



2026 DELEGATE HANDBOOK

Prepare • Participate • Negotiate • Resolve

OFFICIAL DELEGATE RESOURCE

Beginner's Guide • Rules of Procedure • Position Papers • Resolutions & Amendments • Quick Reference

Al-Rayan International School Model United Nations

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Welcome Address from the ARISMUN Secretariat

Dear Delegates,

On behalf of the ARISMUN 2026 Secretariat, we are pleased to welcome you to Al-Rayan International School Model United Nations. This conference is designed to provide a rigorous, respectful and inclusive environment in which delegates can engage with complex international issues, represent diverse national perspectives and develop practical solutions through diplomacy.

Model United Nations requires more than confident speaking. It requires preparation, careful listening, principled negotiation, accurate representation and a willingness to collaborate with those whose positions may differ from your own. We therefore encourage every delegate, whether attending a first conference or returning with previous experience, to approach ARISMUN with curiosity, professionalism and respect.

This handbook has been prepared to support that process. It explains the procedures that will govern debate, provides guidance for position papers, and demonstrates how resolutions and amendments should be drafted. Committee-specific research remains available in the separate ARISMUN Research Guides.

We hope that ARISMUN 2026 will challenge you to speak with purpose, negotiate thoughtfully and contribute meaningfully to your committee. We look forward to welcoming you to the conference.

The ARISMUN 2026 Secretariat

IMPORTANT

The Rules of Procedure in this handbook govern standard ARISMUN committee sessions. Where a committee requires a special procedure, the Chair will communicate that procedure clearly.

TABLE OF CONTENTS

WELCOME ADDRESS	2
PART I BEGINNER'S GUIDE TO MODEL UNITED NATIONS	4
1. Understanding Model United Nations	4
2. Preparing for ARISMUN	4
3. Speaking and Diplomatic Language	5
PART II ARISMUN RULES OF PROCEDURE	6
1-3. Authority, Attendance and Decorum	6
2. Formal Debate and the General Speakers' List	6
3. Caucuses	7
6. Points and Rights	8
7. Motions and Voting	9
PART III POSITION PAPER GUIDE	10
The Five-Part Position Paper	10
Sample Structure and Checklist	13
PART IV RESOLUTIONS & AMENDMENTS	14
Draft Resolution Format	15
Friendly and Unfriendly Amendments	17
COMMON RESOLUTION-WRITING MISTAKES	18
FIRST-TIME DELEGATE CHECKLIST	19
FINAL REMINDERS	20

Part I - Beginner's Guide to Model United Nations

1. Understanding Model United Nations

Model United Nations (MUN) is an academic simulation of international diplomacy. Delegates represent assigned countries or actors and address international issues through formal debate, negotiation and written proposals.

CORE PRINCIPLE

A delegate represents the policy and interests of the assigned country - not the delegate's personal opinion.

Your responsibilities as a delegate

- **Research thoroughly.** Understand the committee, topics, country policy, relevant UN action and realistic solutions.
- **Represent accurately.** Remain consistent with the interests and established positions of the assigned country.
- **Participate constructively.** Speak, listen, negotiate, ask relevant questions and contribute to committee documents.
- **Maintain diplomacy.** Challenge ideas firmly while treating delegates and the dais with respect.

2. Preparing for ARISMUN

- Read the relevant ARISMUN Research Guide in full.
- Research your country through credible government, United Nations and reputable institutional sources.
- Identify the country's position, priorities, alliances, constraints and previous actions on each topic.
- Prepare several realistic policy proposals that your country could support.
- Complete the position paper according to the requirements in Part III.
- Prepare a concise opening statement and questions that may be used during debate.

RESEARCH TEST

Before supporting a proposal, ask: Would the assigned country realistically support this measure, fund it, implement it or vote for it?

A typical committee sequence

Stage	Purpose
Roll call	Confirms attendance and establishes participation.
Formal debate	Delegates present positions and proposals.
Moderated caucus	Focused, timed speeches on a defined subtopic.
Unmoderated caucus	Informal negotiation, bloc formation and drafting.
Draft resolutions	Formal proposals are introduced and debated.
Amendments	Delegates propose changes to draft resolutions.
Voting procedure	The committee decides on amendments and draft resolutions.

3. Speaking and Diplomatic Language

Effective MUN speaking is concise, policy-based and directed through the Chair. Delegates should identify a position, explain its significance and propose a practical course of action.

