ARPSMUN V



GUIDE BOOK

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Introduction

Welcome to the ARPSMUN V Runner Guidebook!

This guide is designed to help runners understand their responsibilities, expectations, and duties throughout the conference. As runners, we play an important role in keeping the conference organized, ensuring delegates are comfortable, and supporting the smooth flow of every session.

Through teamwork, professionalism, and effective communication, we can help make ARPSMUN V a successful and memorable experience for everyone.

Clipping System

Clips are given by the Head of Security. A participant who receives one clip will receive an official warning. Receiving two clips will make the participant not win any awards. Receiving three clips will result in the participant being escorted out of the MUN conference.

DRESS CODE

Female dress code

formal attire (jeans are strictly prohibited, only formal pantsuit, skirt or dress)
Skirt/dresses must be 2 cm below the knees.
Abaya's are allowed only for Arabic council members
No immodest clothing allowed (sleeveless, see-through and sheer)
Formal dress shoes (high heels must not be higher than 5cm,shoes/slippers/sandals are not allowed)
No unusual/neon colors or complex floral patterns

Male dress code

Formal suit (only buttoned shirt, tie and jacket)
Thobes are allowed only for Arabic council members
Formal dress shoes (shoes/slippers/ sandals are not allowed)
Shirts must be tucked in pants
No unusual/neon colors or complex floral patterns
Jeans and t-shirts are strictly prohibited

MUN RULES

- stick to the dress code
- Arrive and leave on time
- Discrimination is strictly prohibited
- Smoking and vaping are strictly prohibited
- Maintain respectful language and behavior
- Weapons, including knives and guns, are strictly prohibited.
- Only follow instructions from team members

THE ROLE OF RUNNER

Runners escort delegates to and from the council and take them to the toilet during breaks and if anyone from the council wants to pass a diplomatic note to the chairs or other delegates the runner needs to make sure it's appropriate and then pass it to the chair or delegates. and runners will be giving the delegates stationary or anything they might need.

Responsibilities

Keep delegates safe and comfortable throughout the conference.

Guide delegates between councils, ceremonies, lunch, breaks, and bathrooms.

Keep councils clean, organized, and ready for sessions.

Deliver diplomatic notes around the councils.

Assist delegates with questions, requests they may have, or problems.

Stay alert and follow updates in the runners group chat.

EXPECTATIONS

As a runner there are certain key elements you are expected to follow, as you will be dealing with a variety of situations and issues that need to be solved.

We expect you to be an excellent communicator and quite social as you will be helping out the delegates and chairs.
Stay professional, respectful, and calm in every situation.
Be alert and ready to respond when help is needed.
Understand the conference rules, and locations.
Work well with other runners and the MUN team members.

SITUATIONAL EXAMPLE

(MEDICAL EMERGENCY)

Stay alert at all times. If a delegate looks unwell, approach them and report it to the Head of Runners or the Assistant Head of Runners to contact the nurse. In serious cases like
fainting, stay calm, immediately contact the Heads, and clear the area. While waiting for assistance,
cushion the person's head if they're on the ground and offer water or food if appropriate.

SITUATIONAL EXAMPLE

(FIRE EMERGENCY)

ALTHOUGH THE CHANCES OF A FIRE INCIDENT ARE LOW, AS
RUNNERS YOU ARE EXPECTED TO HANDLE THIS SITUATION.
WHEN IT COMES TO PREVENTING THE FIRE, MAKE SURE THAT
EVERYTHING IS PLACED IN ORDER AND THAT NOTHING COULD
LEAD TO A FIRE IS AROUND. HOWEVER, WHEN THAT DOES OCCUR YOU ARE EXPECTED TO ALERT ALL THOSE AROUND YOU
OF THE POTENTIAL DANGER AND IMMEDIATELY GET IN TOUCH WITH THE HEADS. ADDITIONALLY, YOU ARE MEANT
TO HELP GUIDE THE PARTICIPANTS TO FOLLOW THE EVACUATION PROCEDURES CALMLY AND ORDERLY, IN ORDER
TO GET TO THE NEAREST AND SAFEST EXIT WHILST MAKING
SURE THAT NO ONE IS LEFT BEHIND.

SITUATIONAL EXAMPLE

(DISRESPECT)

During debates, disagreements between delegates can sometimes lead to disrespectful behavior. At ARPSMUN IV, all delegates are expected to maintain professionalism and respect each other's opinions. As a runner, make sure to encourage respectful communication and remind delegates to keep the debate professional. If you notice a delegate being disrespectful, give them a clear warning. If the behavior continues, inform your council's security team so they can assess the situation and, if necessary, consult the Heads of Security regarding possible clips.

How to win best runner

When selecting the best runner, we are looking for someone who is proactive and
communicative, capable of listening to and
addressing the needs of all delegates. The Best Runner should foster a safe environment within their designated councils, actively encourage participation and provide support throughout sessions. They must also adhere to the ARPSMUN's IV rules and show
strong problem-solving skills; approaching
any problem by finding quick and effective
solutions. Additionally, the ideal runner will engage with delegates, promoting a collaborative and respectful atmosphere that enhances the overall experience for everyone inside the council.



CONCLUSION

Being a runner is more than completing tasks; it is about responsibility, teamwork, and dedication. Every small action contributes to the success of the conference.

Stay professional, communicate clearly, support your team, and always be ready to help. Remember that your attitude and effort can make a real difference in the experience of every delegate.

Thank you for being part of ARPSMUN V. Let's work together to make this conference a success!

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