

DELEGATE GUIDE



March 6th - March 8th 2026

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WELCOME FROM ACSTMUN II'S SECRETARY GENERAL

Dear Delegates and Faculties,

It is to my utmost pleasure to welcome you to the 2nd edition of the ACST MUN conference! My name is Mariem Naouar. I'm a senior at ACST, and I am looking forward to serving as the Secretary General of ACST MUN 2025.

MUN has been a voice, a voice to call out global issues, a voice to represent those who are censored, a voice to access our potential. The Model United Nations isn't just a simulation; it is an eye-opener to the complexity behind the hard work of diplomats trying to make the world a better place. It allows us to embody the people in need, the compassion it takes to face these issues, and the patience required to come together for a better solution to sustainable peace.

ACST's MUN allows delegates to embody these opportunities and qualities while fostering academic excellence and community involvement. We give the keys to allow delegates to engage in these actions in the most suitable environment. As the American school in Tunisia, we recognized the importance of having an accessible MUN conference, catered to different tastes and linguistic preferences, which is why we chose to divide this MUN conference into French and English. Our councils will range from the General Assembly to the Haut Commissariat des Nations Unies pour les Réfugiés, allowing Delegates a range of possibilities to participate in.

We truly hope to see you at our conference this year, as it will be an incredible opportunity to combine all of our MUN traditions that make experiences like these so memorable.



CONFERENCE OVERVIEW - 2026

ACSTMUN II marks the second edition of the American Cooperative School of Tunis Model United Nations Conference and will take place from March 6th to March 8th, 2026, at the American Cooperative School of Tunis in El Aouina, Tunis.

At its core, ACSTMUN II aims to promote collaboration in a world often characterized by division. Throughout the conference, delegates will develop essential skills including diplomacy, negotiation, public speaking, and leadership, while engaging in healthy competition grounded in mutual respect and cooperation. The conference is designed not only to challenge participants academically but also to foster meaningful dialogue and consensus-building.



ACSTMUN II will host debates across a range of committees with varying levels of difficulty to accommodate both beginner and experienced delegates. The English-speaking committees include:

- United Nations Security Council (UNSC)
- Economic and Social Council (ECOSOC)
- United Nations Entity for Gender Equality and the Empowerment of Women (UN Women)
- United Nations General Assembly (UNGA)

In French, the conference will offer:

- Haut-Commissariat des Nations Unies pour les réfugiés (HCR)
(Office of the United Nations High Commissioner for Refugees)

Each committee will consist of approximately 20 delegates to ensure efficiency, organization, and meaningful participation for all.

ACSTMUN II follows a structured parliamentary procedure modeled after the United Nations General Assembly. This format encourages diplomatic discourse, structured debate, negotiation, and consensus-building, ensuring a professional and engaging conference environment. ACST takes great pride in its MUN Club, which has been active for over five years and continues to uphold high standards of excellence and professionalism.

Dress Code

Delegates are required to attend ACSTMUN II in Western Business Attire (WBA). Professional appearance is an essential component of Model United Nations. Presentation reflects preparation and seriousness; therefore, all delegates are expected to meet the conference's standards of formal attire.

Male Delegates

Suits: A full suit is strongly recommended. Suits must be clean and wrinkle-free. Suit jackets must be worn while delivering speeches.

Tops: Collared or button-down shirts only. Ties are mandatory. T-shirts are not permitted.

Bottoms: No jeans or shorts. Dark-colored slacks or suit pants are appropriate.

Shoes: Strictly black or brown leather shoes. Sneakers and open-toe shoes are not permitted.

Hair: Must be clean and styled neatly, kept out of the face for a professional appearance.



Female Delegates

Suits: Professional suits are encouraged. Clothing must be clean and wrinkle-free.

Tops: Blouses, sweaters, or button-down shirts are appropriate. No t-shirts or transparent materials.

Dresses: Acceptable provided they are not revealing and are of appropriate length (below the knee).

Bottoms: No jeans, shorts, or miniskirts. Slacks and suit pants are acceptable. Skirts must not exceed two inches above the knee and should be worn with stockings. Avoid loud patterns.

Shoes: No sneakers or open-toe sandals. Delegates are advised to wear comfortable yet professional footwear.

Hair: Must be neat and styled professionally, kept out of the face.



