



OFFICIAL CONFERENCE

POLICY HANDBOOK

Al-Rayan International School | Accra, Ghana

Professionalism • Diplomacy • Respect • Integrity

October 2026

Purpose and Scope

This handbook establishes the standards expected at ARISMUN 2026. It applies to all delegates, Chairs, Secretariat members, volunteers, visiting school representatives and other conference participants during official activities, including committee sessions, ceremonies, breaks and conference-related online communications.

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These policies complement, and do not replace, the official ARISMUN Rules of Procedure, safeguarding requirements, registration terms and consent forms.

01 Electronic Devices and Digital Conduct

General rule

Devices must remain silent and put away unless a Chair expressly authorises their use for a defined conference task. Personal messaging, social media, games, entertainment and unrelated browsing are prohibited during committee proceedings.

Opening speeches and POIs

Laptops, tablets and phones must not be used while delegates deliver opening speeches, raise or answer Points of Information (POIs), participate in formal debate, or take part in voting. Delegates should bring printed speeches, research and notes.

Permitted working periods

Chairs may designate specific periods, such as drafting working papers or resolutions during unmoderated caucuses, when laptops or tablets may be used solely for committee work. Permission may be withdrawn if misused. Approved accessibility or medical accommodations take precedence.

Recording and privacy

No participant may photograph, film, livestream or record another person or a closed committee session without appropriate permission. Sharing private delegate information, confidential messages or embarrassing recordings is prohibited.

Responsible AI use

Research assistance before the conference may be used responsibly, with fact-checking and proper attribution. Delegates must not submit copied or AI-generated speeches, position papers or resolutions as their own original work. Chairs may clarify any committee-specific rules.

02 Dress Code and Presentation

Professional standard

Formal business attire is required at official committee sessions and ceremonies: suits, blazers, collared shirts, professional blouses, tailored trousers, formal skirts or dresses, and appropriate closed-toe footwear. Clothing should be clean, neat and suitable for a diplomatic academic setting.

Cultural and religious dress

Modest cultural or religious attire is welcome where appropriate and respectful. No participant is required to purchase expensive clothing; reasonable accommodation may be requested privately.

Not permitted

Ripped jeans, shorts, graphic T-shirts, sportswear, slippers, beachwear, clothing bearing offensive slogans and costumes that stereotype nationalities are not appropriate during formal sessions.

Addressing concerns

A staff member should address attire concerns discreetly, respectfully and without public embarrassment. Participants should be given a reasonable opportunity to adjust their clothing.

03 Behaviour and Committee Decorum

Respectful diplomacy

Treat fellow delegates, Chairs, staff, teachers and guests with courtesy. Challenge policies and arguments, never personal identities. Harassment, bullying, discrimination, threats, intimidation, unwanted physical contact and derogatory remarks are prohibited.

During debate

Follow the ARISMUN Rules of Procedure and the Chair's directions. Do not interrupt recognised speakers, shout over others, misuse points or motions, engage in disruptive side conversations, or obstruct committee business.

Professional language

Use formal, diplomatic and inclusive language. Profanity, personal attacks, mocking accents and inflammatory or demeaning statements are unacceptable.

Shared spaces

Move calmly between rooms; respect classroom equipment and campus property; dispose of waste properly; keep corridors clear and follow instructions from authorised staff.

04 Attendance, Punctuality and Movement

Attendance

Delegates are expected to attend all scheduled sessions and arrive promptly. Attendance may be recorded by Chairs; repeated unexplained absences may be referred to the faculty advisor and Secretariat.

Leaving committee

Ask the Chair or designated staff member before leaving a session, except in urgent circumstances. Delegates must remain within authorised conference areas and follow campus access restrictions.

Identification

Wear or carry the issued conference identification where required; do not lend badges or impersonate another participant. Directors are obliged to ensure that students don't lose their badges; access to the campus can be denied without this verification.

05 Academic Integrity and Fair Participation

Original work

Represent the assigned country accurately and cite research sources where appropriate. Plagiarism, fabricated citations, impersonation, unauthorised collaboration on assessed individual work and misrepresentation of evidence are prohibited.

Equity

Delegates without laptops must not be disadvantaged. Chairs should provide fair speaking opportunities and apply procedural standards consistently. Pre-written materials must comply with the separate ARISMUN Rules of Procedure and delegate guidance.

06 Safety, Safeguarding and Wellbeing

Safety

Follow school emergency procedures and instructions from authorised adults. Report injuries, safety hazards or concerns immediately to a Chair, faculty advisor or designated safeguarding staff member.

Prohibited items and substances

Weapons, alcohol, illegal drugs, smoking and vaping are prohibited on conference premises. Dangerous conduct or deliberate damage to property may lead to immediate removal and referral to school authorities.

Reporting concerns

Participants may report harassment, discrimination, threats or safeguarding concerns to a faculty advisor, the Secretariat or the school's designated safeguarding contact. Reports should be handled sensitively, with confidentiality limited where safety requires escalation.

07 Photography, Media and Consent

Official coverage

ARISMUN may arrange official photography or filming for conference reporting and the ARISMUN website or Hall of Fame, subject to the school's approved consent and waiver arrangements.

Opt-out and restrictions

Participants must follow the approved photography consent process. Do not assume that registration alone constitutes media consent. Respect any no-photography requests and do not publish another participant's personal information.

08 Enforcement and Appeals

Proportionate response

Depending on seriousness, action may include a reminder, formal warning, loss of device privileges, referral to the school advisor or Directors, temporary removal from a session, or removal from the conference in serious cases.

Fair process

The participant should normally have an opportunity to explain the situation. Serious safeguarding issues may require immediate protective action. Final disciplinary decisions should be taken by authorised conference Directors or school leadership, not unilaterally by student officers.

Review

Concerns about a Chair's ruling should follow the established procedural channels. Concerns about conduct or disciplinary action may be raised respectfully with the Secretariat and Directors.

09 Roles, Authority and Communication

Committee Chairs

Manage debate, apply procedure, maintain decorum and escalate concerns. They do not independently override safeguarding rules or impose serious sanctions.

Secretariat

Coordinates conference operations, promotes consistent policy implementation and supports Chairs, delegates and school representatives.

Directors and school authorities

Retain ultimate authority over school safety, safeguarding and serious disciplinary matters. Official changes to conference-wide policy must be communicated through authorised channels.

10 Participant Acknowledgement

Commitment

By participating, attendees are expected to read and comply with the approved ARISMUN 2026 policies and any reasonable instructions issued by authorised conference staff. Faculty advisors should review these expectations with their delegations before arrival.

Conference Policy Quick Reference

- No electronic devices during opening speeches, POIs, formal debate or voting.
- Use laptops only when a Chair announces an authorised working period.
- Wear professional business attire and respect cultural or religious dress.
- Maintain diplomatic language and respectful conduct everywhere.
- Report safety or safeguarding concerns promptly to a trusted adult or authorised staff member.



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Al-Rayyan International School