Right of Reply	A request to respond to a direct insult or serious misrepresentation.
Roll Call	Attendance check at the beginning of a session.
Signatory	A delegate who wants a draft resolution discussed; not necessarily a supporter.
Speaker's List	The formal order of delegates who will deliver speeches.
Sponsor	A main author or strong supporter of a draft resolution.
Unmoderated Caucus	Informal negotiation time for delegates to collaborate.
Voting Bloc	A period when debate ends and delegates vote on amendments or resolutions.
Working Paper	An informal document of ideas that may develop into a draft resolution.
Yield	Giving remaining speech time to the Chair, questions, or another delegate if allowed.

Power Verbs for Diplomatic Writing

Use strong formal verbs in speeches, clauses, and position papers: acknowledges, affirms, calls upon, condemns, encourages, emphasises, establishes, invites, recommends, requests, supports, urges, welcomes.

Vocabulary Practice: Choose five terms from the glossary and use each in a complete MUN sentence. Example: "The delegation of [Country] motions for a moderated caucus to discuss funding mechanisms."

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PRACTICE TOOLKIT

Activities for individual, pair, and team preparation

Five-Day Practice Plan

Day	Focus	Task
Day 1	Topic and country research	Complete the research organiser and identify your country's top three priorities.
Day 2	Position paper drafting	Write the three main paragraphs and collect at least three credible references.
Day 3	Speech practice	Prepare and deliver your opening speech twice with peer feedback.
Day 4	Procedure practice	Practise roll call, making motions, points, moderated caucus speeches, and voting.
Day 5	Resolution practice	Write 2 preambulatory clauses and 3 operative clauses with your bloc.

Mini Practice Activities

- **Motion circle:** each student practises making one motion aloud using correct wording.
- **30-second stance:** students explain their country position in 30 seconds with one piece of evidence.
- **Clause clinic:** students improve weak operative clauses by adding action, responsibility, and implementation.
- **Negotiation challenge:** students form two blocs and must agree on one shared clause in five minutes.
- **Chair simulation:** one student acts as Chair while others practise points, motions, and speaking order.

Delegate Self-Assessment

- I can explain my committee topic clearly in one minute.
- I can explain my country's position using evidence.
- I can make at least three motions correctly.
- I can speak in a moderated caucus without reading word-for-word.
- I can negotiate politely and ask useful questions.
- I can write a clear operative clause.
- I can explain the difference between sponsor and signatory.

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TEMPLATES AND APPENDICES

Printable tools for VNMUN delegates

Delegate Research Organiser

Research Area	Notes
Committee	
Topic	
Country	
Main causes of the issue	
Groups/countries affected	
Past UN or international actions	
Country policy and past actions	
Allies or countries with similar views	
Possible opponents or concerns	
Three proposed solutions	<ol style="list-style-type: none"> 1. 2. 3.
Useful sources	<ol style="list-style-type: none"> 1. 2. 3.

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PRINTABLE MOTIONS QUICK CARD

A one-page reference for committee practice

Purpose	Suggested wording
Open debate	Motion to open debate.
Set agenda	Motion to set the agenda to [Topic A/B].
Open speakers list	Motion to open the speakers list.
Moderated caucus	Motion for a moderated caucus on [subtopic], total time [x] minutes, speaker time [y] seconds.
Unmoderated caucus	Motion for an unmoderated caucus for [x] minutes.
Introduce draft resolution	Motion to introduce Draft Resolution [number].
Introduce amendment	Motion to introduce Amendment [number].
Close debate	Motion to close debate.
Suspend meeting	Motion to suspend the meeting.
Adjourn meeting	Motion to adjourn the meeting.

Chair Phrases You May Hear

- “The committee will now come to order.”
- “Delegates, please raise your placards.”
- “That motion is in order.” / “That motion is not in order.”
- “The delegate has thirty seconds remaining.”
- “Are there any points or motions on the floor?”
- “We are now entering voting procedure.”

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FINAL DELEGATE CHECKLIST

Use this before the conference begins

- I know my committee, topic, assigned country, and conference schedule.
- I have read the study guide and highlighted key questions.
- I have completed research on the topic and country policy.
- I have written and proofread my position paper.
- I have prepared a 45- to 60-second opening speech.
- I know how to make motions for moderated and unmoderated caucuses.
- I can explain my top three proposed solutions.
- I have practised diplomatic phrases for agreement and disagreement.
- I am ready to collaborate with other delegates respectfully.
- I understand that the Chair’s instructions guide the committee procedure.

Final Reflection

After each practice session or conference day, write a short reflection using the prompts below.

Prompt	Response
What did I do well as a delegate?	
What evidence or policy point did I use effectively?	
How did I contribute to my bloc or resolution?	
What procedure do I still need to practise?	
What is one target for my next MUN session?	



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