Position Papers and Registration Requirements

All delegates are required to submit a position paper before the conference. Specific formatting and submission guidelines will be provided separately.

Delegates attending ACSTMUN II individually (without a school delegation) must be accompanied by a legal guardian during on-site registration and must declare this status on the online registration form.

Awards

ACSTMUN II recognizes excellence within each committee through:

- 1 Best Delegate Award
- 2 Honorable Mention Awards



Awards are granted based on diplomacy, preparation, participation, collaboration, and overall performance throughout the conference.

IMPORTANT DATES

ACSTMUN II maintains a strict policy regarding deadlines. Delegates are expected to respect all due dates. Failure to meet submission deadlines may result in ineligibility for awards. Chairs will notify delegates of important dates before and during the conference to ensure clarity and organization.



Registration Deadlines

Sunday, February 15th, 2026 – 17:00 (5:00 PM)

Delegation registration deadline (forms sent to MUN delegation leaders or schools).

Wednesday, February 25th, 2026 – 22:00 (10:00 PM)

Individual delegate registration deadline.

Thursday, February 26th, 2026 – by 22:00 (10:00 PM)

Registration confirmation emails sent to delegates and delegation leaders. Country allocations and committee assignments will also be released via the email provided in the online registration form.

Position Paper Deadline

Thursday, March 5th, 2026 – 22:00 (10:00 PM)

All position papers must be submitted to your committee's Google Classroom before this deadline.

Chairs will notify the ACSTMUN Executive Board of any delegate who fails to meet this requirement. Late submissions may affect award eligibility.

Conference Schedule

Opening Ceremony - Friday, March 6th, 2026

16:30 – Delegate Registration

17:00 – Opening Ceremony

18:18 – Iftar Dinner

19:30 – End of Day

First Formal Day of Debate - Saturday, March 7th, 2026

08:30 – Delegate Arrival

09:00 – Committee Sessions Begin

16:30 – End of Day

Breaks will be scheduled throughout the day.

Second Formal Day of Debate - Sunday, March 8th, 2026

09:00 – Committee Sessions Begin

12:00 – End of Debate

12:00–14:00 – Closing Ceremony & Awards

More details regarding scheduling will be sent to advisors and delegates by the ACSTMUN Leadership Team or Chairs.



COMMITTEE STRUCTURE & DEBATE

Flow of Debate

In this section, we outline the stages of a typical MUN committee session.

The flow of debate refers to the different phases through which a committee progresses during a session. Delegates begin by delivering opening speeches during the Speakers List. The debate then moves into moderated caucuses, where specific subtopics are discussed in a structured format. During unmoderated caucuses, delegates collaborate, negotiate, and draft resolutions.

Once draft resolutions are written, sponsors collect the required number of signatories before submitting the document to the Chair. With the Chair's approval or through the appropriate motion, the committee moves into formal debate on draft resolutions. Clauses are discussed, amendments may be proposed, and the committee ultimately votes. The final outcome is a resolution passed by the committee addressing the issues presented in the topic.

1. Roll Call

At the beginning of each session, the Chairs and delegates are seated in the committee room. The Chairs will initiate roll call by calling the names of each country represented in the committee.

When their country is called, delegates must respond with:

“Present” – meaning they are present and may abstain during substantive voting.

“Present and Voting” – meaning they are present and will not abstain during voting on draft resolutions and amendments.

2. Speakers List

The Speakers List is a list of delegations that have volunteered to speak on the topic. When the Chair asks for a motion to open the Speakers List, delegates wishing to speak should raise their placards. Once recognized, the Chair will call out country names to add them to the list. Being called does not mean you begin speaking immediately. It simply means you have been added to the list and will deliver your speech when your turn arrives. By default, debate flows through the Speakers List. After several speeches, the Chair will ask if there are any points or motions on the floor. At this stage, delegates may motion for:

- A moderated caucus
- An unmoderated caucus

These motions allow the committee to move the debate forward in a more dynamic and focused manner.

Motions and Rules for the Speakers List

1. Motion to Open the Speakers List

To begin formal debate, a delegate must raise the motion:

Sample Speaker's List

"In the respective order, The Chair recognizes and calls up the following countries for the Speakers List to present their opening speeches:

The United States of America

The People's Republic of China

The Republic of Rwanda

The Democratic Republic of Congo

French Republic"

“Motion to open the Speakers List.”

