

# BIGMUN

BIRKERØD GYMNASIUM MODEL UNITED NATIONS



**BIGMUN 2026 – 14<sup>th</sup> ANNUAL SESSION**

**Delegate Handbook**

**FEBRUARY 18<sup>th</sup> – FEBRUARY 22<sup>nd</sup>**

# BIGMUN 2026 Delegate Handbook

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# PROGRAMME FOR BIGMUN 2026

<b>Wednesday, 18<sup>th</sup> February</b>	
13:00 15:30	Welcome and Registration – there will be staff waiting at Birkerød Station to escort visitors to Birkerød Gymnasium. Sandwiches will be available upon arrival.
14:00 15:30	Student Officer briefing (A13)
15:30 15:45	Take seats for the Opening Ceremony - there will be staff positioned around Birkerød Gymnasium and in the ceremony room to help Delegates find their seats.
16:00 17:15	Opening Ceremony (F-Hall)
17:15 17:45	Host family pickup (Assembly Hall)

<b>Thursday, 19<sup>th</sup> February</b>					
08:30 09:00	Late registration (Information Desk)				
08:45 09:00	Student Officer briefing (A13)				
09:00 11:30	<b>ECOSOC</b>  Committee introduction	9:00 11:45	<b>GA</b>  Committee introduction	9:00 12:00	<b>Special Committees</b>  Committee introduction
11:30 12:00	<b>ECOSOC</b>  Lunch	11:45 12:15	<b>GA</b>  Lunch	12:00 12:30	<b>Special Committees</b>  Lunch
12:00 16:45	<b>ECOSOC</b>  Committees in session	12:15 16:45	<b>GA</b>  Committees in session	12:30 16:45	<b>Special Committees</b>  Committees in session
16:45 17:00	Student Officer debriefing				
12:00 17:00	<b>The Approval Panel is open. Note that Student Officers will allocate time for lobbying.</b>				

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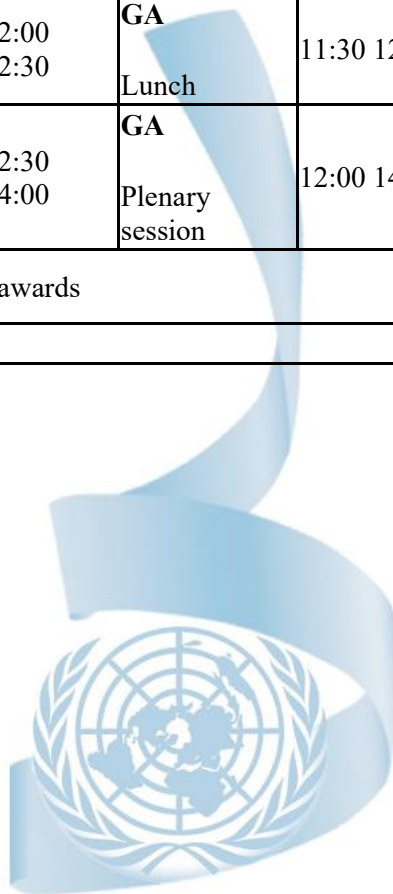
<b>Friday, 20<sup>th</sup> February</b>					
08:45 09:00	Student Officer briefing (A13)				
9:00 9:15	All delegates and Student Officers will meet in their committees, the Student Officers will lead them to the F-hall for the Panel session.				
9:15 10:30	Panel session (F-Hall)				
10:30 11:30	<b>ECOSOC</b>  Committees in session	10:30 11:45	<b>GA</b>  Committees in session	10:30 12:00	<b>Special Committees</b>  Committees in session
11:30 12:00	<b>ECOSOC</b>  Lunch	11:45 12:15	<b>GA</b>  Lunch	12:00 12:30	<b>Special Committees</b>  Lunch
12:00 14:15	<b>ECOSOC</b>  Committees in session	12:15 14:15	<b>GA</b>  Committees in session	12:30 14:15	<b>Special Committees</b>  Committees in session
14:15 14:30	Student Officer debriefing (A13)				
<b>9:00 14:30</b>	<b>Approval Panel is open</b>				
15:00 17:00	Buses leave at 15:00 sharp for the Canal Tour of Copenhagen. The evening is then free for participants to socialise.				

<b>Saturday, 21<sup>st</sup> February</b>			
08:45 09:00	Student Officer Briefing (A13)		
09:00 12:30	<b>GA &amp; ECOSOC</b>  Committees in session	09:00 13:00	<b>Special Committees</b>  Committees in session
12:30 14:00	<b>GA &amp; ECOSOC</b>  Lunch	13:00 14:30	<b>Special Committees</b>  Lunch
14:00 17:00	<b>GA &amp; ECOSOC</b>  Plenary session	14:30 17:00	<b>Special Committees</b>  Committees in Session
17:00 17:15	Student Officer debriefing (A13)		
17:00 20:30	Dinner buffet (All coats and bags must be put in the cloak rooms before entering the dining hall)		
17:00 20:30	BIGMUN Party (non-alcoholic). Any delegates leaving the buildings, and wishing to return,		

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	must do so through the main entrance and must present their badges. The school lockers will not be accessible during the party.
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<b>Sunday, 22<sup>nd</sup> February</b>					
08:45 09:00	Student Officer briefing (A13)				
09:00 12:00	<b>ECOSOC</b> Plenary session	09:00 12:00	<b>GA</b> Plenary session	09:00 11:30	<b>Special Committees</b> Committees in session
12:00 12:30	<b>ECOSOC</b> Lunch	12:00 12:30	<b>GA</b> Lunch	11:30 12:00	<b>Special Committees</b> Lunch
12:30 14:00	<b>ECOSOC</b> Plenary session	12:30 14:00	<b>GA</b> Plenary session	12:00 14:00	<b>Special Committees</b> Committees in session
14:00 15:00	Closing Ceremony and awards				
15:45	Buses depart				



# **TOPICS**

## **GENERAL ASSEMBLY (GA)**

### **GA 1 - Disarmament and International Security Committee (DISEC)**

- *Monitoring* the ongoing development of airborne and unmanned weaponry.
- *Acknowledging* the rise of autarchy, and thereby the threat to international security.
- *Reconfiguring* legislation regarding civilian access to arms.

### **GA 2 - Economic and Financial Committee (ECOFIN)**

- *Considering* the effects of US trade tariffs on global economic growth and development.
- *Addressing* with gravity the decline in the female work force as a result of inequity.
- *Recognising* the pressing need for better frameworks to eradicate corruption in East Africa.

