

GC LAU MUN PROGRAM HANDBOOK

15th High School &
10th Middle School
GC LAU MUN



**“Embrace the Sustainable
Development Goals”**



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I-PREFACE

The Lebanese American University, in association with the “United Nations Association of the United States of America” is pleased to have your esteemed school join us in exploring the world of Model United Nations.

Kindly find in the next few pages your guide to the Global Classrooms Lebanese American University Model United Nations program (GC LAU MUN).

In it, you will find the following:

- A description of the program
- The schedules of the training sessions and conferences
- Our attendance policy
- A description of the tasks of a school’s representative (called an advisor and/or student advisor)
- General rules adhered by the Lebanese American University
- Maps of the Lebanese American University campuses in both Beirut and Byblos
- An index with definitions of GC LAU MUN key words



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II-INDEX OF MUN TERMINOLOGIES

Before you proceed with this handbook, kindly find below an index of key terminologies of the MUN program. They shall help you in comprehending the content of this booklet.

- A. **Advisor** – The school official responsible for a particular MUN delegation.
- B. **Background guides** – Information regarding the topic discussed in an MUN committee, distributed to the delegates before the conference. Required to begin research on the country's position.
- C. **Delegate** – A student acting as a representative of a country in a Model UN committee for the final conference.
- D. **Delegation** – The group of students from one school representing a country in respective committees at the MUN Conference.
- E. **Final Conference** – A two-day conference at the end of the Model UN program, where students become delegates representing their countries in MUN committees.
- F. **Global Village** – A celebration of diversity where participating schools represent a country's culture through creative artistic display of folklore.
- G. **Head Delegate** – A member of the school's delegation who is also its leader.
- H. **Position Paper** – Written by a delegate before the final conference, the position paper represents a country's position regarding the topic being discussed.
- I. **Secretariat** – The staff of the Model UN.
- J. **Secretary-General** – The leader of the Model UN.
- K. **SR Desk** – Short for School Relations Desk, a desk found in both campuses with secretariat ready to answer all your questions, issue class distribution sheets and IDs, and check-in your schools. It is also the desk where attendance reports should be deposited.
- L. **Student Advisor** – An MUN alumnus who helps the advisor in guiding the school's delegation.
- M. **Training Material** – The information on a particular Training Session which is imparted by the trainer to prepare the student for the Final Conference.
- N. **Training Session** – A training day where students come to a previously selected Lebanese American University campus to learn about several topics that will prepare them for the Final Conference.



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III- GC LAU MUN IN BRIEF

A. Overview

The Model United Nations is an internationally known simulation of the UN and its agencies. The Global Classrooms version of it in the Middle East is officially and exclusively held in Lebanon by the Lebanese American University.

The Lebanese American University, in association with the “United Nations Association of the United States of America” is proud to launch its 15 th consecutive High School and 10 th consecutive Middle School Global Classroom Model United Nations programs.

The purpose of this program is to bring the UN culture of global awareness and the implementation of peaceful means for conflict resolution to the Lebanese schools and community at large. This is achieved by organizing training sessions that culminate in a conference, by bringing specialized speakers, and through other sponsored events. The training sessions increase students' cognition about United Nations, rules of procedure in a United Nations conference, research and interpretation skills, writing a position paper, public speaking and role playing, conflict resolution and negotiations, caucusing and resolution writing, among others.

By the end of these sessions, the students will become delegates (diplomats) of countries who take part in United Nations sessions simulations. The simulations occur over a two-day conference where students play the role of ambassadors in United Nations Committees and discuss respective current topics.

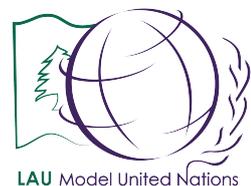
B. GC LAU MUN's Worldwide Success

The MUN High School program was first launched in 2006 with 541 students from 76 participating schools. It is with great pleasure that we can announce exponential growth in both the numbers of students and participating schools. In fact, for the 2015 GC LAU MUN program, the Lebanese American University hosted 2600 school students. 1800 Students from 175 participating High Schools during the training sessions and conference, and 800 students from 70 participating schools for the MUN Middle School program. We are proud to inform you that in 2016-2015, United Nations Foundation entrusted LAU with the ownership of the Global Classrooms International Model UN conferences in New York City. The four prestigious conferences were organized so far in Spring 2016, Spring 2017, Spring 2018, and Spring 2019.