Once this motion passes, the committee will proceed with speeches in the order determined by the Chair.

2. Speaking Time

The standard speaking time for the Speakers List is 1 minute and 30 seconds. When 10 seconds remain, the dais will lightly tap the gavel to indicate that time is about to elapse. At the end of the allotted time, the Chair will firmly tap the gavel to signal that the speech has concluded. Delegates may motion to change the speaking time if they believe a shorter or longer duration would better serve the committee.

3. Yields and Comments

By default, each speech is followed by two 30-second comments from other delegates. After finishing a speech, a delegate may choose to:

- Yield to another delegate (who will use the remaining time)
- Yield to the Chair (the floor returns to the dais)
- Yield to questions (delegates may ask questions during the remaining time)

The chosen yield must be clearly stated at the end of the speech.

Special Note: Security Council

In the Security Council, the Speakers List is not voluntary. Instead, it follows a predetermined alphabetical order. Additionally, each speech is followed by two questions from the committee, rather than comments.

Moderated Caucus

A moderated caucus allows individual delegates of the committee to state their opinions about a specific topic in debate. The pace is faster than a Speaker's List and serves to debate issues in more depth. It can be used to:

- Discuss a portion of the topic the committee is focusing on
- Debate the content or opinions of draft resolutions

Side Notes:

1. Some competitive delegates will be very over-eager to be added to the Speakers List, and will waive their placard to grab the Chair's attention. Other delegates may wait until the Speakers List is already partially filled to raise their placard. Chairs are advised to call on delegates randomly to provide an equitable, orderly opportunity for all delegates to be added to the Speakers List.
2. A country cannot be on the Speakers List more than once at a given time. However, after they have spoken, they are allowed to be re-added to the Speakers List. They can do so by sending a note to the Chairs and will be added at the end of the list.

Procedure to enter a moderated caucus:

- A delegate motions for a moderated caucus, stating:
 - Their delegation
 - The topic to be discussed
 - The total speaking time for all statements
 - The speaking time per delegate
- The committee votes on the motion. If a simple majority is reached, the committee enters the moderated caucus.
- The Chair will take speakers in order of raised placards.

By courtesy, the country that motions for the caucus speaks first.

Example Motion:

“The delegate of New Zealand would like to motion for a moderated caucus on the topic of global avocado shortages for a total of 6 minutes with a 45-second speaking time per delegate.”

Motion requirements: Delegation, topic, total length of caucus, speaking time per delegate.

Unmoderated Caucus

An unmoderated caucus is a segment of committee time where delegates are free to move around and engage in informal debate with other delegates in small groups. Unlike a formal debate, an unmoderated caucus allows complete freedom to:

- Discuss any topic with any delegate
- Form blocs (groups of delegates with similar policies)
- Draft resolutions to later present in a formal caucus

Purpose: While other debate formats (e.g., mock trial, mock parliament, speech and debate) focus on public speaking, an unmoderated caucus emphasizes political maneuvering, negotiation, and informal communication skills.

Procedure to enter an unmoderated caucus:

- A delegate motions for an unmoderated caucus, stating:
 - The topic
 - The duration of the caucus
- The committee votes. If a simple majority (50% + 1) is reached, the committee enters the unmoderated caucus.

Formal Caucus

A formal caucus is used to present, debate, amend, and vote on draft resolutions.

Procedure to enter a formal caucus:

- A delegate motions for a formal caucus, stating the speaking time for each resolution.
- The committee votes. If a simple majority is reached, the committee enters a formal caucus.

The Chair sets speaking times and calls the main submitter of the first resolution to:

- Read the operative clauses
- Present a speech on the draft resolution

Delegates may ask for points of information after the speech. Important notes:

- Follow-up questions cannot be asked immediately
 - If unsatisfied, a delegate must re-raise their placard and ask a new question

Purpose: A formal caucus ensures a structured debate on resolutions and allows delegates to refine and vote on proposals in an organized way.

Delegate Tips during Formal Caucus

When in formal caucus and not presenting, you should be paying close attention to the ideas behind the resolution that is being presented and the details of how those goals will be achieved. Try to ask questions that challenge the presenters to elaborate on their plans and defend their ideas. This is a time for you to vet which resolutions you want to vote for and which resolutions you want to vote against. Your voting choices are considered when the chair evaluates you for staying on policy.