### **GA 3 - Social, Humanitarian, and Cultural Committee (SOCHUM)**

- *Debating* the implementation of funds for native language education in colonial and post-colonial countries.
- *Discussing* further financial aid for victims of natural disasters as a result of climate change.
- *Reiterating* the need for proper defence against illegal gold mining in the Amazon Forest.

### **GA 4 - Special Political and Decolonisation Committee (SPECPOL)**

- *Condemning* the issue of annexing a country or territory as a form of political negotiation.
- *Establishing* measures to improve economic standings for previously colonised countries and territories in need.
- *Combating* violations of The International Humanitarian Law in the Israel-Palestine Conflict.

### **GA 6 - Legal Committee (LEGAL)**

- *Implementing* strategies to mitigate corruption at high levels of government in lower-income countries.
- *Introducing* a legal framework to address accountability regarding the exploitation of labour.
- *Reconfiguring* the legal system treating and integrating asylum seekers.

### ECONOMIC AND SOCIAL COUNCIL (ECOSOC)

#### ECOSOC 1 - High-Level Political Forum on Sustainable Development (HLPF)

- *Stressing* the need for access to clean and affordable energy in accordance with SDG 7.
- *Promoting* better educational standards for countries below the 2025 global average literacy rate.
- *Developing* methods, aligning with SDG 14, to clean the oceans and mitigate the effects of The Great Pacific Garbage Patch.

#### ECOSOC 2 - Commission on Crime Prevention and Criminal Justice (CCPCJ)

- *Debating* appropriate judicial punishment for sexual assault convicts.
- *Combating* human trafficking and installing a programme to rehabilitate victims.
- *Addressing* the issue of systematic racism and racial profiling in criminal justice systems.

#### ECOSOC 3 - Committee on the Status of Women (CSW)

- *Stressing* the lack of research surrounding diseases more common in women.
- *Emphasising* the need for better security for women and children in refugee settlements.
- *Underlining* the lack of availability of affordable female hygiene products for students.

#### ECOSOC 4 - Commission on Science and Technology for Development (CSTD)

- *Establishing* policies on bias in machine learning as a result of human involvement.
- *Recognising* the rapid development of AI as a threat to the quaternary sector.
- *Stressing* the issue of energy and water supply used for datacentres.



## **AD HOC COMMITTEES**

### **WHO - World Health Organization**

- *Discussing* abortion as necessary medical treatment.
- *Alarmed* by the discovery of Strep Throat's brain altering infections.
- *Addressing* the need to further scientific research in mental illness to reduce common misdiagnoses.

### **UNHCR - United Nations High Commission for Refugees**

- *Discussing* the need to improve access to education, healthcare, and sanitation in refugee camps.
- *Stressing* the need for the establishment of a legal framework to prevent human rights violations in refugee camps.
- *Establishing* a legislative framework for responsibility-sharing in terms of refugee hosting.

### **OHCHR - Office of High Commissioner for Human Rights**

- *Stressing* that discrimination against LGBTQI+ communities and individuals is in violation of the Declaration of Human Rights.
- *Providing* a framework to protect individuals facing wrongful deportation.
- *Securing* indigenous self-determination in Latin America by addressing challenges of land rights and political participation.

### **SC - Security Council**

- *Addressing* cross-border tensions between Thailand and Cambodia, and its implications for regional security.
- *Combating* cross-border trafficking of illicit firearms.
- *Eradicating* and preventing future development of nuclear weapons.

### **CC - Crisis Committee**

- (Crisis to be decided by chairs)
- (Crisis to be decided by chairs)

## FORA INFORMATION

Forum	Room	Main Chair	Co-Chair
GA1	B11	Naima El Ouargui Mayerhofer ▪ Copenhagen International School	Frida Henda Ferreira Kirk ▪ Birkerød Gymnasium
GA2	B12	Nora Wainright ▪ Lycée Jean Perrin	Arshin Masihpour ▪ Birkerød Gymnasium
GA3	B13	Aras Bora Derinönz ▪ TED Istanbul	Divit Jagdish Renu Bhojwani ▪ Copenhagen International School
GA4	B14	Karleen Kaur ▪ Copenhagen International School	Meedhavni Avasthi ▪ Birkerød Gymnasium
GA6	B15	Kilian Widmann ▪ Gabriel-von-Seidl Gymnasium Bad Tölz	Rüya Somer ▪ ACI High School
ECOSOC 1	E1	Eve Marotte ▪ Lycée Jean Perrin	Mert Özer ▪ TED Istanbul
ECOSOC 2	E2	Işık Akın ▪ ACI High School	Kalina Vladimirova Petrova ▪ Nyborg Gymnasium
ECOSOC 3	E3	Yosabet Mengistu Koshe ▪ International School of Hellerup	Edhas Gurung ▪ Lycée Jean Perrin
ECOSOC 4	B16	Deniz Tarhan ▪ ACI High School	Eva Maria Duzinschi ▪ Birkerød Gymnasium
SC	F22	Deniz Devrim ▪ TED Istanbul	Isabella Hilmar ▪ Birkerød Gymnasium
CC	F-Lounge	Suzanne Madelrieux ▪ Lycée Jean Perrin	Elodie Birthe Marie-Danielle Lauret ▪ Birkerød Gymnasium
WHO	F11	Shirin Helene Jannike Bjerrum-Bohr ▪ Copenhagen International School	Eline Bhonsle ▪ Kent Denver High School
UNHCR	F23	Louis Hummel ▪ Gabriel-von-Seidl Gymnasium Bad Tölz	Lenny Louis Achatz ▪ Gabriel-von-Seidl Gymnasium Bad Tölz
OHCHR	F21	Lea-Sophia Maini Søgaard ▪ Copenhagen International School	Neda Vladimirova Petrova ▪ Nyborg Gymnasium