4. Opening Speeches

Purpose and Structure

A formal opening speech should establish the delegation's position, identify the principal concern, refer to relevant action and state what the committee should do next. The following example demonstrates an appropriate structure and diplomatic tone.

OPENING SPEECH EXAMPLE

Honorable chairs, fellow delegates, and esteemed guests,

Standing here as the delegate of Mexico,

Focusing on the moral and social problem of child imprisonment, Mexico's representative discusses the significance of safeguarding human rights in juvenile justice. It is critical to make sure every child gets a chance to develop, learn, and succeed; incarcerating children puts at danger vulnerable individuals of society. Amendments in Mexico's juvenile justice system have put an emphasis on rehab rather than punishment. For juvenile offenders, they have boosted up social networks, created new sentencing programs, and set up trained courts. Nevertheless, the issue of child imprisonment is universal and calls for a coordinated international effort. It is crucial to tackle systemic inequalities, poverty, and lack of education as they pertain to the fundamental causes of child imprisonment. There has been encouraging evidence that peacemaking practices, which prioritize healing, reconciliation, and accountability, can help reduce return and improve outcomes for juvenile offenders.

Diplomatic language

Avoid	Use instead
"You are wrong."	"The delegation respectfully disagrees with the previous speaker."
"I think..."	"The delegation maintains / believes / supports..."
"Your plan will fail."	"Could the delegate clarify how the proposal addresses...?"
"We want..."	"The delegation calls for / encourages / recommends..."

Part II - ARISMUN Rules of Procedure

1. Authority of the Chair

These Rules of Procedure govern standard ARISMUN committee sessions unless the Secretariat or Chair announces a committee-specific procedure. The Chair has authority to interpret the rules, recognize speakers, rule motions in or out of order, manage speaking time and preserve decorum.

2. Attendance

- **Delegations shall respond during roll call and shall notify the dais if arriving after roll call. Attendance status and voting rights shall be recorded in accordance with the procedure announced by the Chair.**

3. Decorum

- Delegates shall address the committee through the Chair and refer to other delegations in the third person. Diplomatic language and professional conduct are required throughout committee proceedings.
- **Personal attacks, discriminatory remarks, intimidation and deliberate disruption are prohibited. Delegates shall respect the authority of the dais and the right of all delegations to participate.**
- **Chair rulings.** Delegates shall comply with procedural rulings. A delegate seeking clarification may raise the appropriate point when permitted.

4. Formal Debate and the General Speakers' List

The General Speakers' List (GSL) is the default format for formal debate. Delegates are recognized in sequence and speak for the time established by the Chair. The Chair may open or close the list as appropriate.

EXAMPLE SCENARIO

The Chair announces a 60-second speaking time and asks for delegates wishing to be added to the GSL. The delegate of Brazil raises the placard, is added to the list, and speaks only when recognized.

Yields

Where the Chair permits yields, a delegate who finishes a GSL speech with time remaining may yield the balance of time in the manner announced by the Chair. Yields are not automatically available during moderated caucuses.

5. Caucuses

Moderated caucus

A moderated caucus temporarily suspends the GSL for focused debate on a defined subtopic. A motion should state the total duration, individual speaking time and topic.

HOW TO MOVE

"Motion for a 10-minute moderated caucus with 45-second speaking time on financing mechanisms for implementation."

WHEN TO USE IT

Use a moderated caucus when the committee needs focused public debate on one aspect of the topic, such as funding, enforcement, implementation or regional cooperation.

Unmoderated caucus

An unmoderated caucus temporarily suspends formal debate so delegates may move freely, negotiate, form blocs and draft documents. A motion should state the proposed duration.

HOW TO MOVE

"Motion for a 15-minute unmoderated caucus for the purpose of drafting working papers."

WHEN TO USE IT

Use an unmoderated caucus when delegates need to compare proposals, merge ideas, negotiate wording or prepare a draft resolution.

6. Points

Points are procedural interventions. Delegates should use the correct point for the situation and should not use a point to deliver an unrelated speech.

6.1 Point of Personal Privilege

A Point of Personal Privilege addresses an immediate condition that prevents a delegate from participating effectively, such as an inability to hear the speaker or a serious physical discomfort. It should concern the delegate's participation, not the substance of debate.

When to use it: Raise it when the issue is immediate and genuinely affects participation. It may interrupt a speaker only where the Chair permits and the matter is urgent.

