



DIAMUN
2024

ADMIN HANDBOOK

Innovating Towards a Sustainable Future



16th Annual Dubai International
Academy Model United Nations



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Administrative Staff

Rules

- Admin Staff must attend the morning briefing and the afternoon briefing on all days of the conference
- Ensure the conference runs smoothly especially during committee times
- Provide delegates with all resources that they require
- Count the votes and secure doors during voting procedures
- Ensure all delegates comply with the conference rules
- Keep note of all delegates leaving for the bathroom or going outside the committee rooms for any reason
- Monitor delegates on the webapp to ensure they are on task
- Report all incidents to the Chair or the DIAMUN Executive Team

Administrative Staff Expectations

- Mandatory attendance for all the conference and admin briefings
- Constantly attend to delegates by guiding them, assisting them in regards to medical attention or their meals, inform them of conference details when needed etc.
- Admin staff must always be disciplined, adhere to the committee rules and set an example for other delegates
- Ensure the appropriate use of facilities by delegates throughout the duration of the conference
- Collaborate with other admin staff in a way that increases efficiency within the committee rooms

Code of Conduct

Expectations of Conduct

The intention of the conference is to create an encouraging environment that supports our educational mission. Delegates are the simulating bodies of the United Nations. Hence, for the duration of the conference, they are to be regarded as diplomats and the official representative for their assigned countries and organizations as well as the representatives of their own school. Constant professionalism in speech, actions, and appearance by all participants (delegates, Student Officers, MUN-Directors, guests, secretariat, staff, and board members) is a requirement at all times during the DIAMUN conference. For this reason, the following guidelines are provided to establish clear expectations.

All Participants Must:

- Always be respectful in both spoken and written language
- Have a courteous behavior towards Student Officers, advisors and other assisting in the programme
- Ensure that they are quiet during moderated debating procedures or when another participant is speaking
- Not use music or audio recordings during lobbying and debate
- Respect the participant dress code, portraying professionalism as expected in real diplomatic settings
- Participate in positive and constructive chats on the DIAMUN web application. All chats on this platform can be reviewed at any time by moderators/admin staff/ MUN - Directors and can also be made available to MUN Directors and DIAMUN Staff upon request
- Be aware that media may take photos or videos throughout the duration of the conference, and all materials used are the property of DIAMUN, and will only be used for the purposes for which they were intended
- Remain in character by consistently advocating the interests and representing the policies of the country/organization assigned. To act in character also entails displaying respect for the opinions and ideas of fellow delegates, even if these opinions and ideas conflict with a given delegate's own country's priorities

Code of Conduct

MUN-Directors Must:

- Make consistent efforts to ensure that students maintain a positive and professional approach to the conference and help them understand the skills of diplomacy as practiced
- Help their students during the preparation period, as students are the responsibility of the designated MUN - Director
- Expected to be available during conference hours to supervise their students and to be available as their advisor

THIMUN AFFILIATED CONFERENCES

The THIMUN Foundation Affiliation Program is designed to develop and simulate high quality MUN conferences throughout the world. A THIMUN Affiliated conference are conferences that hold to high standards, have been evaluated by an external party, and are committed to providing a quality educational experience for their participants.

DIAMUN is one of the selected few THIMUN - affiliated Model United Nations Conferences in the Middle East Region. It was made to give the youth, for whom coming to a THIMUN conference would be difficult, the opportunity to experience and enjoy the benefits of Model United Nations. It is, therefore, a primary goal of all THIMUN - Affiliated MUNs to reach out to the local communities in which they are situated and to encourage participation by local schools in their region.

A complete list of all THIMUN - Affiliated conferences can be found on the following website: <http://foundation.thimun.org/affiliation-programme/affiliated-conferences/>

General Terms and Conditions

Included in the purchase for the Services are digital versions of documentation materials. Further, the Services may include access to, but is not limited to, lectures, recordings, visual and audio aids, content, copyrights, trademark rights and other intellectual property rights. Your access to and use of Digital Materials and Content is subject to these terms and conditions.

To the extent you need to download software or documentation to access services or materials in connection with our Programme, DIAMUN grants you a limited, non-exclusive, non assignable, nontransferable right and license solely for use with the purchased Services, and only for your personal, non-commercial use. All Content and Digital Materials that you will receive or to which you will have access to in relation to the programme are the exclusive property of DIAMUN.

The Registered school gives DIAMUN the permission to use photos, audio, and video footage of the student both during the programme and thereafter for any lawful purpose, including educational and promotional purposes. Customer hereby assigns all intellectual property rights to DIAMUN.

All intellectual property rights, including copyrights, patents, patent disclosures and inventions (whether patentable or not), trademarks service marks, know-how and other confidential information, trade names, logos, corporate names and domain names, together with all of the goodwill associated therewith, in and to all documents, work product and other materials that are delivered to Registered School or Student under this Agreement or prepared by or on behalf of DIAMUN in the course of performing the Services shall be owned by DIAMUN.

