

## Delegate Discord Training Guide

### Key Term:

- Server- This is the room that contains your committee. You will have access to your committee room, the crisis room, and a staff server.
- Channel- Within each server, there are Text and Voice Channels. You will have a main debate voice channels, for speeches from the speaker's list, as well as caucus rooms voice channels for use during caucus time.

### Getting Started:

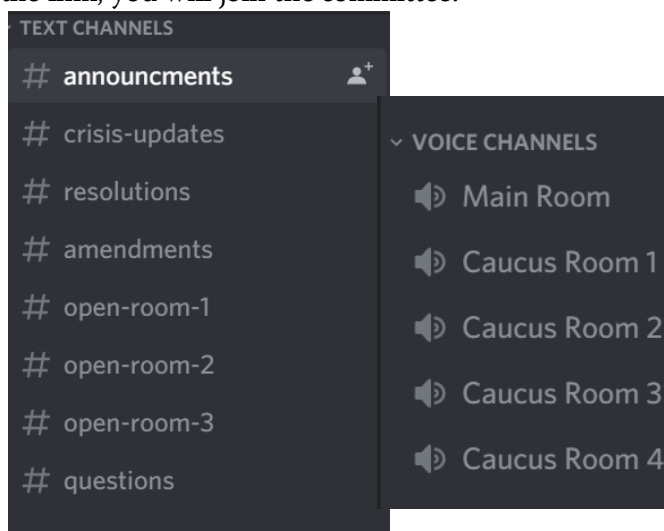
- 1) Download: Go to <https://discord.com/download>. Discord can be run from a browser or can be downloaded. We recommend that you download the application as it seems to run better.
- 2) Create Account: Follow the instructions and create an account. If you already have an account, great!

### Joining your Servers:

- 1) After you have created an account, we will send you the links to each of the committees in which you have delegates. By clicking on the link, you will join the committee.

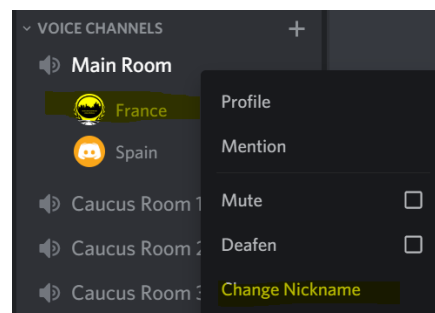
### Your Server/Committee Room:

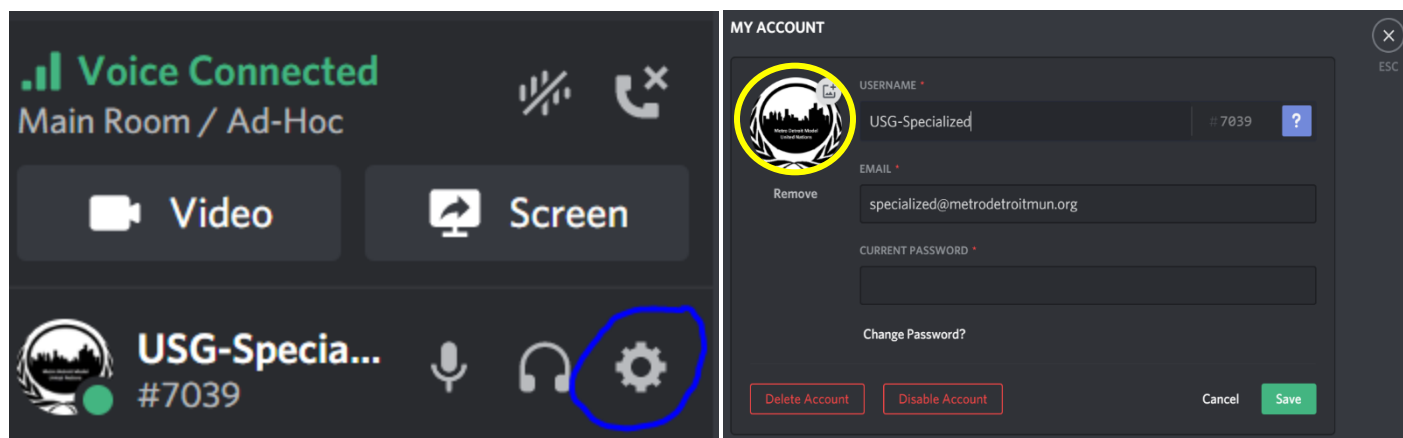
- 1) Once in your committee, you can move between the different channels by clicking on them.
- 2) You will have Voice and Text Channels
- 3) Voice channels will be used for speeches, and moderated and unmoderated caucuses.
- 4) Text channels will be used for looking at announcements from your chairs, finding links to the Resolution/Amendment Google Docs, and any other noteworthy updates.
- 5) Within the text channels, you can use the @ symbol to notify people and get their attention.