Scenario: *The delegate cannot hear because the speaker is too quiet. The delegate raises the placard and states, "Point of Personal Privilege: could the speaker please speak louder?"*

6.2 Point of Order

A Point of Order draws the Chair's attention to a possible error in the application of the Rules of Procedure. It is procedural and must not be used to challenge another delegation's argument.

When to use it: Raise it when the delegate believes a procedural rule has been applied incorrectly. State the procedural concern briefly and accept the Chair's ruling.

Scenario: *The committee begins voting while an admissible amendment has not yet been considered. A delegate raises, "Point of Order: should the pending amendment be considered before the committee votes on the draft resolution?"*

6.3 Point of Parliamentary Inquiry

A Point of Parliamentary Inquiry requests clarification from the Chair about procedure. It is used when a delegate is uncertain about what may happen next or how a procedural mechanism operates.

When to use it: Raise it when the floor is open for points and the delegate requires procedural guidance. It must not be used to ask a substantive question about the topic.

Scenario: *A delegate is unsure whether amendments will be considered before voting. The delegate asks, "Point of Parliamentary Inquiry: will the committee consider amendments before voting on the draft resolution?"*

6.4 Point of Information (POI)

A Point of Information is a concise question directed to a speaker when the Chair has opened the floor to questions. Its purpose is to clarify, test or develop the speaker's argument. A POI must be phrased as a question and should address the content of the speech.

When to use it: Wait until the speaker has concluded and the Chair announces that the speaker is open to Points of Information. Raise the placard, wait to be recognized, then ask one clear question. Do not interrupt a speech, deliver a speech disguised as a question, or continue arguing after the response.

Scenario: *The delegate of Kenya proposes an international education fund. After the Chair opens the floor to POIs, Ghana is recognized and asks, "Could the delegate clarify how the proposed fund would be financed and monitored?"*

6.5 Right of Reply

A Right of Reply may be requested when a delegation believes that its country or delegation has been directly and seriously impugned. It is an exceptional procedural protection and is not a mechanism for continuing ordinary disagreement or responding to criticism of policy.

When to use it: Request it only after a direct and serious insult or damaging personal/national imputation. The Chair has discretion to grant or deny the request and will determine the manner and duration of any reply.

Scenario: A speaker makes a direct derogatory accusation against another delegation rather than criticizing its policy. The affected delegation requests a Right of Reply through the Chair. If granted, the response should address the impugning remark briefly and diplomatically.

7. Motions and Voting

A motion asks the committee to take a procedural action. Delegates may raise motions only when the Chair invites them or when procedure otherwise permits.

Motion	Purpose	Typical wording
Set/modify speaking time	Changes the time available to speakers.	"Motion to set speaking time to 60 seconds."
Moderated caucus	Creates focused formal discussion.	State total time, speaking time and topic.
Unmoderated caucus	Creates informal negotiation time.	State proposed duration and purpose.
Introduce a draft resolution	Brings an approved draft before committee.	As directed by the Chair.
Introduce an amendment	Brings an admissible amendment before committee.	As directed by the Chair.
Close debate	Ends substantive debate and moves toward voting.	"Motion to close debate."
Suspend the meeting	Temporarily pauses the committee.	"Motion to suspend the meeting."
Adjourn the meeting	Ends the committee session/conference meeting.	"Motion to adjourn the meeting."

Voting procedure

When debate is closed, the committee enters voting procedure. Delegates shall remain orderly and follow the Chair's instructions. The Chair will identify the document or amendment being voted upon and announce the available voting options.

EXAMPLE SCENARIO

Debate on Draft Resolution 1.1 has closed. The Chair announces that the committee is entering voting procedure, considers any amendments in the appropriate order, then proceeds to the final vote on the draft resolution and announces the result.

Part III - Position Paper Guide

A position paper is a concise pre-conference document that demonstrates a delegate's understanding of the topic, relevant international action and the assigned country's policy. It should also identify realistic solutions that the delegation can advance in committee.

ARISMUN STANDARD

Quality is more important than length. Position papers should be clear, analytical, country-specific and properly cited. Delegates should follow any committee-specific submission instructions issued by ARISMUN.

The Five-Part Position Paper

The following five-part structure adapts established Model UN guidance to ARISMUN expectations. It is intended to help delegates move from research to policy analysis rather than merely summarize the background guide.

