



ASTMUN II
Progress with Purpose: Diplomacy in
the Age of Innovation

Delegate Handbook

American School of Tegucigalpa

January 16–17 of 2026

Table of Contents

I. PRIOR TO THE CONFERENCE

Research	3
Position Papers.....	5
Opening Speeches.....	13
Resolutions.....	14
Pre-ambulatory and Operative Phrases.....	18

II. DURING THE CONFERENCE

Roll Call.....	20
Opening Speeches.....	20
Lobbying.....	20
Approval Panel.....	21
Points and Motions.....	21
Types of Debate.....	23
Flow of Debate	24

III. AWARDSPOLICY.....25

I. Prior to the Conference

The preparation of the attending chairs and delegates has a big impact on the conference's excellence. When getting ready for ASTMUN and other conferences of a similar nature, there are a lot of very important elements to consider. One of these is the need to conduct a thorough background investigation about the nation, committee, and subject the delegate has been appointed to.

Research

Understanding one's own nation and its position on the hotly contested subjects is the first step that needs to be done. Research is the only way to do this. A delegate's position stems from their research, therefore knowing how to properly investigate the topic is crucial.

The Issue

Every committee in ASTMUN discusses a single topic throughout the conference and drafts resolutions that deal with it in isolation. The Topic Background Guide, a document of inquiry that the Chairs prepare for the topic, is where research gets started. The Chair gives an outline of several parts of the issue that should be covered throughout the conference, thus it is crucial that delegates study these.

Delegates must still conduct independent research on the topics even if the majority of Topic Background Guides provide the basic knowledge that they should be aware of. Their research can be handled from a number of perspectives, including examining how the problem especially impacts their nation, reading about solutions to problems that have been applied in other nations, and comprehending the ramifications of the problem for the future if

it is not resolved. The nation's laws, rules, international treaties, etc. are other factors that are crucial.

Here are a few inquiries that could serve as a guide for investigating the problem:

- What are the main concepts of the problem?
- What recent occurrences are connected to the problem?
- Which elements of the matter have the capacity to emerge as pivotal elements in the discussion?
- How does the problem affect the political, social, cultural, and economic facets of the nation?
- Has your nation created laws, rules, campaigns, or treaties in an effort to address the problem? Have they been effective? Describe.

In addition, delegates may complete a [SPEAR Worksheet](#). This worksheet will help delegates navigate through their given issue more easily.

Research Binder

A lot of delegates decide to print the research they have done, put it in a binder, and take it to the conference. Given that the conference protocol forbids the use of electronic devices, with the exception of the time when lobbying is permitted, this technique is highly advised.

What should be in your "Research Binder"?

- The mission, goals, and authority of the committee
- The UN charter, key topics,
- the country profile,
- the issue bulletin notes,
- the resolutions,
- the articles or news releases,
- the SPEAR document.

The Country

Throughout the conference, delegates should be a representation of the values that their nation holds regarding the issue. Delegates may complete a [Country Profile](#), in order for them to truly understand their country's stance. A country profile is simple to complete because it's based on facts. Although it is not a requirement, it is recommended by the chairs to complete it.

The Committee

It is crucial to learn about the responsibilities and goals of the committee that the delegate will be serving on during the conference.

There are various committees, each with a unique goal in mind. Certain committees have the ability that other committees do not. When drafting their resolutions, delegates must consider the authority that their committee possesses in order to make sure that their operative clauses can be credible.

Position Papers

Position papers are one-page documents created ahead of time for conferences that outline a country's stance on a particular problem. The delegate has all the resources necessary to comprehend their nation's position on the issues at hand, so writing this document after the research is finished should be straightforward. Before the conference, delegates should send their position papers to their chair's emails by the deadline. In order to be eligible for an award in the conference, the position paper must be submitted.