### Nicknames and Changing your Profile Picture

- 1) Within each server, you will need to make your assigned country name your nickname.
- 2) To do this, right-click on your profile name while in a server and hit "Change Nickname" and then change it to your country.
- 3) It is also helpful to change your profile picture to your country's flag. To do this, click on the gear by your username, click "Edit", then click on your profile photo and upload a photo of your country's flag from the internet.





- 4) This is helpful as it will make it easier for your chair to call on you as well as easier for you to identify which countries are in which voice channel during unmoderated caucuses.

### **Resolution/Amendment Process:**

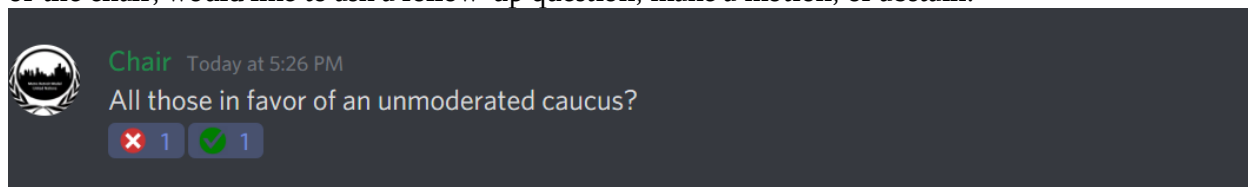
- 1) Our plan is to have every committee have a Google Doc on which delegates can work on their resolutions and amendments.
  - a. A link to the Google Doc will be posted in the Resolution and Amendment text channels.
  - b. From there you can access the document and start working with your voting bloc on writing the resolution and any amendments.
  - c. During unmoderated caucuses, you can have the Google Doc open and type up clauses while in a voice channel discussing ideas and changes with other members in your voting bloc.
- 2) This will make the resolution process a little more transparent in that all delegates will be able to see what is being written.

### **Getting Called on for Questions and Motions**

- 1) Your chair will use two methods to call on people to ask question:
  - a. With everyone's cameras on, delegates can physically raise their hands to be recognized by their chairs;
  - b. Or your chair will post a comment asking for questions or motions in a text channel and delegates can emote to it, and your chair will recognize you to ask a question or make a motion then.

### **Voting Procedure**

- 1) For voting on motions, your chair will put a message in a text channel and you can use our MeDMUN specific emojis to show your support, indicate if you have a question to a speaker or the chair, would like to ask a follow-up question, make a motion, or abstain.



- 2) For resolutions and amendments, it is likely that your chair will organize a voice vote, just so it is completely clear whether it has passed or not. This will make voting procedure take a little longer.

### **Crisis Notes**

- 1) For sending in crisis notes, you will have a designated staff member in your committee.
- 2) Left-click on the staffer's name and then begin to type your message in the box. This will make sure the message only goes to that person and will allow the staffer to ask you any questions or clarifications in a timely manner.

### **Other Helpful Hints:**

- 1) We have found that audio quality is the best when everyone except for the speaker is muted. Please mute your sound unless you are the one speaking to help cut down on feedback and be respectful to delegates speaking.
- 2) We imagine that transitions from the speaker's list to a caucus and vice-versa are going to take a little longer than at an in-person conference. This is not a big deal, take it slow and don't be worried if things take longer than usual.