1. Heading

The heading enables the dais to identify the paper immediately. It should normally include the country, committee, topic and delegate name. Presentation should remain professional and unobtrusive.

RECOMMENDED FORMAT

Country: Republic of Korea
Committee: Disarmament and International Security Committee (DISEC)
Topic: Nuclear Disarmament
Delegate: [Name]

- **Formatting.** Use a clean, readable typeface such as Arial or Times New Roman, generally 11-12 point, with consistent spacing.
- **Visuals.** A small national flag or official seal may be used where appropriate, but decorative elements should not distract from the substance.
- **Consistency.** Follow any format specified by ARISMUN or the committee dais.

2. Introduction and Topic Background

Begin by establishing the issue clearly and demonstrating why it matters to the committee. Avoid reproducing the entire history of the topic. Select the information necessary to explain the present problem, its principal sub-issues and the obstacles that prevent resolution.

- **Analyse rather than list.** Explain the significance of facts, trends and barriers.
- **Identify sub-issues.** Break a broad topic into manageable dimensions such as financing, enforcement, access, capacity or accountability.
- **Stay on topic.** Distinguish closely related concepts. For example, peacekeeping and peacebuilding are not interchangeable.
- **Use the Research Guide.** Treat the ARISMUN Research Guide as a starting point and extend the research with credible sources.

3. Past Actions by the United Nations

This section should evaluate previous international responses rather than provide a catalogue of resolutions and treaties. Consider measures implemented by the United Nations and other relevant organizations, as well as significant proposals that succeeded or failed.

- **Identify the action.** Name the relevant resolution, treaty, programme, mission or institutional response.
- **Assess effectiveness.** Explain what the action achieved and where implementation was limited.
- **Examine opposition.** Where relevant, consider why proposals failed, which states objected and what concerns shaped those objections.
- **Draw lessons.** Use the strengths and weaknesses of previous action to justify the solutions proposed later in the paper.

4. Country Policy

Country policy is the section that distinguishes one delegation's paper from another. Delegates should not infer a position solely from geography, alliances or assumptions about a region. Policy should be supported by evidence.

- **International record.** Review voting behaviour, statements, treaty participation, UN programmes and diplomatic initiatives.
- **Domestic record.** Consider relevant legislation, institutions, programmes and national policy.
- **Policy priorities.** Identify recurring principles such as sovereignty, security, development, human rights, non-interference or regional cooperation where they are genuinely supported by evidence.
- **Consistency.** Proposed solutions should remain compatible with the country's established interests and constraints.

5. Proposed Solutions

Proposed solutions should be the most policy-dense part of the paper. They should follow logically from the problems identified, lessons from previous action and the assigned country's policy.

- **Review existing mechanisms.** Consider whether ineffective programmes should be discontinued, consolidated or redirected.
- **Improve current action.** Recommend realistic changes to mandates, funding, scope, monitoring or implementation.
- **Propose new measures.** Where a gap remains, develop a new mechanism and explain who will implement it, how it will be funded, how compliance will be monitored and why states would support it.
- **Conclude clearly.** Briefly connect the proposed measures to the central problem and explain why they are feasible.

QUALITY OVER QUANTITY

Chairs read many papers. Concise analysis, precise policy and workable solutions are more useful than unnecessary length or excessive technical language. Cite all research through the citation method required by ARISMUN.

Note on crisis committees

Where ARISMUN operates a crisis committee, the dais may issue a different position-paper format. Crisis papers may place greater emphasis on the assigned character or actor's background, objectives, governing philosophy and flexible strategy. Delegates should follow the committee-specific instructions rather than automatically applying the General Assembly format.

Sample Position Paper Structure

HEADING

Country | Committee | Topic | Delegate

Topic Background: Define the present problem, identify the most important sub-issues and analyse the principal barriers to resolution.

Past UN Action: Evaluate relevant resolutions, programmes, treaties or institutional responses. Identify both achievements and limitations.

Country Policy: Explain the assigned country's established position using evidence from domestic and international action.

Proposed Solutions: Present specific, feasible and country-consistent measures, including implementation, financing and accountability where relevant.

