ARPSMUN V



GUIDE BOOK

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INTRODUCTION

Welcome to the FIFTH Annual ARPSMUN Conference!

After months of hard work and preparation, we are proud to welcome you to ARPSMUN V. We hope this conference helps delegates grow, share ideas, develop their skills, and create unforgettable memories.

We wish everyone a successful and enjoyable conference!

CLIPPING SYSTEM

The clipping system is a disciplinary procedure used in MUN conferences to record rule violations. Delegates receive clips for misconduct or breaking conference regulations, and repeated clips can lead to warnings, disciplinary meetings, or removal from the conference.

System Explanation

First Clip – A Warning: Serves as a formal notice to correct behaviour and return to the standards expected at ARPSMUN.

Second Clip – Loss of Awards: The participant becomes ineligible for any form of recognition, no matter their performance.

Third Clip – Removal: The participant is dismissed from the conference entirely, as repeated misconduct cannot be tolerated.

DRESS CODE

Female

1. Formal pantsuits or skirts are required.
2. Skirts and dresses must be at least 2 cm below the knee.
3. Sleeveless tops, sheer, or see-through clothing are not permitted.
4. Traditional abayas are allowed only in the Arabic council.
5. Heels must be no higher than 5 cm. Sneakers, sandals, and slippers are strictly prohibited.
6. Neon colors and complex floral patterns are not allowed.

DRESS CODE

Male Dress Code

1. A formal suit is mandatory. This includes a dress shirt, tie, and jacket.
2. Formal dress shoes must be worn. Sneakers, sandals, and slippers are not allowed.
3. No neon or unusual colors are permitted.
4. Traditional thobes are allowed only in the Arabic council

MUN RULES

- Access Control: Only delegates, chairs, and authorized individuals are allowed to enter council rooms and restricted areas.
- Professional Behaviour: All participants must behave respectfully and maintain appropriate boundaries throughout the conference. Public displays of affection are not permitted.
- Prohibited Items: Weapons, sharp objects, smoking items, illegal substances, unauthorized recording equipment, and sound devices are not allowed inside the conference.
- Food and Drinks: Food and drinks are not permitted inside council rooms, except for water.
- Dress Code: All participants must follow the official MUN dress code. Casual clothing, including jeans, T-shirts, hoodies, and sneakers, is not allowed.
- Respect and Discipline: Delegates and chairs must treat one another respectfully. Any arguments, disrespectful behaviour, or rule violations should be handled calmly and reported when necessary.
- Security Checks: Security members must check conference badges and conduct bag inspections according to the conference's procedures.
- Communication: Security members must remain in their assigned areas and inform the heads of security or chairs about any issues.
- Emergency Procedures: In case of an emergency, security members must remain calm, follow the correct procedures, and inform the heads of security and directors immediately.

THE ROLE OF SECURITY

The main responsibility of the security team is to maintain safety, order, and discipline throughout the MUN conference. Security members are assigned to different councils and hallways to monitor participants, control entrances and exits, and assist whenever a problem occurs. They must remain aware of their surroundings and ensure that conference activities continue without unnecessary interruptions. Security members should also work closely with chairs and the heads of security to address concerns and respond to situations that may affect the safety or organization of the event.

RESPONSIBILITIES

Security members are responsible for carrying out their assigned duties and helping maintain a safe environment for everyone attending the conference. Their tasks include monitoring council rooms, checking identification when required, preventing unauthorized access, and ensuring that participants follow conference rules. They must also report incidents, assist with crowd management, and communicate important information to the appropriate staff. In the event of an emergency or conflict, security members should remain calm, follow the correct procedures, and seek assistance from the heads of security or directors when needed.

EXPECTATIONS

All members of the security team are expected to act responsibly and professionally throughout the conference. They must arrive on time, remain at their assigned posts, and stay alert during sessions. Respectful communication, teamwork, and cooperation are essential when dealing with delegates, chairs, and fellow security members. Security personnel should enforce rules fairly, avoid unnecessary arguments, and handle difficult situations with patience and maturity. By following these expectations and working together, the security team can help ensure that the MUN conference remains organized, respectful, and safe for all participants.

CONCLUSION

This guide outlines the standard protocols and expectations designed to ensure a safe, structured environment for all ARPSMUN V attendees. Adherence to these procedures and clear, constructive communication are essential to maintaining an orderly and welcoming atmosphere throughout the event. Security staff are expected to be fully familiar with these guidelines, implement them consistently, and conduct all interactions with professionalism and respect

SITUATIONAL EXAMPLE

Delegate not following rules

During a committee break, a delegate refuses to follow security instructions and continues disturbing others. Security should remain calm, explain the rules respectfully, and give the delegate a clear warning. If the behavior continues, security should report the situation to the Head of Security or MUN Director for further action.

SITUATIONAL EXAMPLE

CAUGHT SMOKING:

WHEN A PARTICIPANT IS CAUGHT SMOKING, THE SECURITY SHOULD CALMLY ASK THEM TO HAND OVER THE SMOKING DEVICE,AFTER THAT THE HEAD OF SECUIRTY MUST BE INFORMED, AND AFTER THAT THE PARTICIPANT WILL BE CLIPPED ACCORDING TO PROTOCOL

How to win best security

To win best security, you need to stay active, follow the rules strictly, and keep your composure at all times. Instead of just standing around, regularly monitor your assigned areas, spot issues early, and resolve them quietly without causing unnecessary drama. Whenever an incident occurs, handle the situation calmly and firmly, record all the necessary details accurately, and pass the information up to the Head of Security right away. Being punctual, treating everyone with respect, and staying alert throughout the entire conference will naturally make you stand out to the secretariat as the most dependable person on the team.

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