Writing a Position Paper

Format:

- TimesNewRoman
- Size12
- Spacing:spacing1.5
- Paragraphsshouldbeleft-alignedandnotindented
- Titlesshouldbecentered
- Length:Maximumoftwopages(notincludingbibliography)

Header: The header of your position paper should be in **bold**, and on the top-left corner of the document, each page should have its own header and include the following:

- IssueTitle
- Country
- Committee
- DelegateName,LastName,andSchool
- DelegateEmail

Example: Issue: Measures to Address Cybersecurity and Technological Warfare Brazil Disarmament and International Security Committee Antonella Rumman, American School of Tegucigalpa antonellamariarr@amschool.org

Structure:

- TopicBackground
- PastInternationalActions
- CountryPolicy
- PossibleSolutions
- Sources

TopicBackground

The topic background section is an outline of the issue at hand, and defines the topic & key terms. Delegates may refer to the Topic Background document to learn more about their issue.

Example:**Topic Background**

Climate change is defined as "a change of climate which is attributed directly or indirectly to human activity that alters the composition of the global atmosphere and which is in addition to natural climate variability observed over comparable time periods."

In recent years, a trend of industrialization in developing countries has seen the rise of climate change largely attributed to human causes and its subsequent greenhouse effects, or the warming of the Earth's surface and lower atmosphere caused by water vapor, carbon dioxide, and other trace gases in the atmosphere. This increase in climate change has also increased the total carbon footprint of the world, or total amount of greenhouse gases that are emitted into the atmosphere each year by people and industries.

The effects of increasing global warming on the world's populace is truly frightening. Climate change has increasingly been linked to the melting of the polar ice caps, powerful hurricanes, and drought. In particular, small island developing states (SIDS) are home to 63 million people and may disappear because of climate change-induced rise in sea levels.

from Best Delegate website

Past International Action

In this section, delegates must include past actions undertaken by their nation and relevant organizations such as the United Nations, to resolve the issue. To do this, delegates may follow the SPEAR outline:

- **Speeches**; What has the UN stated?
- **Programs**; Are there any systems/programs to address the topic?
- **Events**; Has there been any impactful event that is relevant?
- **Agreements**; Are there any international agreements?
- **Reports**; Are there any big reports by the UN?

Example:

Past International Action

In 1992, 154 nations signed the United Nations Framework Convention on Climate Change (UNFCCC), which marked the beginning of global efforts to mitigate climate change. The UNFCCC impelled signatory governments to reduce greenhouse gas emissions in order to "prevent dangerous anthropogenic interference with Earth's climate system."

In 1998, the Kyoto Protocol treaty was negotiated by several nations and pledged both binding and non-binding targets for greenhouse gas emission reductions by 2010. The lifetime of the Kyoto Protocol was extended in 2012 at the UN Doha Climate Change Conference to 2020.

In 2015 the Millennium Development Goals were replaced with the Sustainable Development Goals (SDGs), including SDG 13 on Climate Action. Later that year France hosted UNFCCC Conference of Parties (COP21) in Paris, which led to landmark agreements on carbon emission reductions and Intended Nationally Determined Contributions (INDCs).

from Best Delegate website

Country Policy

The section on the country policy is the most crucial part of the position paper. Delegates should spend most of their time writing this. They may start by summarizing their nation's stance in a one or two sentence summary on the issue at hand, and later proceed to apply the SPEAR acronym and any other research they may have.

Example:

Country Policy

Climate change has a significant impact on Qatar. The country is a desert that lacks drinkable water, local food supply, and annual rainfall. As a peninsula, Qatar is particularly vulnerable to rising sea levels. According to its 2015 Intended Nationally Determined Contributions (INDCs) Report, "Qatar is extremely vulnerable to sea level rise as it is liable to inland flooding of 18.2% of its land area, at less than 5m rise in sea level, along with the associated adverse impacts on the population as 96% are living on the coastal areas." Although the country has oil and gas wealth to help overcome these challenges, Qatar realizes its oil and gas industries are contributing to climate change.

Qatar has signed and participated in all major agreements and events on climate change. Qatar is a party to the UNFCCC and the Kyoto Protocol. In 2012, Qatar hosted the Conference of Parties 18th session in Doha. Qatar participated in the Post-2015 Development Agenda discussions and fully supports the Sustainable Development Goals, especially Goal 13 on Climate Action. Most recently, Qatar attended COP21 in Paris and signed the Paris Agreement.

from Best Delegate website

Possible Solutions

Delegates should discuss the steps their delegation proposes taking to address the problem in this section. It is strongly advised that the delegation identify the main problems with the subject and come up with remedies for them in addition to outlining at least three ideas.