POSITION PAPER CHECKLIST

- ☐ The heading identifies country, committee, topic and delegate.
- ☐ The paper addresses the exact ARISMUN topic.
- ☐ Background information is analysed rather than copied or listed.
- ☐ Past UN action includes evaluation of effectiveness and limitations.
- ☐ Country policy is supported by credible evidence.
- ☐ Solutions are specific, realistic and consistent with country policy.
- ☐ Sources are cited consistently.
- ☐ Language is formal, concise and free from unnecessary jargon.
- ☐ The final document follows ARISMUN submission instructions.

Part IV - Resolutions & Amendments Guide

A resolution is the committee's formal written response to the topic. Delegates develop ideas through debate and negotiation, organize them into working papers, and then prepare draft resolutions for approval and consideration by the committee.

1. From Working Paper to Draft Resolution

- Delegates identify common priorities during debate and caucusing.
- Blocs organize proposals into a coherent working paper.
- The document is revised for substance, feasibility and formatting.
- Required sponsors/signatories are collected where ARISMUN procedure requires them.
- The dais reviews the document before it is introduced as a draft resolution.
- Once introduced, the draft may be debated, amended and ultimately voted upon.

2. Anatomy of a Draft Resolution

A properly formatted draft resolution contains a heading, preambulatory clauses and operative clauses. The language and punctuation distinguish the two sections.

- **Preambulatory clauses.** Explain the context, principles and previous action relevant to the resolution. They begin with italicized preambulatory phrases and end with commas.
- **Operative clauses.** State the actions the committee proposes. They are numbered, begin with operative verbs, normally end with semicolons, and the final operative clause ends with a period.
- **Sub-clauses.** Use letters and lower-level numbering to organize detailed implementation under an operative clause.

3. Proper Draft Resolution Format

The example below demonstrates the structure expected for a General Assembly-style draft resolution. Committee-specific rules may modify the header or voting requirements.

DRAFT RESOLUTION 1.1

Committee: United Nations Environment Assembly (UNEA)

Topic: The Plastic Treaty: Negotiating a Legally Binding Global Instrument to End Plastic Pollution

Sponsors: Republic of Ghana, Republic of Kenya, Federal Republic of Germany

Signatories: Canada, Republic of Indonesia, Kingdom of Norway, Republic of South Africa

The United Nations Environment Assembly,

Recalling relevant United Nations resolutions and international commitments addressing marine litter and plastic pollution,

Recognizing the unequal technical and financial capacities of states to implement comprehensive waste-management reforms,

Concerned by the transboundary movement of plastic waste and its effects on ecosystems, public health and sustainable development,

Emphasizing the importance of international cooperation, technology transfer and nationally appropriate implementation,

1. **Calls upon** Member States to establish measurable national targets for reducing avoidable plastic pollution, taking national circumstances into account;
2. **Encourages** the creation of an international technical-assistance mechanism that:
 - a. supports waste-management infrastructure in developing states,
 - b. facilitates voluntary technology transfer and capacity-building,
 - c. provides technical guidance for data collection and monitoring;
3. **Recommends** the development of transparent national reporting systems to measure progress toward agreed targets;
4. **Requests** relevant United Nations bodies to coordinate existing initiatives in order to reduce duplication and improve access to technical support;
5. **Encourages** periodic review of implementation progress and the identification of additional support required by Member States.

FORMAT CHECK

Preambulatory clauses end with commas. Operative clauses are numbered and generally end with semicolons. The final operative clause ends with a period.

4. Writing Strong Clauses

Preambulatory verbs	Operative verbs
Acknowledging	Calls upon
Affirming	Encourages
Alarmed by	Recommends
Bearing in mind	Requests
Concerned by	Urges
Recalling	Invites
Recognizing	Supports
Taking note of	Further recommends

Strong operative clauses answer practical questions: Who acts? What action is required? How will it be implemented? How will it be financed? How will progress be measured? What safeguards or review mechanisms are needed?

5. Sponsors and Signatories

Sponsors are delegations that have substantially contributed to a draft resolution and support its introduction. Signatories, where required, indicate that a delegation wishes the document to be discussed; signature does not necessarily indicate support for adoption. The dais will announce the number and status of sponsors/signatories required at ARISMUN.

6. Amendments

An amendment proposes a change to a draft resolution after it has been introduced. An amendment may add language, delete language or replace existing language. The Chair determines admissibility and the order in which amendments are considered.

Friendly Amendment

A friendly amendment is a proposed change accepted by all sponsors of the draft resolution, where the committee's procedure recognizes friendly amendments. Subject to Chair approval, it may be incorporated without a separate substantive vote.