The GC LAU MUN Delegation sent to New York City in May 2012 for the Global Classrooms International Model United Nations came back with the “GCI-MUN 2012 Best Delegation Award” marking our ultimate success in international conferences. The 2013 GCI-MUN was also culminated with several awards to GC Beirut. The 2014 LAU Delegation to New York came back with 6 out of 6 Best Delegate Awards considered to be the most prestigious awards at the conference. On a further note, it gives us great honor to mention that during the 2015 Global Classroom International Model United Nations Conference, the Lebanese delegation, sent by LAU, won ten out of ten awards.



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IV- GC LAU MUN AWARDS, SESSIONS, TOPICS & SCHEDULE

A. Awards

All students who adhere to the attendance policy will receive a Certificate of Participation. Also, to show appreciation for the esteemed advisors' cooperation, school's registered official advisors will also be recognized with an Advisor's Certificate.

In addition to that, students with a distinguished performance can receive: Best Position Paper Award, Diplomacy Award, and/or Secretary General Award.

Schools with the highest ratio of awards with respect to the size of their delegation receive the Best Delegation Award.

Awarded students who decide to enroll in LAU for their higher education, will receive a specific amount of scholarship.

B. Training Sessions

They take place on both LAU campuses, Byblos and Beirut, according to the school's geographical proximity. Sessions in Byblos are held between 9:00 A.M. and 1:00 P.M., while those in Beirut are held from 2:00 P.M. to 6:00 P.M..

The High School delegation can range from 6 to 16 students.

The Middle School delegation can range from 4 to 10 students.

After the training sessions, students will find each session's training material as a soft copy on our website: www.gclaumun.org

N.B:

High school students who were part of a previous GC LAU MUN High School conference are not allowed to take part in this year's high school conference.

Similarly, middle school students who were part of a previous GC LAU MUN Middle School conference are not allowed to take part in this year's middle school conference.

C. GC LAU MUN Topics

1) High School Program Topics

Introduction to the Program and to the United Nations

Research and Interpretation/ Rules of Procedure

Research and Interpretation/ Position Paper

Public Speaking/ Role Playing

Conflict Resolution/ Negotiations

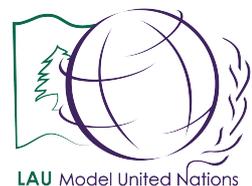
Caucusing and Resolution Writing

Substantive Law

Mock Simulation



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- 2) Middle School Program Topics
- Introduction to the Program and to the United Nations
 - Information on the Convention on the Rights of a Child
 - Rules of Procedure
 - Research Skills
 - Writing Position Papers and Resolutions
 - Role Playing and Public Speaking
 - Caucusing and Negotiating
 - Substantive Law
 - Mock Simulation

D. GC LAU MUN Dates

Please note that even though the High School and Middle School programs share the same dates, the training material taught is different as each is tailored to the specific age group.

GC LAU MUN 15th High School and 10th Middle School Program Schedule

October 5, 2019	Inauguration of Model United Nations, Model Arab League, Model European Union & Model African Union
October 12, 2019	GC LAU MUN Training Session I
October 26, 2019	GC LAU MUN Training Session II
November 9, 2019	GC LAU MUN Training Session III
November 23, 2019	GC LAU MUN Training Session IV
January 11, 2020	GC LAU MUN Training Session V
February 1 & 2, 2020	GC LAU MUN Middle School Final Conference
February 15 & 16, 2020	GC LAU MUN High School Final Conference

Kindly bookmark your calendars for these dates. Any changes will be communicated to you in due time.