Debate and Voting Procedures for Draft Resolutions

After the main submitter has finished their speech and any Points of Information (POIs), the Chair will entertain debate of the resolution. The debate proceeds as follows:

1. Speaking Time for Draft Resolution as a Whole

The Chair opens the floor for two delegates to speak in support of the resolution. Each speaker is allotted approximately 60 seconds. POIs are not entertained during this segment.

2. Amendment Time

Delegates may submit amendments to the draft resolution. Speeches for and against the amendments are entertained, regardless of whether the amendment is friendly or unfriendly. POIs are limited during this time.

3. Speaking Time Against Draft Resolution as a Whole

The Chair opens the floor for two delegates to speak against the resolution. Each speaker is allotted approximately 60 seconds. POIs are not entertained during this segment.

4. Voting Procedures

The Chair entertains a motion to move into voting procedures. Admins secure the doors.

Voting process:

- Delegates in favor raise their placards; the Chair tallies the votes.
- Delegates opposed raise their placards; the Chair tallies the votes.

- Delegates abstaining (choosing not to vote) raise their placards; the Chair tallies these votes.

The Chair announces the result:

“By a vote of (# for), (# against), and (# abstentions), this resolution (passes/fails).”

General Tips for ACSTMUN

Speech Delivery

- Speak confidently and clearly, engaging your audience.

Building Confidence

- Research your country’s stance and the topic thoroughly.
- Practice speeches and participate actively to boost confidence.

Effective Research

- Dive deep into historical context and recent developments.
- Cite sources for credibility and stay updated on related news.

Committee Dynamics

- Collaborate, seek consensus, and respect diverse views.
- Actively contribute while managing your time effectively.