Example:

Possible Solutions

A key initiative that is helping Qatar achieve its dual goals of Economic Diversification and Environmental Adaptation is the Global Dryland Alliance (GDA), whose goal is "to make dryland countries food secure and contribute to stability and peace in the world." This includes addressing the challenges of climate change specific to dryland nations, who are mainly developing countries that include more than 2 billion people. The GDA is particularly focused on developing the food security technology industry, which supports Qatar's goals by providing an alternative investment to the oil and gas sector (Economic Diversification) and improves sustainability (Environmental Adaptation).

To encourage the development of food security technology, Qatar plans to recommend the creation of an international program, the Food Security Accelerator, which revolves around "pitch competitions" at the annual UNFCCC Conference of Parties. Food security companies will have a chance to win funding from countries and development banks. The GDA will help winning companies develop their technology, implement it in GDA countries, and conduct monitoring and evaluation (M&E) to determine their success.

from Best Delegate website

Citations

The end of the paper requires delegates to cite their sources. One page may be used for citations. Although the ASTMUN does not mandate a specific citation format, the MLA format is advised. Kindly refrain from referencing the background guide or untrustworthy websites like Wikipedia. Chairs undergo instruction to examine position papers and citations; ensure that all sources consulted during the document's creation are included. At ASTMUN, plagiarism is not accepted.

Position Paper Rubric

Structure and Grammar	1	3	5
Paper contains the four required sections and a header			
Correct grammar and punctuation is present			
Tone is diplomatic and professional			
Citations are present and the majority is credible and/or primary sources			

TopicBackground The topic is clearly interpreted and	1	3	5
includes Who, What, When, and Where			
The section includes reliable statistics and facts			
The causes of the topic are defined clearly			
Sub-issues of the main topic are explained			

Past International Action	1	3	5
Explains the main UN resolution and/or treaty relevant to the topic			
There is mention of UN grants and programs and their implementation efforts.			
There is mention of other international players, such as regional organizations or NGOs.			
For updates on actions, UN or other official reports are used.			

Country Policy	1	3	5
Explains the impact the subject has had on the nation or why it is/may be relevant.			
Clearly explains national policy, or what the nation wishes to accomplish on a certain issue.			
Describes the domestic and international actions your country has done.			
Contains references to supporting documents such adopted UN resolutions, events attended, voting records, speeches given, etc.			

Possible Solutions	1	3	5
explains the advantages and disadvantages of the suggested solutions			
outlines the main political, thematic, and regional conflicts among groups.			
Solutions adhere to national policy			
Addresses other sub issues related to the topic			

Example of a complete, award-winning position paper

[LINK](#)

Opening Speeches

An opening speech is crucial as it gives a delegate's first impression and sets the tone for debate. It introduces their policy and opinions to others, helping establish connections for the lobbying process. Speeches should be prepared in advance, delivered after roll call, and last no longer than a minute.

This formula is strongly recommended for a strong speech:

Greeting: To greet the advisors, chairs, and fellow delegates is a formality that indicates respect. A common greeting is, "Good morning honorable Chairs and fellow delegates..." or "Distinguished chairs, faculty members, and fellow delegates, it is an honor to..."

Hook: While giving an opening speech, a delegate should aim to show why fellow delegates should pay attention to their opening speech. A hook or ensures the attention of the delegates present and could possibly impress the chairs. Some examples of quality hooks include:

Sight: Delegates should have a clear, audible tone of voice and a strong, confident posture and tone of voice. Delegates should try to have their feet shoulder-width apart and not move them. In the case delegates have a printed opening speech, they should try to keep as much eye contact on their surrounding delegates as opposed to their paper.

Interesting Fact or Statistic: Facts could be about the committee, the issues, or the delegate's country.

Quote: Famous or not, the quote should connect to the issue at hand. They allow fellow delegates in the room to ponder and think more critically of your speech.

Rhetorical Question: A well-crafted and relevant question may hook delegates immediately, and to ponder about your question.