## **BIGMUN EXECUTIVE STAFF**

<i>Secretary General</i>	Maiken Houmøller
<i>Deputy Secretary Generals</i>	Laura Wagner Happel Martha Gautier Sørensen
<i>Presidents of the General Assembly</i>	Laura Wagner Happel Martha Gautier Sørensen
<i>President of the Economic and Social Council</i>	Frida Henda Ferreira Kirk
<i>Heads of Administrative Staff</i>	Anna Kathrine Schøler Sørensen Joseph Hargreaves Rushil Kumar
<i>Heads of Registration</i>	Alexandra Solas Juel Mahi Ghosh Mia Hansen Siri Yashvi Talanki
<i>Head of Finance</i>	Mia Hansen
<i>Head of Accommodation</i>	Mahi Ghosh
<i>Heads of Press</i>	Emma Christine Dam Bargmann Malin Elisabeth Gamilshek McKay
<i>BIGMUN Student Organising Team (BIG10)</i>	Maiken Houmøller Laura Wagner Happel Martha Gautier Sørensen Alexandra Solas Juel Mahi Ghosh Mia Hansen Siri Yashvi Talanki Anna Kathrine Schøler Sørensen Joseph Hargreaves Rushil Kumar

## **BOARD OF DIRECTORS**

Andrew Archer, *Conference Coordinator*

Anna Overballe  
Daniel Sanders  
Lotte Balslev Vest  
Stine Helth  
Thomas Mandam  
Lotte Ellebæk

# DELEGATE INFORMATION

## INTRODUCTION

Welcome to BIGMUN 2026!

We are delighted to have you present as a Delegate. As you are the main representative of your country, you are in a position to form diplomatic relationships and solve world issues with other Delegates. The following guide will assist you in completing these activities for the duration of the overall conference. Being the main representative of your country, you should be setting a good example of the country's policies and general beliefs. You should also aim to be an exemplary role model to first-time Delegates or other Delegates in general. Should Delegates need assistance, Student Officers and staff members are present to bring about the unique and welcoming spirit of MUN. We sincerely hope that you will enjoy the conference and do your best to uphold the guidelines of BIGMUN.

Best regards,  
BIGMUN Organising Team (BIG 10)

## AD HOC

OHCHR, WHO, UNHCR, CC and SC are designated ad hoc committees. Hence, Delegates will submit amendments with an ultimate goal of building a resolution from scratch rather than debate a submitted, pre-written resolution. Ad hoc resolutions do NOT feature Preambulatory Clauses.

## AMBASSADORS

Each Delegation must have an ambassador. Ambassadors are responsible for their country and the actions of their Delegates during the conference and may be called upon in disputes between their Delegates and other Delegations. **At BIGMUN, Ambassadors do NOT give Ambassador speeches. However, all Ambassadors are also Delegates for their particular country and will therefore maintain the role of a Delegate until an Ambassador is called upon by a member of the BIG10 to solve a dispute.** We do not allow Ambassadors to be in the Security Council (SC) due to the importance of each Delegate's presence in these committees.

# BADGES

All participants receive an identification badge upon registration. This badge allows entry to the conference, as well as all other events hosted by the conference, and must therefore be worn or be at hand at all times. If a badge is lost, please contact the Staff at the information desk, who will replace the badge at the cost of **100 DKK (13,45 Euro)**.

# BUSES

During the conference, the BIGMUN Bus Service will be available to schools that have paid the Transport Fee (see exceptions for Friday and Sunday below).

The buses will depart from two locations: Kongens Nytorv and Tivoli (H.C. Andersens Boulevard, Copenhagen, opposite the Town Hall). Both buses will leave at 8:00 o'clock sharp each morning. Your MUN director will know which bus you are taking and will receive more information upon registration.

The departure times from Birkerød Gymnasium are:

Wednesday	17:45
Thursday	17:30
Friday*	15:00
Saturday	21:00
Sunday**	15:45

*\* These buses are for **all Delegates, Student Officers and MUN Directors** going on the canal tour, including those who have not paid the Transport Fee. They will leave from Multihallen, the big white sports facility near the school. You will be directed by Staff members. Note that buses will not be bringing participants back to Birkerød Gymnasium following the canal tour. Participants must find their own way home. **If a participant is being hosted, they must plan this with their host.***

*\*\* The last buses on Sunday will go to two destinations; one bus stops at Nørreport Station and then The Central Copenhagen Station and the other bus goes directly to Copenhagen Airport. Delegations who have paid the Transport Fee, as well as delegations who have paid the Host Accommodation Fee are able to use these buses.*

## **CANAL TOUR**

On Friday afternoon, Delegates, Student Officers, and MUN Directors are invited to participate in a canal tour of Copenhagen. Committees and Councils will finish their sessions at 14:15, and all Delegates must then make their way to the buses, which leave at 15:00 sharp from Multihallen close to Birkerød Gymnasium, the canal tour ends at 17:00. The canal boats are roofed, but not heated, so please **bring warm outer clothing**.

## **PRINT, COPY, & SCAN FACILITIES**

**Participants must bring their *own laptop* to the conference.**

Wi-Fi is available in the conference area; the network is called “**BIGMUN**”. The password for the BIGMUN Wi-Fi is “**BIGMUN2026**”. If there are any problems connecting, please contact Staff. Should there be a need for printing, copying or scanning documents, Delegates should contact their Student Officer.

## **DINNER**

The Dinner is in the canteen on Saturday at 17.00. There will not be time to go back to Copenhagen after the session ends. The dinner is an informal event; thus, the dress code will not apply in this situation. Bags and coats are not allowed in the canteen for the dinner and must be put in the cloakrooms available in the lower B-wing. Please, have your badges on you to gain entry.

Bags and coats are not allowed in the canteen for the dinner and must be put in the cloakrooms available in the lower B wing. Please have your badges on you to gain entry.

## **DISCORD**

Discord is a communication platform where anybody can either create a new server or join an existing server. A server is a user-created channel where different text channels, voice channels and sites can be created and shared. In this case, the BIGMUN Discord Operators have already created the committee servers for you and written all the necessary steps for you to get to know your way around the website and its functions.

Your chairs will act as the server moderators and updaters. They are the only ones eligible to edit and manage the server, so if any problems occur, contact them.

Discord can either be used for text forums or voice chats. At BIGMUN 2026 you will only be using the text forums to share documents, write/edit amendments and clauses or send

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messages to other delegates. The topics that will be discussed within your committee are also located on the server. Here, you have the option to share information with the whole committee, or just with the chairs.