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E. Attendance Policy

For your bright students' best benefit, it is highly recommended that they attend all of GC LAU MUN's Training Sessions.

1. Students are only allowed to miss one session only, however students are not allowed to miss the first training session.
2. The absence might only be taken into consideration and studied if there is a valid reason supported by appropriate documents. Examples of valid excuses include, but are not limited to: Students who were seriously ill should bring medical reports to the next training session; As for those who were outside Lebanon for an urgent/necessary purpose, they should have a copy of their stamped passport page.
3. All reports should be handed to the School Relations Desk present on both campuses at the next Training Session. The report should include the full student name, official school name, and the name of the school relations coordinator. The SR Desk will be located in the lobby of the Gilbert and Rose-Marie Chagoury Health Sciences Center (Medical School) in Byblos Campus, and in the entrance of the Business Building in Beirut Campus.
4. Please note that the excuses provided will be subject to evaluation.
5. Attendance during the training sessions will be taken twice, once before the lunch break and once after the break; if any student is absent in either roll call, he/she will be considered absent.
6. Lateness may also be considered an absence.
7. The purpose for this policy is to provide your devoted students with an opportunity to prosper and learn in a serious, well disciplined, and enjoyable environment with the highest standards of education and sense of commitment.



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F. Role and Duties of Advisors and Head Delegates

As mentioned in the index at the beginning, an advisor is “the school’s official responsible for a particular MUN delegation”. The School Relations Coordinators contact the Advisor to notify schools and students in whatever they need to know.

Kindly find below a list of an advisor’s tasks:

1. It is highly recommended to have an email account (Gmail account is preferable), to be familiar with mail and computer issues, and to check email for updates and reply to the SR Coordinators’ emails.
2. Keeping the students (especially the head delegates) updated with all the upcoming tasks and important dates, especially Training Sessions.
3. Attending all advisors’ meetings during the Training Sessions and it is greatly appreciated if advisors participate in interviews.
4. Attending advisors workshops/lectures (if any).
5. Informing the students about their assigned classes before entering TS1.
6. Respecting the deadlines with regard to registration forms and other important tasks.
7. Informing students of the attendance policy and therefore ensuring their attendance throughout all training sessions and presenting valid excuses if they should miss any session.
8. Checking-In the school during Training Sessions and Conference days at the SR Desk.

To ensure their comfort during the training sessions, advisors may be seated in the University’s Cafeteria and Faculty Lounge in the Byblos campus, and Business Building Lobby in the Beirut campus.

A school’s esteemed advisor is a highly appreciated asset for the success and the benefit of the school’s delegation, and for the success of the GC LAU MUN program. This is why, as noted above, a school’s registered advisor will receive an Advisor’s certificate after the conference in recognition and appreciation of his/her efforts.

In case the advisor is not present, the Head Delegate performs the tasks of the Advisor. The Head delegate is a current MUN delegate that also holds the responsibility of leading the school delegation, speaking on behalf of the remaining students, and attending the Head Delegate meetings.

G. Registration Fees

The registration fees for participating in GC LAU MUN 2020-2019 is: //100\$// per delegate and //50\$// per advisor.

H. Delegation Size & Restrictions

-The delegation size for **high school** can range from **6 to 16 delegates**, while that of **middle school** can range from **4 to 10 delegates**.

-A previous GC LAU Middle School Model United nations can not be part of this year's GC LAU High School Model United Nations.

-A previous GC LAU High School Model United nations **can not** be part of this year's GC LAU High School Model United Nations.

-A current GC LAU MUN delegate can simultaneously join in one other LAU Simulation Model.



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I. LAU Rules

Since your students will be hosted in our campuses, we provide below excerpts from the Lebanese American University "Student Code of Ethics and Code of Conduct".