Argument Concretely and Positively: Once you have the room's attention, focus on answering the following questions using facts, statistics, or any sort of argument:

- What is it that the delegate is trying to solve?
- How does the problem affect the delegation's country specifically?
- How does the issue affect the international community?
- What is the plan of action to solve the issue? (briefly mention the key ideas instead of a step-by-step guide)

Call to Action: Explicitly invite other delegations to join you and your proposed plan of action.

Resolutions

What is a Resolution?

A resolution paper is described as a formal document including a plan or a course of action to solve a specific problem. Resolutions can be customized and created to address an issue on a global, national, international, or regional scale; this gives space so that delegates can be creative but still effective and realistic when creating their solutions. In ASTMUN, it is expected of delegates to write their resolutions during the first day of the conference, lobbying, or even before the conference. Resolutions are made with the objective of becoming a topic of discussion during the debate. Prior to this, the resolution must be approved by the Approval Panel and the Chairs. All debates should have multiple resolutions considering different aspects of the issue with their subsequent solutions in order to have a productive debate.

Who writes resolutions?

Resolutions are written by all delegates working together during the first day of conference, lobbying, or prior to the conference. The delegate who has written and contributed to the resolution the most is the main submitter and all others who contributed to the resolution are co-submitters. There is a limit on the number of co-submitters which is defined by the Chairs during the first day of debate in regards to the number of delegates. Given this, resolutions are made up of the discussions between delegates and in no instance should a resolution be regarded as the product of one, sole delegate. This process of collaboration is key to help achieve or solve United Nations' goals or issues.

Resolution Structure

ASTMUN resolutions are made up of three crucial parts: heading, preambulatory clauses, and operative clauses.

Heading

This goes on the top-left part of the document. It is meant to introduce the resolutions and its participants. It includes the forum or committee, the issue, the main submitter (delegate who wrote the resolution, and will present it to the committee), and the co-submitters (other delegates who participated in resolution writing; delegates who will speak and vote in favor of it). This part also contains the title of the resolution, which may be a phrase, acronym, etc.

Example:

FORUM: UNGA

ISSUE: Cleaning Up Our Oceans

MAIN SUBMITTER: Italy

CO-SUBMITTERS : The United Kingdom, India, South Korea, Dominican Republic, The Republic of Haiti.

Resolution 1.2

The OCEAN (Oceanic Cleaning with Energy-Efficient AI Nationally) foundation:

Note: This resolution is headed with “Resolution 1.2.” They are numbered according to the order in which they are submitted to the dias.

Preambulatory Clauses

This section of the resolution is the one that states what the forum is trying to achieve; the issue trying to be resolved and why. This is also used to describe past actions. Normally, a recommended amount is at least three.

Example:

The General Assembly,

Reminding all nations of the celebration of the 50th anniversary of the *Universal Declaration of Human Rights*, which recognizes the inherent dignity, equality and inalienable rights of all global citizens, **[use commas to separate preambulatory clauses]**

Reaffirming its Resolution 33/1996 of 25 July 1996, which encourages Governments to work with UN bodies aimed at improving the coordination and effectiveness of humanitarian assistance,

Noting with satisfaction the past efforts of various relevant UN bodies and nongovernmental organizations,

Stressing the fact that the United Nations faces significant financial obstacles and is in need of reform, particularly in the humanitarian realm,

from Best Delegate website

Note: Underline preambulatory phrases and separate the clauses with commas, the last one with a period.

Operative Clauses

These clauses state and describe the actions being taken and the proposed solutions to the issue. They should specifically address what was brought up in the pre-ambulatory clauses. There is no recommended or required amount of operative clauses; the most important part is the quality of the solutions.

Example:

3. Urges all nations in the Middle East, particularly Iran, Palestine, and Syria, to actively engage in diplomatic efforts, prioritize security measures, and collaborate on initiatives aimed at fostering stability, security, and prosperity in the region;

4. Calls upon regional allies to take a stand for countries with a lack of resources such as, but not limited to;

- a. Militaryaid,
- b. Reconstructionpurposes,
- c. Medicalaid,
- d. DiplomaticPurposes,

Note: Operative phrases are underlined and italicized, clauses are numbered and separated with semicolons, only the last one is punctuated with a period.

Sub-clauses

These are used to further define the solutions given in the operative clauses (refer to the last example). These are also separated with commas until the last one, using a period.