**Important Note: The chairs and BIG10 can see all the messages and elements posted on the server, meaning any inappropriate content can be seen, and will be deleted. If you already own a Discord account for private usage, we encourage you to create a new alternative account. This is in order for you to not get distracted or disturbed by other Discord channels which you are currently part of. If you are somewhat experienced with Discord, make sure to help your fellow Delegates in your committee in case they have any uncertainties.**

## DRESS CODE

During BIGMUN following dress code is required:

Bottoms:

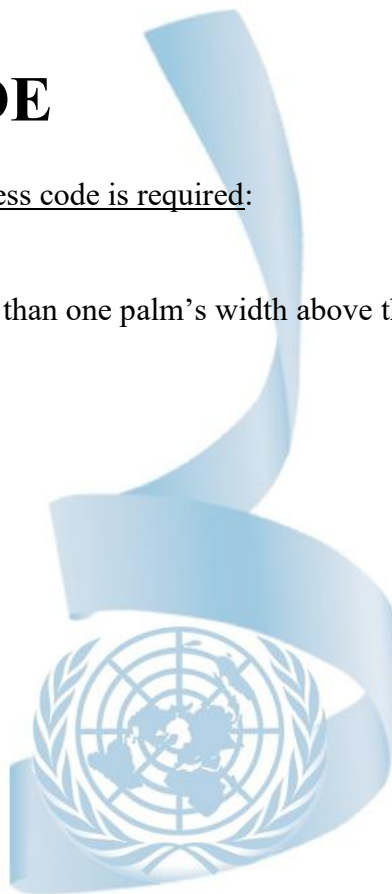
- Dress pants
- Skirts (not to be shorter than one palm's width above the knee)

Tops:

- Blazer (required)
- Dress shirt
- Blouse
- Long sleeve

Shoes (not limited to):

- Loafers
- Heels (no open toe)
- Boots
- Oxfords
- Ballet flats



Inappropriate attire includes (not limited to):

- Team accessories such as scarves and hats
- Sneakers, flip flops, sandals
- Denim clothing
- National costume or military attire
- Bowties
- Sweatshirts, sweatpants, leggings etc.
- Inappropriate necklines or cropped shirts
-



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The dress code will be enforced both by the BIG10 and the Student Officers. Failure to comply with the dress code will result in a suitable punishment and the error must then be corrected. Continuous failure to comply will result in a serious conversation with the Secretary General and, ultimately, with a MUN Director from the school of the Delegate in question.

## EATING AND DRINKING

During the session, eating is not allowed. Eating should be done in the breaks between resolutions as well as in the lunch break. Drinking water, tea and coffee is allowed during the session. **Alcohol, nicotine products and any intoxicating drugs are strictly forbidden** at all times during the conference, and Delegates who are intoxicated during conference hours are to be sent to the Secretary General, who will talk to their MUN director(s) and the Board of Directors.

## EMERGENCY CONTACTS

### Emergency Telephone Numbers:

**School Office:** 45 16 82 20

**Emergency Services** – (life-threatening emergencies) ask for police, fire department or ambulance service: **112**

*If emergency services are needed, please let your MUN director or any other adult connected to the conference know first.*

## FORMAL LANGUAGE

All working dialogue at the BIGMUN conference will be conducted in English. Use of other languages during breaks is highly discouraged. During debate, all Delegates and Student Officers must speak in third person singular (i.e. “The Delegate believes that... Does the Delegate agree?”) or first-person plural when speaking on the behalf of a Delegation (i.e. We believe that ...). The use of personal pronouns (i.e. I or you) will result in a strike, which can lead to a punishment. ‘Thank you’ is only allowed when referring to a group of people.



## GOOGLE DRIVE AND UPLOADING AMENDMENTS

BIGMUN will be using the service Google Drive in committees for uploading amendments and for uploading resolutions for the Approval Panel. Thus, the use of social media, even for BIGMUN purposes such as amendment uploading, is not allowed during session. Instead, Discord is encouraged.

For further instructions on how to upload a resolution to the Approval Panel, please ask the Student Officer in your committee.

## LUNCH

Lunch is available in the F-Hall, which is used for rest and lobbying. Delegates and Student Officers will receive their lunch upon presenting their conference badge. If you have a dietary requirement or allergy, and you should show this badge to the lunch staff to receive an appropriate lunch. Snacks and drinks can be purchased in the school canteen (closed on Saturday and Sunday).

## MOBILES AND LAPTOPS

Student Officers and the Delegates are not allowed to use mobiles during session. Laptops should be used for MUN matters only. In case of an emergency, use of cell phones is permitted.

## PARTY

The party is in the Harlekin area at 17:00. The party is strictly **non-alcoholic**. Any delegates leaving the buildings, and wishing to return, must do so through the main entrance and must present their badges. Please, go to the main entrance if you need to get some fresh air during the party, all other doors are exit-only with no option of re-entry. There will be cloakrooms available for storage in the lower B-wing.

## **POSITION PAPERS**

All Delegates should write Position Papers before the conference. As a minimum, Delegates are also expected to have prepared several Operative Clauses which can be used during the conference. The position papers are due on **February 8<sup>th</sup>** and should be sent to the relevant Student Officers.

## **PUNISHABLE OFFENSES & PUNISHMENTS**

When Committees are in session, it will be the Student Officers' job to give strikes to Delegates. Punishable Offenses include, but are not limited to:

- Use of personal pronouns – or improper use of formal language
- Violations of dress code
- Talking out of turn or crosstalk (meaning talking when another Delegate is making a speech or anytime outside lobbying time)
- The Delegate not paying attention
- Improper use of electronic devices

If a Delegate reaches three strikes, they get one punishment. Additionally, if a Delegate gets six strikes, they must complete two different punishments. Punishments can be singing or dancing in front of a group of people, or something else considered funny. Ideas for punishments deemed inappropriate by the Student Officer should, of course, not be carried out. This includes, but is not limited to, sexually explicit content, marriages or racially coded punishments. Ideas for punishments can be discussed during Student Officer briefings. Preferably, some of the Staff would help you in finding these punishments. The Staff will be there to help out in whatever punishment it is and to move things along quickly.

**Punishments must be contained in your forum room. You will not be permitted to leave your forum room for any punishments. Please be respectful of the conference environment.**

## RULES OF CONDUCT

BIGMUN is a formal conference. This is expressed in our expectation that all participants adhere to the dress code. The BIGMUN administration dissuades the use of rude or offensive speech and behaviour. **Consumption of alcoholic beverages at any time during the conference, as well as any form of narcotic drugs, is strictly prohibited.** Any damage caused to the property of BIGMUN or Birkerød Gymnasium will be charged to the participating school immediately. BIGMUN is not responsible for any loss or damage of personal belongings.