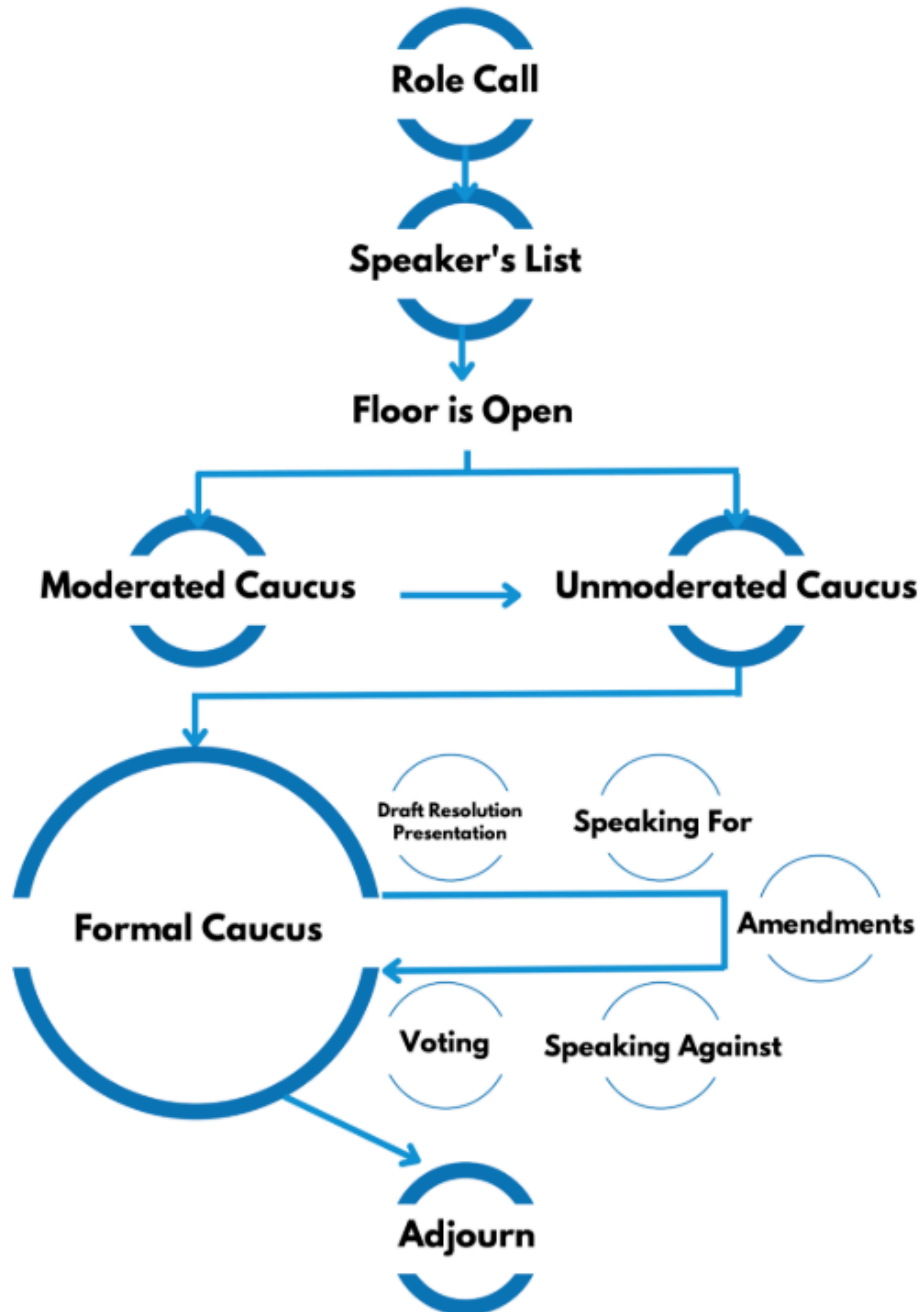
Networking

- Connect with delegates from other schools and countries to share ideas.

Adaptability

- Be flexible in response to changing circumstances and embrace feedback.

Remember: ACSTMUN is a learning experience. Your dedication, preparation, and engagement are key to success.



POSITION PAPER GUIDELINE

Writing a Position Paper for MUN

A Position Paper is a document that briefly and clearly explains the policies and positions of your country or organization regarding the issues at a Model United Nations (MUN) conference. The purpose of a Position Paper is to clarify your country's/organization's perspective by forcing you to focus on the exact points of view of your delegation. It serves as a reference document. It can be used by your delegation and committee members during the conference.

Additional uses:

- Helps in lobbying and negotiations
- Serves as a basis for your opening speech in the committee

Structure of a Position Paper

A good position paper should include five key sections:

- Explain and Define the Issue
- Define the topic clearly and explain important terms.
- Recent International Action
- Summarize recent international efforts or responses related to the issue.
- Reference Key Documents

Mention relevant resolutions, treaties, or reports that relate to the issue.

- State Your Country's Position
- Explain your country's general stance on the issue.

- Propose Solutions
- Suggest solutions that align with your country's policies.

Tip: Keep your position paper brief, informative, and straight to the point.

Key Questions to Answer

Your policy statement should address three main questions:

- Background: What is the background to your country's point of view on the issue?
- Current Position: What is your country's current stance on the issue?
- Goals: What does your country hope to achieve in relation to the issue?

Optional: Strengthen your position by answering:

- What have other member states that share my country's view done in this area?

Research Tips

Conduct thorough research online. Consider contacting the embassy of the country you are representing to verify the accuracy of your policy statement. Brevity and clarity demonstrate how well-prepared you are. Read your policy statement to fellow delegates at several stages of your research. Feedback will help clarify complex points and improve your document, making it a stronger tool for:

- Lobbying
- Drafting resolutions
- Opening speeches

[Example of a Position Paper](#)

AWARD CRITERIA

The ACSTMUN conference is first and foremost designed as an educational experience for both Tunisian and International high school students. The conference is meant to provide a platform for delegates to realize their potential in public speaking and policy debate, and to spread awareness of critical international issues. With these considerations in mind, we recognize delegates and schools that have significantly contributed to the conference and have demonstrated skill and expertise in exercising their diplomacy.



There are two types of individual awards that delegates may be eligible for: Best Delegate and Honorable Delegate. Each committee dias, led by the Head Chair, will distribute the individual awards to delegates based on their committee performance. Exemplary delegates are distinguished by:

- Quality of research, as reflected in their position papers and debate.
- Quality of amendments, resolutions, and proposed solutions;
- Ability to accurately represent their nation's interests and policies;
- Diplomacy skills in building consensus and compromising with others.
- Effectiveness in working in caucus and resolution groups;
- Persuasive skills in communicating with other delegates and responding effectively to situations of crisis.



CODE OF CONDUCT

Plagiarism policy

As one of the deliverables for the conference, all position papers will be extensively cross-referenced through various sources, both online and in print. If there is any evidence of using the work of others without citations, the delegate(s) will not be eligible for an award.