"A non-exhaustive list of misconducts includes:

1. Cheating, fabrication, falsification, forgery, multiple submissions, plagiarism, complicity, or other forms of academic dishonesty.
2. Disruption, or interference, which impedes, impairs or obstructs teaching, research, administration.
3. Failure to provide proper identification upon request by University officers.
4. Conduct or discourse which is disorderly, obscene, or indecent use of Cellular phones in classrooms.
5. Tampering with or misuse of fire or any other safety equipment, or disregarding, circumventing, or disabling any security or safety device or system.
6. Possession, use, or distribution of alcoholic beverages.
7. Manufacturing, possession, use, exchange, trafficking in, or distribution of narcotics or other controlled substances.
8. Disruption of the normal on-campus operations or activities through direct or indirect prohibited activities define herein.
9. Violation of the Lebanese law on University premises or at University sponsored or supervised activities.
10. Placing of notices, posters, signs, handbills, etc., anywhere on University premises without proper authorization."

In addition to the above, and as of the 2012-2011 Academic Year, the Lebanese American University became a non-smoking academic institution, thus smoking is prohibited within university campuses and premises.



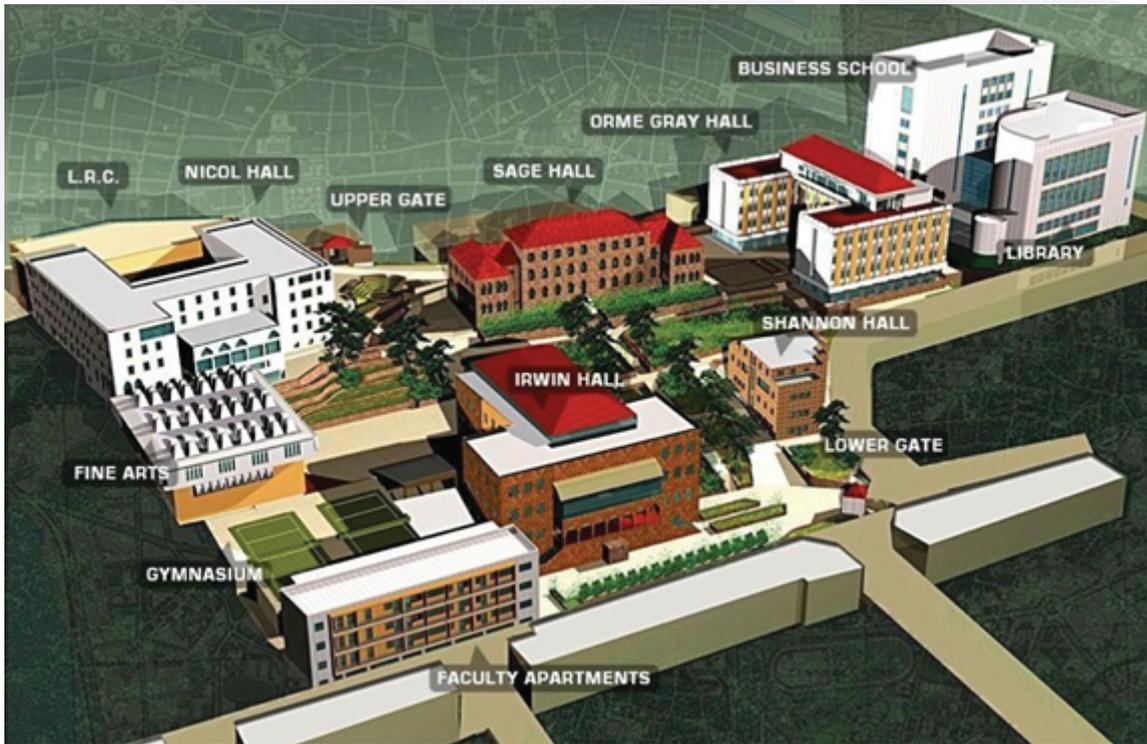
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V- LAU MAPS

1- Beirut Campus Map



2- Byblos Campus Map



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GC LAU MUN DIRECTORY:

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Mrs. Dana Hibri Ashi	Executive Assistant Central Communication Officer	dana.hibiri04@lau.edu.lb

STUDENT LEADERSHIP DIRECTORY:

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Fouad El Kadi	Director of School Relations	fouadelkadi1@gmail.com



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