For those accommodated by host families, please respect the rules set by hosts regarding curfews, dinner time, smoking and other house rules. Inform your hosts of your whereabouts at all times, and make sure you use public transport as much as possible. No changes in housing assignment can be made. **Should any problems concerning housing occur, please contact the BIG10.**

## THE USE OF NICOTINE PRODUCTS

It is stated in Danish national law that the use of nicotine products is prohibited on the premises of a school. Using nicotine products is therefore not allowed anywhere, on and off conference premises. If a Student Officer notices any Delegate using nicotine products anywhere on campus, they should send the Delegate directly to the Secretary General. Nicotine products include but are not limited to; cigarettes, E-cigarettes, vapes, nicotine-chewing gum and snus/velo pouches.



# RULES AND PROCEDURE

*These rules and procedures apply to all forums other than the Security Council and the Crisis Committee. For these committees, please contact their presidents for more information or read the committee guides available on our website.*

## Order of Debate

1. Roll Call
2. The main submitter reads out the Operative Clauses of the resolution
3. The main submitter delivers his or her speech
4. The presiding Student Officer sets Debating Time
5. Time in favour
6. Time against
7. Open debate (optional)
8. Voting Procedures

*Motions and Amendments may change the order of debate.*

## Motions

*Motions may only be raised when there is not a speaker on the floor. Points must be addressed before motions. When procedural votes are held, abstentions are not in order.*

**Motion to move into time against:** Moves the debate into time against where Delegates who wish to speak against the resolution or propose an amendment under consideration may give a speech. Amendments may only be proposed in time against. *The motion must be seconded at least twice and may be overruled by an objection from a Delegate or the Student Officer. Reasons for objection must be stated.*

**Motion to move into open debate:** Moves the debate into open debate where Delegates may give a speech either in favour of or against the resolution or propose an amendment under consideration. Amendments may only be proposed in open debate. *The motion must be seconded at least twice and may be overruled by an objection from a Delegate or the Student Officer. Reasons for objection must be stated. This motion can only be proposed when the debate is in time against.*

**Motion to move into voting procedure:** Ends debate on the resolution or amendment and initiates voting procedures. *The motion must be seconded at least twice and may be overruled by an objection from a Delegate or the Student Officer. Reasons for objection must be stated. The Student Officer must inform Delegates what amendment or resolution is being voted upon*

## BIGMUN 2026 Delegate Handbook

every time and state whether abstentions are allowed. Abstentions are only allowed when voting upon the resolution as a whole.

**Motion to extend debating time:** Allocates more time for debate in the current time period (in favour, against, or open). *The motion must be seconded at least twice and may be overruled by an objection from the Student Officer. Reasons for objection must be stated.*

**Motion to make an amendment:** Making an amendment is the equivalent to making a change in the resolution. Amendments are used to add, change, or strike a clause in the resolution. For more information, see the amendments section. *The motion will be allowed at the discretion of the Student Officer and can only be proposed when the debate is either in time against or open debate.*

**Motion to make a friendly amendment:** A friendly amendment fixes an error in grammar, spelling or similar in the resolution. A friendly amendment may not change any content of the resolution. *If the Student Officer concludes that the correction does not change the content of the resolution, the Student Officer will ask the main submitter if they agree to the changes – if the main submitter agrees, the correction will be made.*

**Motion for a follow-up question:** Can be used by Delegates to ask the speaker to clarify or elaborate on an issue related to the point of information initially asked. *The Student Officer must either respond with “this will be in order” or “this will not be in order”. Delegates may only ask one follow-up question. Follow-ups are not in order if there is already another Delegate waiting to pose their question. Please keep in mind the number of questions the Delegate has opened themselves up to.*

**Motion to explain the vote:** Allows for a Delegate to call for an explanation of the vote by another delegate if it has caused confusion. *This motion can only be entertained by the Student Officer if it is directed towards a Delegate who has taken the floor during the debate on the topic that was voted upon.*

**Motion to suspend the meeting:** Delegates may use this motion to suspend formal debate for a set amount of time. *The motion can be overruled by an objection from a Delegate or the Student Officer. Reasons for objection must be stated.*

**Motion to table the resolution:** Delegates may use this motion to suspend the debate on the draft resolution – another draft resolution will be debated in its place. *A vote is to be held on the motion, and the Student Officer may only entertain it if the vote results in a two-thirds majority in favour of the motion. This motion should be used sparingly.*

**Motion to declare this an important question:** Increases the majority needed to pass a resolution to two-thirds. *Only issues involving international peace and security and budgetary questions can be made an important question. A vote is to be held on the motion, and the Student Officer may only entertain it if a simple majority passes the motion.*

**Motion to adjourn the meeting:** This unconditionally ends debate on the issue currently being debated (for example, if the forum is entirely unable to find a solution to the issue, or Delegates



## BIGMUN 2026 Delegate Handbook

have a problem with the issue being discussed). *A vote is to be held on the motion, and the Student Officer may only entertain the motion if the vote results in a two-thirds majority in favour of the motion. This motion should be used sparingly.*

**Motion to divide the house:** Delegates may raise this motion when the result of the vote on the resolution is very narrow and there is a large number of abstentions. The house votes on the resolution again, but with no abstentions being allowed. *The motion will be entertained at the discretion of the Student Officer, and voting will take place by rollcall.*

**Motion to appeal the decision of the Chair:** This may be raised if the forum has severe concerns about the decisions made by the Student Officer. ***This motion is NOT to be used frivolously.*** *The Co-Chair will be the presiding chair during the clarification of this issue. If the forum is unable to find a solution, the Secretary-General is to be called to the forum and will have the final decision on the issue. Even if the situation is resolved by the forum, the Secretary-General is to be informed about such an incident.*

**Motion to adopt by acclamation:** Delegates may use this motion to include amendments into the resolution without voting procedures. When adopting by acclamation, it can only be done when an amendment from another delegate is proposed. The delegate cannot apply the 'adopt by acclamation' motion on their own amendment. The delegation's policies must completely align with what is written in the amendment. The motion to adopt by acclamation must be raised in time against the amendment. ***This motion is NOT to be used frivolously.*** *The motion must be seconded at least twice and may be overruled by an objection from another Delegate or Student Officer. Reasons for objection must be stated.*

## Points

***Points must be addressed before motions. Points are always entertained at the discretion of the Student Officer.***

**Point of information:** Once a speaker has finished their speech, Delegates may raise this point to ask the current speaker on the floor a question. *This may only be entertained by the Student Officer if the speaker has finished their speech and opened themselves to points of information. The speaker can clarify the number of points of information they wish to entertain, thereafter will the Student Officer pick the number of Delegates allowed to raise their points of information.*