General Terms and Conditions

PAYMENTS, CANCELLATION AND REFUND POLICY

In consideration of the provision of the Services by DIAMUN and the rights granted to the registered schools and or participants, shall pay the fees set forth stated in the registration handbook. Upon registration to the DIAMUN Online programme the registered school shall pay all amounts in full to DIAMUN.

After the registration deadline for the programme has passed, all fees paid by the registered school or participants will be considered full, final, and non-refundable. At DIAMUN's sole discretion and subject to terms and conditions, DIAMUN can offer to transfer fees to another programme.

General Terms and Conditions

ACCEPTABLE USER ACTIVITY ON THE WEBSITE

To the maximum extent permitted, you acknowledge and agree that all right, title, and interest in any content or information you submit, irrespective of the manner of such submission to DIAMUN will remain the exclusive property of DIAMUN at no additional fee, charge, cost, or expense to us. You are solely liable for any User Submissions you transmit, In no event shall DIAMUN be responsible in any manner or capacity from any User Submissions. Additionally, you agree that DIAMUN accepts no liability whatsoever from declining, denying or not accepting any of your User Submissions or from removing, deleting, altering or modifying any User Submissions for any reason at any time.

YOUR REPRESENTATIONS

You hereby represent and warrant to DIAMUN that:

1. You
 - a. are over the age of sixteen (16) or
 - b. received the appropriate legal parental or guardian approval or consent to be bound by the terms and conditions of this Agreement;
2. The information you provide to DIAMUN or the Website is truthful, accurate and complete in all material respects;
3. If applicable, you agree that your registration details with DIAMUN will remain complete and accurate, including, without limitation, your legal name, email address and any other information;
4. Your performance of your applicable obligations will not be considered a violation of any other obligation you are bound by or required to comply with;
5. You will immediately inform DIAMUN if you know or have reason to know that the confidentiality of your registration detail have been compromised; and
6. If you act on behalf of anyone other than yourself, you ensure that you have all rights, approvals and/or permissions necessary to do so in connection with any activity with DIAMUN

RELEASE/INDEMFICIATION

You hereby unconditionally agree to release DIAMUN, and its respective officers, directors, members, managers, employees, from any and all liability in connection with or arising from your use of the Online Platform, use of User Content provided by you or breach of any policies, procedures, terms, conditions and guidelines on the Platform.

PRIVACY POLICY

USE OF PERSONAL INFORMATION

DIAMUN considers that the proper handling of personal data is vitally important and is aware of the privacy legislation (General Data Protection Regulation). The school is responsible for the careful handling of your and your student's personal data.

Personal information submitted will not be transferred to any non-affiliated third parties unless otherwise stated at the time of collection. When a user submits personally identifiable information, it is used only for the purpose stated at the time of collection.

Registration for participating in one of our programmes, allows us to communicate with those interested in our Conference. Once the school is registered in our system it gives DIAMUN the consent to communicate via email by providing monthly newsletters, and information about upcoming conferences. If, at any time, you wish to be removed, please email us with this request.

CONSENT

Where consent for the use and disclosure of personal information is required, DIAMUN will seek consent from the appropriate person. If the student has not yet reached the age of sixteen, his or her legal representative's consent is required which falls within the responsibility of the school registering for DIAMUN events. Therefore, students at the age of sixteen or older must give consent themselves. Consent may be withdrawn at any time.

PRIVACY POLICY

The Information we collect is given to us via the school registered and the responsible MUN - Director at the time of registration. In order to register you for our conferences, we collect the following personal information (this may vary for the different events):

- School Name and Contact Information
- MUN Director and Contact Information
- Name
- Email Address
- Gender
- Phone Number
- Address
- School Grade/Class
- Nationality
- Date of Birth
- Emergency contact information during event
- Pictures of registered participants (For badges)

WHO HAS ACCESS TO YOUR INFORMATION

DIAMUN's Directors and Staff will have access to your information. If you register on third party platforms that DIAMUN will be using, these entities will also have your submitted information for example the DIAMUN web application. The DIAMUN Foundation will not share your information without your prior, express approval.

SECURITY

The DIAMUN website and web-application takes every precaution to protect our users' personal information. Whenever users submit personal information (such as contact information) via online forms, registration, upon submission that information is encrypted via the highest level of SSL (Secured Sockets Layer) available. Servers that store personally identifiable information are in a secure environment.

DRESS CODE

For the DIAMUN conferences, the dress code must be appropriate formal attire. We want all the participants to be dressed formally that would accurately simulate the atmosphere of the real United Nations. Examples of such formal attire for men and women are listed below.

FOR MEN:

- A suit
- Matching vest (optional)
- Formal buttoned up shirt
- A tie
- Dark Socks
- Dress shoes

FOR WOMEN:

- A suit
- Matching vest (optional)
- Formal Skirt
- Formal dress (blazer optional)
- Formal shirt with dress pants
- Heels/Ballet flats /Loafers



