



## AMUN Digital Conference Experience Preparation Newsletter

13 October 2020

### Accessing Gatherly and AMUN Preparatory Sessions

Greetings from the AMUN Secretariat. This edition includes important information concerning accessing the Gatherly platform and other AMUN processes.

#### AMUN Preparatory Sessions

The AMUN Virtual Preparatory Sessions for delegates will take place on 19 and 20 October from 6:00 p.m. to 8:00 p.m. Central Time on the Gatherly platform. During these sessions we will have the following available

- A mock GA/ECOSOC simulation administered by AMUN chairs. Your students are welcome to drop in for all or part of the session to practice using the AMUN Rules of Procedure in the environment as they will be administered by our Chairs when we go live. Sample resolutions will be available for participants so they can focus on adjusting to the platform and using the rules in Gatherly. This simulation will take place in the General Assembly First Committee (GA1) floor of Gatherly.
- AMUN Rapporteurs will be available to assist with questions concerning document creation and processing in the virtual environment. Students with questions for this group will proceed to the General Assembly First Committee (GA1) Caucus floor in Gatherly.
- A Security Council simulation will also be available and run like the above GA/ECOSOC session for the exclusive use of your HSC and SC delegates. This will take place on the Security Council (SC) floor of Gatherly.
- An AMUN staff member from the International Court of Justice will be available to answer any questions from students participating in that simulation. This will take place on the International Court of Justice (ICJ) floor of Gatherly.
- During both sessions members of the AMUN Executive Committee and Executive Office will be available to assist with any general conference questions your group has. They will be available on the Lobby level in Gatherly at the AMUN Front Desk.

We strongly encourage your delegates take advantage of this opportunity to test out the conference platform and gain valuable practice using the AMUN Rules of Procedure as they will be administered by the AMUN Secretariat.

## Gatherly Access

Access to the Gatherly platform will be granted through distinct, individualized logins. These logins will be based on an AMUNRep.org email address that will be created for your delegates. The email addresses will be formatted as [CountryCommittee@AMUNRep.org](mailto:CountryCommittee@AMUNRep.org), for example [ChinaGA1@AMUNRep.org](mailto:ChinaGA1@AMUNRep.org), [TogoHRC@AMUNRep.org](mailto:TogoHRC@AMUNRep.org), [FAAlmaCollege@AMUNRep.org](mailto:FAAlmaCollege@AMUNRep.org), etc.

- On Sunday, 18 October, or Monday 19 October the school contact (this is the person/people who receive these updates) will receive one omnibus email for each country to which they are assigned. This email will include the @AMUNRep.org email address for each simulation to which that country is assigned, along with an initial password for accessing this email address. The email will also include an individualized secure Gatherly access link for each simulation, Permanent Representative, and Faculty Advisor who is fully registered. This link provides access to the Gatherly platform, and each link may be used on only one computer at a time.
- It will be the school contact's responsibility to distribute these email addresses to the appropriate delegates for their countries. For example, if John Doe is representing Djibouti on the FAO, then they should receive the [DjiboutiFAO@AMUNRep.org](mailto:DjiboutiFAO@AMUNRep.org) email address and log in information.
- If you receive this email and believe you are missing access links or email addresses, please email Shannon at [mail@amun.org](mailto:mail@amun.org) immediately, so we can work with you, our tech team, and our registration team to resolve any discrepancies.

AMUN strongly recommends that **all** participants test their access to Gatherly using the computer set up and location that they plan to use during conference. The Gatherly platform will be open for testing and familiarization between 19-22 October for all participants to ensure their systems work properly and to troubleshoot access issues.

Because audio and video requirements for conferencing can be intense, we also recommend conducting a speed test via <https://test.gatherly.io/> to determine if your internet access point is strong enough to support Gatherly smoothly. The same link provides access to a short demo/tutorial on how Gatherly works that is beneficial to review in advance of accessing the platform. Doing these things should help alleviate most concerns prior to the start of Conference, ensuring that your delegates are spending their Conference hours as active participants.

Should you have problems accessing the Gatherly platform please consult the [Gatherly FAQ](#) and the [Gatherly Troubleshooting](#) guidance pages. If you cannot resolve your Gatherly concerns with the troubleshooting guidance you should contact AMUN Help Chat. During the Preparatory Sessions and then during Conference hours, should you have technical difficulty accessing the AMUNRep.org email address please use the AMUN Help Chat, located at the bottom right hand corner at [amun.org](http://amun.org), and someone from our technical team will assist you. Note that this is one of

the few times that emailing [mail@amun.org](mailto:mail@amun.org) will result in a delay in our team providing you appropriate assistance.

## AMUN Document Processing and Communications

All document processing, including the drafting, editing, and approval of resolutions, amendments, presidential statements, reports and opinions will be conducted in a Google Drive accessed through the @AMUNRep.org email address issued to the participant. This Shared Drive will also serve as the replacement for the traditional Documents Table that would be present in each committee room at AMUN. Access points for the Documents Table will be available in the Gatherly platform for all participants.

AMUN Rapporteurs in GA/ECOSOC simulations, Presidents in Security Council simulations, the Simulation Directors in the Commission of Inquiry, and Registrars in the ICJ will be available to guide delegates through the document processing system.

Please ask your delegates participating in GA/ECOSOC and SC/HSC simulations to review AMUN's Rules and Roleplaying videos on [Resolution Processing](#) and [Amendment Processing](#), to prepare them for using AMUN's document processing system.

## AMUN Virtual Conference Important Dates

We have put together important dates and times for the 2020 Conference to assist you in your preparations. We will continue to update this calendar as we solidify dates and times.

Ongoing

- [Flipgrid](#) open to record Opening Speeches

8 October

- All payments due (now past due)
- Credentials due (now past due)

13 October

- AMA #3, 1 p.m. Central (intended for all AMUN participants) via [Zoom](#)

19-20 October

- Gatherly Platform opens for representative familiarization sessions between 6-8 p.m. Central. During these sessions, representatives will have access to:
  - Practice simulations
  - Tech help
  - Finance/registration help
  - General questions
  - Team huddles

22 October

- Opening Plenary and Keynote, 7:00 p.m. Central
  - Mr. Matthew Reynolds, US and Caribbean Representative to UNHCR
  - Live Streamed via Facebook, Twitter, and YouTube. Participants will be able to ask questions in real time.

23 October

- Graduate School and Career Expo, 2-5 p.m. Central, Expo Floor
- FA/PR Feedback Meeting, 2:30 p.m. Central, Mayfair Floor

24 October

- FA/PR Feedback Meeting, 3:15 p.m. Central, Mayfair Floor

25 October

- FA/PR Feedback Meeting, 9:30 a.m. Central, Mayfair Floor
- 2021 Country Lottery 10:30 a.m. Central, Mayfair Floor

## Questions, Comments or Concerns?

If you have any questions about this email, please contact us directly at [mail@amun.org](mailto: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](mailto:mail@amun.org) with updated contact information or fill out our [Change of Address/Contact](#) form online.

Good Luck on Your Preparations,

Joshua Adams  
2020 Secretary-General

Shannon L. Dunn  
AMUN Executive Director

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