**Point of order:** Delegates may use this to point out a procedural error made by the Student Officer. The Student Officer must consult the rules of procedure and decide upon an appropriate course of action. A point of order may also be used to alert the Student Officer to plagiarism in the current speaker's speech. *The Student Officer may dismiss points of order which are incorrect. If the issue cannot be resolved, the Secretary-General is to be called in order to resolve the matter.*

**Point of parliamentary inquiry:** Delegates may use this point to ask the Student Officer about the rules of procedure. *This may only be raised when there is not a speaker on the floor.*

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**Point of personal privilege:** Delegates may use this point to express personal discomfort which affects their participation (such as the need to use the restroom). *A point of personal privilege due to the inability to hear the speaker is the only time that this point may be raised when there is a speaker on the floor.*

**Point of information to the Student Officer:** Delegates may use this point to ask a question to the Student Officer that is relevant but does not fall under any of the above points. *This may only be raised when there is not a speaker on the floor.*

**Request for a right of reply:** Delegates may use this if they have been addressed or offended directly by a recent speaker. This gives Delegates a chance to defend themselves without posing a question. *If the Delegate has been seriously insulted, an official apology may be requested, however, this should be used sparingly.*

## Lobbying

Lobbying is a form of informal caucus and offers Delegates the opportunity to merge, improve and co-sign their draft resolutions before sending them to the Approval Panel for corrections. During informal caucus, Delegates do not have to obey formal debating rules. During lobbying time, it is the responsibility of Student Officers to aid the Delegates in any way necessary. The Student Officers must encourage all Delegates to be productive during lobbying time. It is the responsibility of the Student Officer to read resolutions and correct any obvious mistakes before they are sent to the Approval Panel. Lobbying is compulsory in all committees and councils excluding the Ad Hoc committees. However, it is highly encouraged that the Ad Hoc committees have around 30 minutes of lobbying when starting on a new topic.

## Resolutions

**Each Delegate must prepare a draft of some operative clauses** on at least one of the issues on the agenda in their respective forum prior to the conference. Resolutions must make suggestions for improvement of the issue at hand and must be in accordance with the country's opinion. **During lobbying time, draft resolutions must be improved, co-signed, and checked by a Student Officer before being sent to the Approval Panel.** Student Officers will receive a resolution formatting guide (which will also be used by the approval panel) and should use it to help the Delegates in their committees avoid formatting mistakes.

Before a draft resolution can be approved, it must be co-signed or co-submitted by a minimum of 1/3 of the committee. By co-submitting a resolution, a Delegate does not agree to speak in favour of it but merely expresses his or her wish to debate the resolution. The Student Officer is entitled to call upon any of the co-submitters to speak if they have not done so previously during debate.

## Voting Procedures on Resolutions

During Voting Procedures, note passing, points and motions are suspended. Transferring voting rights to another Delegate is under no circumstances in order. Each member nation is entitled to one vote. A Delegate may vote in favour, against or abstain from voting. Only votes for and against count towards reaching a majority. Every resolution needs a simple majority to pass. In the event of a tie, the resolution will fail as it is not considered a simple majority. Motions to declare the issue under debate as an important question will not be entertained after voting procedures have begun; however, motions to divide the house can be entertained. Observer States are not allowed to vote on resolutions. This includes the State of Palestine.

## Amendments

An amendment changes an operative clause in a resolution. Amendments cannot be proposed during time in favour; a motion to make an amendment may only be proposed during time against or open debate. An amendment may only change one operative clause at a time; to change multiple operative clauses, multiple amendments must be proposed, one at a time.

For a motion to make an amendment to be entertained by the Student Officer, **Delegates must send their amendment on Discord or on the email of the specific forum, to the Student Officer, in advance, clearly stating the Delegate's country and marking it as an amendment.** The non-presiding Student Officer will decide upon the correctness of the amendment. If an amendment has errors, the Student Officer team may decide not to entertain it.

If the amendment is entertained, debate on the resolution as a whole is temporarily suspended. The non-presiding Student Officer must make the amendment available to all Delegates via a projector or blackboard. The Delegate submitting the amendment will then give a speech.

**A clause cannot be replaced with another**, although it might take longer, a 'replacement' has to be done through two amendments, one removing the original clause and then another adding the new clause.

The presiding Student Officer must inform Delegates of the differences in voting procedures on amendments before votes on amendments are held. **Abstentions are not in order when voting on amendments.** An amendment to the amendment (also called an amendment to the second degree) can be allowed by the Student Officer, but further amendments to the amendment (amendments to further degrees) are not in order.

**If an amendment to the second-degree passes, the whole amendment passes; if it fails, debate on the original amendment continues.** As votes on amendments are procedural votes, abstentions are not in order; NGOs, UNOs and IGOs are allowed to vote.

Regarding monetary discussions, specific amounts (like 4000€) are to be avoided, though the sources (like NGOs, World Bank, etc.) can be discussed. Otherwise, the general rule of MUN is that the UN has 'sufficient' or 'unlimited' funds.



# Approval Panel Instructions

## Step by Step Guidelines

1. Please open Google Drive and enter the BIGMUN 2026 folder. We **exclusively** use Google Drive at the BIGMUN conference.
2. When a Delegate wants to submit a resolution to the Approval Panel, they must begin by filling in the **Resolution Approval Form** by hand and collecting signatures from 1/3 of the committee. They should also upload their resolution in Google Drive in the appropriate Committee folder.

3. The Student Officers will find the uploaded resolution in the Committee folder and open the document to edit it. They will rename the resolution document by clicking on the title in the upper left-hand corner. The resolution must be named in this format:

**(Committee)\_(main submitter)\_(Topic number)\_(version)**

For example: GA1\_China\_Topic1\_1

4. Finally, the Student Officer will move the resolution file from the Committee folder to the Approval Panel folder. This can be done by clicking and dragging the document into the overarching BIGMUN 2026 folder and then dragging it into the folder named 'Approval Panel'.
5. When this step is completed, the Student Officer must check all the boxes on the **Resolution Approval Form**, sign it and allow the Delegate to go to the Approval Panel, accompanied by a staff member, with the form in hand.
6. If the resolution is **not approved**, then the Delegate has the opportunity to correct it with the Approval Panel. If the resolution is **approved**, proceed to step 10.
7. If the resolution needs further editing by the chair, the MUN director will rename the file: **GA1\_China\_Topic1\_1\_notapproved**

It is the responsibility of the chairs to move the 'not approved' resolution from the Approval Panel folder back to the Committee folder. The delegate responsible for the resolution must notify the chair when he/she needs to do this.