Pre- Written Resolution Policy

One of the fundamental pillars of the ACSTMUN experience is delegates engaging with each other at the conference and crafting resolutions that are uniquely tailored not only to the topic but also to each other's positions and suggestions. Thus, our chairs will not accept any documents written prior to the conference; all resolutions and supporting materials submitted are to be written during committee sessions. If it does not seem that the contents of a document could have been feasibly written during the time allocated in the conference, chairs reserve the right to question its authenticity and may be duly penalized.

ACSTMUN embraces the idea of a modern conference with any innovation to better or enhance the experience for delegates and chairs. Because of this, we encourage our students to bring their technological devices (these can be laptops or tablets; we discourage the use of cellphones in committee) for the purpose of resolution drafting, not for additional research in committee. Delegates found doing additional research in committee will have a less chance in winning awards. This is because it shows one did not fully prepare for their role and expectations as an ACSTMUN Delegate.

Within the committees, the use of technology will be for the purpose of collaborative resolution drafting and reading speeches or recording facts/notes from other speeches. Delegates are advised to save all research (such as their position paper, any notes, and any other references they wish to use in committee) in a single Google Doc. This is in the case that there is an internet issue, delegates would still be able to engage in active debate and formulate clauses. Furthermore, in accordance with our Pre-Written Resolution Policy, the Chairs should be added to the draft resolution Google Doc before any written clauses. This will allow chairs to see the edit history on the document and verify that all research was not done prior to coming to the conference. In short, students should expect to bring technology, but should not expect to be able to rely on it in committee.

Ample research before arrival is still central to their success. No delegate will be penalized for not having technology in committee, and having technology in committee does not guarantee success. These are simply the limitations our chairs have chosen to place on technology use in their respective committees.

All students on the ACST Campus are required to follow the ACST Code of Conduct Handbook without exception.

ACSTMUN is committed to providing a harassment-free learning environment, and we do not tolerate harassment based on any legally protected characteristics, including sex, race, ethnicity, age, and religion. All ACSTMUN participants, including students and advisors, are required to adhere to this policy. Sexual harassment refers to unwelcome and offensive sexual behavior, encompassing physical contact, explicit language, sexual propositions, jokes, obscene gestures, and explicit material. The use of ACSTMUN computer systems for sexual content is also considered harassment. To prevent incidents of harassment, ACSTMUN employs several measures, including note pages in committees monitored by dais members

and adults monitoring hallways and committee rooms. **Zero Tolerance Policy:** ACSTMUN maintains a strict zero-tolerance policy for harassment. Advisors may be contacted if delegates are suspected of policy violations. Violators will not return to committee sessions, will not be eligible for awards, and their school/club may lose eligibility. Reporting and Actions Reports are evaluated by the Secretary-General, with action taken at their discretion. Outcomes are communicated first to the delegate's advisor, who accompanies the Secretary-General for the delegate's removal from the committee room.

Drugs, Alcohol, and Tobacco Policy

At ACSTMUN, our utmost priority is to create a safe and conducive environment for all participants. The use of prohibited substances not only contravenes our conference policy but also violates the law and poses significant health risks. Therefore, we maintain a strict stance against the possession, consumption, or distribution of drugs, vapes, alcohol, and tobacco products on the ACST campus. This policy is applicable to all delegates and participants of the conference, and it is imperative that all individuals involved fully understand and adhere to its provisions.

Delegates bear the responsibility for the contents of their personal belongings, and claiming ignorance of this policy will not be considered a valid excuse. In accordance with this policy, any individual found in possession of prohibited substances will be denied access to the ACST campus. In the event that any of these substances are discovered in your possession while on campus, you will be promptly escorted off the premises by your MUN Director and will be prohibited from participating in any ACSTMUN-related activities for the duration of the conference. The success of our policy hinges on the cooperation of all participants. We implore every one of you to be vigilant and responsible in upholding this policy. If you suspect or witness any violation of the Drugs, Alcohol, and Tobacco Policy, we

urge you to report it immediately to your MUN Director or a designated conference staff member. By adhering to this policy, we collectively ensure a secure and productive conference environment that fosters meaningful dialogue and collaboration among all delegates. Thank you for your commitment to maintaining the integrity of ACSTMUN.