FRIENDLY AMENDMENT EXAMPLE

Original clause: "Encourages Member States to submit annual progress reports."

Proposed change: replace "annual" with "biennial."

If all sponsors accept the change and ARISMUN procedure permits friendly amendments, the revised wording may be incorporated directly.

Unfriendly Amendment

An unfriendly amendment is a proposed change that is not accepted by all sponsors, or that procedure requires the committee to decide by vote. It is introduced, debated where appropriate, and voted upon before the committee proceeds to the final draft resolution.

UNFRIENDLY AMENDMENT EXAMPLE

Proposed amendment: add a new operative clause establishing an independent compliance-review mechanism. One or more sponsors oppose the addition. The amendment therefore proceeds according to the Chair's amendment procedure and, if admitted, is decided by the committee.

Amendment drafting format

- **ADD.** State exactly where the new language should be inserted and provide the complete wording.
- **DELETE.** Identify the precise clause or sub-clause to be removed.
- **REPLACE.** Identify the existing text and provide the complete replacement wording.

COMMON RESOLUTION-WRITING MISTAKES

- **Vague action.** Avoid clauses that call for improvement without explaining who will act or how.
- **Unrealistic authority.** Do not give a committee powers it does not possess.
- **Missing implementation.** Include responsible actors, timelines or mechanisms where appropriate.
- **Unexplained funding.** Major programmes should identify plausible funding or resource arrangements.
- **Repetition.** Do not restate the same proposal across several clauses.
- **Contradictory clauses.** Review the entire document to ensure one clause does not undermine another.
- **Improper punctuation.** Preambulatory clauses use commas; operative clauses generally use semicolons; the final operative clause uses a period.
- **Poor hierarchy.** Use numbered clauses and properly indented sub-clauses instead of long unstructured paragraphs.
- **Policy inconsistency.** Sponsors should ensure that the final text remains compatible with the positions they are representing.
- **Overly broad wording.** Specific and implementable language is generally stronger than ambitious wording without a mechanism.

FINAL EDITING TEST

Before submission, read every operative clause and ask: Who does what, by what mechanism, with what resources, under whose authority, and how will success be assessed?

FIRST-TIME DELEGATE CHECKLIST

- ☐ I know my assigned country, committee and topic(s).
- ☐ I have read the relevant ARISMUN Research Guide.
- ☐ I understand my country's main position and policy priorities.
- ☐ I know at least two relevant past UN actions.
- ☐ I have prepared realistic solutions my country could support.
- ☐ I have completed or reviewed my position paper.
- ☐ I can explain my position without reading a full script.
- ☐ I have prepared possible Points of Information to ask other delegates.
- ☐ I understand the difference between a moderated and unmoderated caucus.
- ☐ I know when to use a Point of Order, Parliamentary Inquiry and Personal Privilege.
- ☐ I understand the basic structure of a draft resolution.
- ☐ I understand the difference between friendly and unfriendly amendments.
- ☐ I will use diplomatic language and address the committee through the Chair.
- ☐ I will listen actively and seek opportunities for constructive collaboration.

FINAL REMINDERS

ARISMUN is a simulation of diplomacy. Effective delegates combine accurate research with respectful communication, strategic negotiation and practical problem-solving.

REPRESENT

Speak from the perspective of your assigned country or actor, not from personal preference.

LISTEN

Strong delegates do not only speak. They identify common ground, respond to concerns and adapt proposals through negotiation.

COLLABORATE

A successful resolution normally reflects compromise among several delegations rather than the preferences of one delegation alone.

BE PREPARED

Bring your research, position paper and relevant notes. Know the Rules of Procedure well enough to participate without disrupting the flow of debate.

BE PROFESSIONAL

Respect the dais, fellow delegates, conference staff and the standards of diplomatic conduct throughout ARISMUN 2026.

For committee-specific content, delegates should consult the official ARISMUN 2026 Research Guides and any additional notices issued by the Secretariat or dais.

ARISMUN 2026

Diplomacy begins with preparation and grows through dialogue.

Reference Resources

Position-paper guidance adapted for ARISMUN from Best Delegate, “How to Write a Winning Position Paper” (bestdelegate.com).

Resolution-format guidance informed by JAMUN, “Draft Resolution Outline” (jamun.org), and standard General Assembly-style Model UN drafting conventions.