8. The Chair will edit the resolution according to the **Resolution Formatting Guide**. When the resolution is ready for the Approval Panel a second time, the Student Officer must rename it to:

**(Committee)\_(main submitter)\_(Topic number)\_(version)**

Example: GA1\_China\_Topic1\_2

## **BIGMUN 2026 Delegate Handbook**

9. The Chair must then move this revised version to the Approval Panel folder and send the Delegate to the Approval Panel. Repeat this naming process (steps 7 and 8) if it is not approved a third time.
10. If the resolution is approved by the Approval Panel, the file name should look something like this:

**GA1\_China\_Topic1\_1\_approved**

The Delegate will tell the Chair to move the resolution file from the Approval Panel folder to the Committee folder. The resolution is now ready for debate.



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### Resolution Approval Form

This document **MUST** accompany any resolution being presented to the Approval Panel at BIGMUN 2026.

**Main Submitter (Country Name):**

**Topic Number:**

**Forum (abbreviation, e.g. GA 3):**

	Co-Submitter (Country Name)	Signature
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		
16.		
17.		
18.		

Co-submitters must be Delegates from your own forum. The resolution must be supported by at least 1/3 of your forum.

**Signature of Student Officer:**

Has the resolution been moved to the *Approval Panel* folder on the Google drive and titled in the required format?  
(Committee)\_(main submitter)\_(Topic number)\_(version)

☐

**Signature of Approval Panel:**

## BIGMUN procedure and terminology in a broader context:

A breakdown of the keyways in which the European MUN procedural system and terminology employed at BIGMUN differ from the North American MUN model.

The purpose of this guide is to aid visiting participants in maneuvering BIGMUN's procedural policy and terminology by presenting it in terms of other MUN systems.

### Procedure and Terminology Conversion Chart

Relevant Area	BIGMUN	Traditional North American	Further Information
<b>Informal Debate</b>	Lobbying time	Un-moderated caucus	While lobbying time begins right after opening speeches, un-moderated caucuses must be requested in a motion and typically after a moderated caucus. Lobbying time can last hours whereas un-moderated caucuses have a maximum duration of 20 minutes.
<b>Formal Debate</b>	No direct equivalent.	Moderated caucus	The speeches delivered for or against an amendment or resolution at BIGMUN mimic the structure of moderated caucuses. However, they entertain less back-and-forth debate between Delegates as points of information may only be posed to the speaker and motions to follow up are sparingly entertained to maintain the flow of debate. However, this maintains a focused approach and depth of discussion. Speeches must be given at the front of the room, whereas the shorter speeches pertaining to moderated caucuses may be delivered by a delegate standing next to their seat.
<b>Speaking Time</b>	Debate time limits for time for, against and	Established by the proposal of a delegate as	

## BIGMUN 2026 Delegate Handbook

	<p>open debate are established by the Presiding Chair. Individual speaking times are not. However, at the discretion of the chairs, a delegate may be asked to terminate their speech if it has reached an unreasonable length, or the overall time limit for the time for, against or open debate has expired.</p>	<p>a part of a moderated caucus, where time exceeds no longer than one minute. Speaking time for presenting resolutions is also timed.</p>	
<b>Yielding the Floor</b>	<p>After Points of Information, (or the refusal to accept Points of Information by the delegate), the Presiding Chair asks the delegate if they could “please yield the floor back to the chair.” The delegate must reply “so yielded.”</p>	<p>A delegate yields their time to the chair stating “The delegate yields their time back to the chair”</p>	<p>At BIGMUN, Delegates may not yield time to other Delegates, something which is permissible at many North American conferences.</p>
<b>Organisation of Speeches</b>	<p>The order of the speakers is at the discretion of the Presiding Chair.</p>	<p>The order of speakers is determined by a speaker’s list, except during a moderated caucus, when the order of speeches is at the discretion of the Presiding Chair.</p>	<p>A speaker’s list is established at the beginning of the session and can be re-opened, following a first- come-first-serve basis. At BIGMUN, the order of speakers is at the discretion of the chairs. We do this to ensure a balanced and relevant debate.</p>
<b>Submitting Resolutions</b>	<p>Draft resolution</p>	<p>Working Paper</p>	<p>Draft Resolutions are passed through the approval panel (see page 29), potentially to be discussed and possibly passed later in Plenary, a multi-committee assembly. Working Papers are discussed and voted on in individual committees.</p>
<b>Preparatory Materials</b>	<p>Research report</p>	<p>Background guide</p>	

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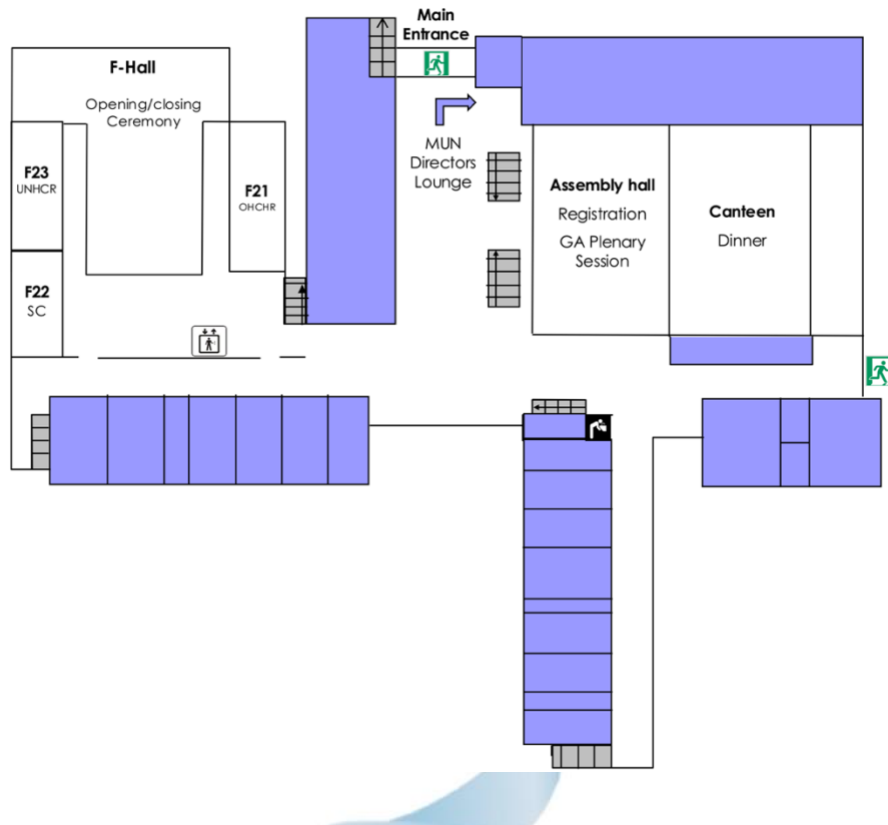
<b>Provided to Delegates</b>			
<b>Chairs and Organizing Team</b>	Student Officers	Secretariat	