Pre-ambulatory and Operative Phrases

Note that all preambulatory and operative clauses start with a few special words: these are called preambulatory and operative phrases.

PRE-AMBULATORY PHRASES

Affirming	Expecting	Having examined
Alarmed by	Emphasizing	Having received
Approving	Expecting	Keeping in mind
Bearing in mind	Expressing its appreciation	Noting with deep concern
Believing	Fulfilling	Nothing with satisfaction
Confident	Fully aware	Noting further
Contemplating	Emphasizing	Observing
Convinced	Expecting	Reaffirming
Declaring	Expressing its appreciation	Realizing
Deeply concerned	Fulfilling	Recalling
Deeply conscious	Fully aware	Recognizing
Deeply convinced	Further deploring	Referring
Deeply Disturbed	Further recalling	Seeking
Deeply Regretting	Guided by	Taking into consideration
Desiring	Having adopted	Taking note
Emphasizing	Having considered	Viewing with appreciation
		Welcoming

OPERATIVE PHRASES

Accepts	Encourages	Further recommends
Affirms	Endorses	Further requests
Approves	Expresses its appreciation	Further resolves
Authorizes	Expresses its hope	Has resolved
Calls	Further invites	Notes
Calls upon	Deplores	Proclaims*
Condemns*	Designates	Reaffirms
Confirms	Draws the attention	Recommends
Congratulates	Emphasizes	Regrets
Considers	Encourages	Reminds
Declares accordingly*	Endorses	Requests
Demands*	Expresses its appreciation	Solemnly affirms
Designates	Expresses its hope	Strongly condemns
Decides*	Further invites	Supports
Draws the attention	Further proclaims	Takes note of
Emphasizes	Further reminds	Transmits
		Trusts

II. During the Conference

Roll Call

Roll call is done at the beginning of a session (breaks and lunch included), at the designated starting time. After the Chairs ask for the delegates to get set and turn their attention to them. After finalizing roll call, Chairs will send attendance to the Secretariat after each session. It is crucial for delegates to arrive at the designated time to demonstrate their respect to the Chairs and debate itself.

Opening Speeches

All delegates must give an Opening Speech at the beginning of the debate. These must last for a minimum of 30 seconds and maximum of 1 minute. The speeches must be given at the podium, ensuring that the delegates are following proper protocol included in the delegate manual (appropriate attire, language, etc.). Delegates must have memorized or printed their speeches. Meanwhile the chairs are keeping track of time, they will lightly tap the gavel at the 45-second mark and then they will tap it twice once the delegate has exceeded their time.

Lobbying

Lobbying is the name of the time allocated during a debate to split up into groups around the session room, form alliances, and write your working papers and resolutions. Additionally, delegates use this time to find people to be signatories of their paper. This is also a prime moment to make use of if a delegate wishes to award in diplomacy.

Approval Panel

When the resolution is done, with the corresponding amount of supporters, it will be handed in to the approval panel. This consists of the chairs, who will proceed to read through the resolution with a sponsor, making sure that the format, structure, and grammar are all correct. After this process, the resolution is ready to be presented and voted on.

Points and Motions

The following points and motions are part of the parliamentary procedures and are expected to be used throughout the conference:

POINT OR MOTION	Function	When it is Used	Does it interrupt a speaker?
Point of Order	Calls for decorum	When a delegate is not behaving properly or following the parliamentary procedure.	No
Point of Personal Privilege	Delegate has discomfort	To go to the bathroom, turn up or down the heat/AC, and when someone is not audible. When a	Yes, for audibility
Point of Inquiry	When a delegate has a question	delegate or chair is finished speaking	No

Point of Parliamentary Inquiry	Delegate has a question about the procedure	When the chair asks for points or motions	
Motion to Follow Up	Delegate wants to ask a second question to the speaker	After the speaker responds to the delegate's question,	No
Motion to Introduce an Amendment	The delegate wishes to make an amendment that is already on the official amendment paper, having been authorized by the chair.	When the delegate obtains the floor	No
Motion to extend points of information	The delegate requests an additional round of informational points.	Once every point has been discussed.	No
Motion to Move to Previous Question	The delegate wishes to vote on the amendment or resolution	When there is no more discussion and a resolution or amendment has been decided upon	No

