



American Digital Conference Experience Conference Preparation Newsletter

16 September 2020

The Importance of Writing a Position Paper *The Importance of Writing a Position Paper*

Greetings from the AMUN Secretariat. For the AMUN Staff, fall isn't all about pumpkin spice and Halloween, it's about Position Papers! By the end of September, the majority of participants will have submitted position papers on the topics under consideration for this year's AMUN simulations. But if you're new to AMUN, you might be asking yourself, why should we bother? This newsletter provides a few good reasons, as well as directions for submission.

Why Should Your Delegation Write a Position Paper

There are two types of position papers. The first is an [internal document](#) that is used to prepare for the Conference, familiarize yourself with the topics under debate and to plan your basic approach to these issues by detailing what your country would like to see accomplished. The other is a [public position paper](#), which is submitted and made available to all conference participants. Your public position paper is your country's white paper on the topic, which outlines where you stand and what you're looking for. Public position papers allow representatives to get an idea of how to best approach debate in the committee by reviewing the work of their peers.

AMUN encourages the drafting of both types of position papers for three chief reasons. First, determining your country's position on a topic is your single, best way to prepare for the Conference. A well drafted internal position paper will take some time to complete and will require research both into the topic itself and your country's historical position on the topic. Second, public position papers are your first interaction with the other members of your simulation. Finally, public position papers are a preparatory resource for students as well. Reading the position papers of other Member States will allow you to be better prepared for the tenor of debate, understand the state and bearing of historical allies or antagonists, and to identify the Members who most closely share your country's stated goals.

For more information about preparing a position paper, check out the relevant sections in the AMUN [Conference Handbook available online](#).

How to Submit a Position Paper

First, determine who will enter your position papers. We strongly encourage you to have one person enter all of the position papers for a delegation at the same time. The process is not difficult, but it is optimized to be done in one session. We've copied instructions for submitting position papers below, but the instructions are also available in the [Conference Handbook](#).

Next, have all the position papers for the delegation easily accessible. We suggest having all of the delegation's papers in a single document with as little formatting as possible. Go to the [position paper submission form](#). Enter the email address that AMUN has on file for your group. Read the instructions at the top of the page. Choose your country, then a committee, then a topic.

Paste the text of the correct position paper into the box and choose "save this paper and continue to the next topic/committee" below the box.

- A. Please DO NOT paste the names of the representatives seated on the committee or the name of the topic in the form; the topic name will be generated by our form, and representative names are not appropriate for position papers.
- B. Double check that the committee and topic are correct before moving on; common errors include pasting in papers from a previous/different conference or pasting a paper in the wrong topic area.
- C. Please do not include any special formatting (including italicized, underlined or boldface type); links or other HTML coding; or bulleted lists. The submission form is not compatible with this formatting and it must be corrected manually by our staff.
- D. When you have entered all of your papers, choose "Finished entering papers, please save this paper and submit" at the bottom of the page. Your papers will NOT be recorded as submitted unless you complete this step.

Position papers for all delegations are due by 11:59 p.m., CT on Thursday, 01 October 2020. Because of the time involved in reviewing and posting position papers to the AMUN website, late position papers will not be accepted after 5:00 p.m., CT on Wednesday, 07 October 2020.

All position papers received by the 01 October deadline will be posted online by 14 October. You will receive a notification when Position Papers are available. Papers received after 07 October will be posted on a rolling basis.

Position Paper Award Eligibility

AMUN awards a Position Paper Award to all delegations that submit a complete position paper for each simulation on which the country is seated and for each topic in those simulations. To be eligible for an award, you must have your complete submission turned into the AMUN Secretariat ***no later than 11:59 p.m. CT on 01 October***. At minimum, a country will be required to turn in papers on the topics covered by the First, Second and Third Committees, as well as any other simulation on which the country is seated. To confirm your committee assignments, please review your [Delegation Committee Report](#).

Questions, Comments or Concerns?

If you have any questions about this email, please contact us directly at mail@amun.org and we will be happy to help. As always, if you are no longer the primary contact for your school's Model UN club or class, please contact us at mail@amun.org with updated contact information or fill out our [Change of Address/Contact](#) form online.

Until we see you again,

Joshua A. Adams
2020 Secretary-General

Shannon L. Dunn
AMUN Executive Director

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