***Disclaimer: The Procedure and Terminology Conversion Chart is not applicable to the special procedures used in the Security Council and the Crisis Committee. This comparison serves solely to provide an overview of the key differences in MUN procedural policy in Europe and North America. We acknowledge that individual conferences have their own unique aspects, and that this is a general, and not an all-encompassing, comparison, and that exceptions exist.***

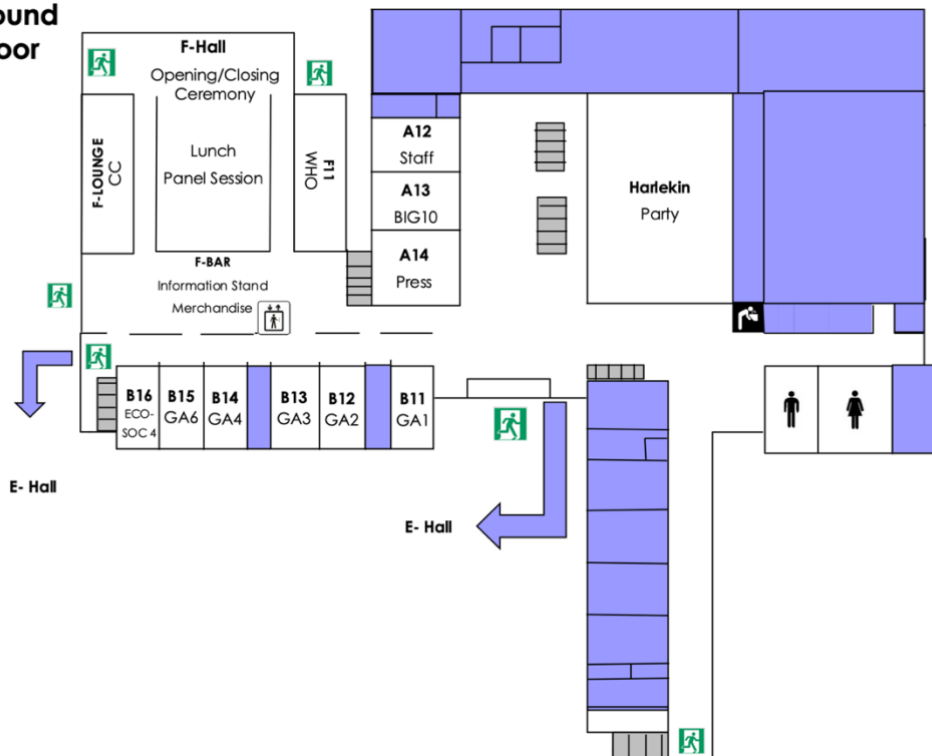


# MAIN BUILDING FLOOR PLAN

## First Floor

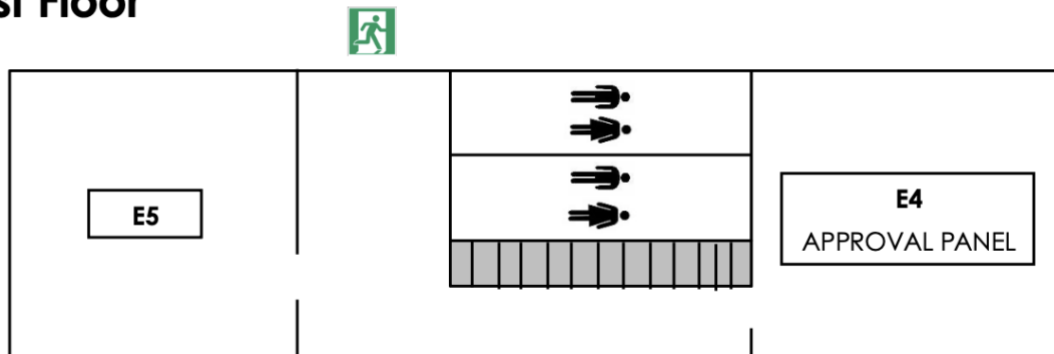


## Ground Floor

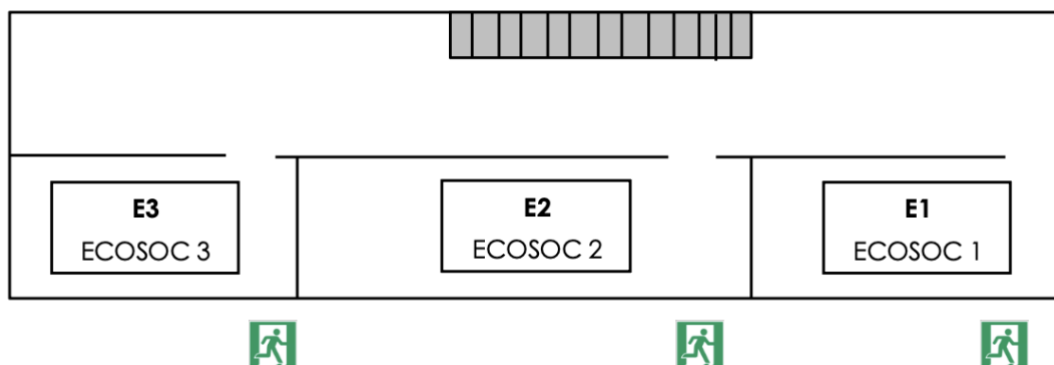


## E-HALL FLOOR PLAN

### First Floor



### Ground Floor





## ROUTE FROM BIGMUN TO BIRKERØD PUBLIC TRAIN STATION



## **SOCIAL MEDIA**

**Facebook:** [facebook.com/bigmunconference/](https://facebook.com/bigmunconference/)

**Instagram:** [bigmun.2026](https://www.instagram.com/bigmun.2026)



**bigmun.dk**



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