Types of Debate

Open Debate

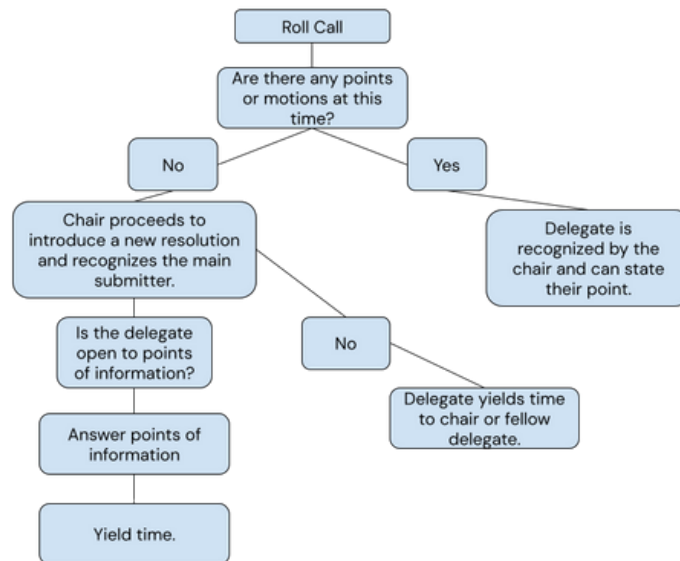
In ASTMUN, open debate is mainly used to discuss resolutions. This means that the floor is open to all delegates who desire to obtain the podium at the specific time. Open debates can only be introduced and concluded by the Chair and the duration of them is limited by the conference schedule, how many resolutions there are, and the time remaining of the conference.

Closed Debate

This debate is indicated by the Chair to the committee and they traditionally happen when there is a motion to move to previous question (delegates choose to encourage the committee to vote for or against the resolution), or when a delegate has made a motion to introduce an amendment (delegates choose to encourage the committee to vote for or against the amendment).

How many delegates will have the chance to speak during a closed debate in favor of or against a resolution or amendment is decided by the Chairs depending on time constraints and how controversial the matter at hand is. The delegates who obtain the podium can open themselves to any and all points of information on both occasions but motions to follow up are only permitted during a closed debate for a resolution, not an amendment. Finally, Chairs will introduce voting procedures once the speakers have concluded their points.

Flow of Debate



Yielding Time

After a delegate's time is up, they must yield their time back to the chair in order to sit down. However, if it is in order with the chair, they may also yield their time to another delegate to elaborate on the topic they were speaking about.

III. Awards Policy

The Best Delegate Award, the Research Award, and the Diplomacy Award will be the three prizes.

Throughout the two days of the conference, recipients of any award are required to maintain their composure, show respect, and participate in the discussion. Delegates must submit their position paper on time in order to be considered for any awards. There will only be three awards given out by the committee.

Diplomacy Award

The delegate who brings out the best in others will receive the Diplomacy Award. This delegate will lead by example within the committee, assisting other delegates in contributing and expressing their views. The winner of the diplomacy award will work cooperatively, be receptive to the opinions of all delegates, and seek to reach an agreement when debating. This delegate will represent their nation's opinions throughout the conference, but they will also act diplomatically and exhibit decency, formality, and cooperation.

Research Award

Throughout the conference, the Research Award will be given to delegates who demonstrate the capacity to use their talents and knowledge of the committee, issues, and nation to make perceptive remarks. This delegate ought to be informed about the policies of their nation as well as the other parties engaged in the matter at hand. The delegate's excellent research needs to be clear from the substance of their speeches, position papers, and

involvement in the lobbying and resolution processes. A contender for this prize ought to be passionate, maintain focus, and be well-versed in every facet of the dynamics of the debate.

Best Delegate Award

A committee's Best Delegate will exhibit traits from both the Research and Diplomacy awards. This delegate will use their in-depth knowledge of the subject to foster teamwork while showcasing great leadership and debating abilities. Within the committee, their presence will leave a clear, favorable, and enduring impact. This award should go to someone who is driven, passionate, courteous, and well-versed in every facet of the discussion. The qualities of the Best Delegate should encourage and inspire other delegates to give it their all.