

**GatorMUN XIX**  
**ADVISOR**  
**HANDBOOK**



**January**  
**21st-23rd, 2022**

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Dear Advisors,

Welcome to GatorMUN XIX! I am so excited to have you and your delegates here in Gainesville. This advisor handbook will serve as your guide throughout conference weekend. It is my job to ensure that any and all of your issues are resolved efficiently, and that you are all pleased with your time here at GatorMUN, so please do not hesitate to reach out with your questions or concerns. On behalf of Secretariat, good luck to you and your delegates, and Go Gators!

Best,  
Kelsey Birnholz  
USG of Advisor Relations

# Advisor Guidelines

## AT LEAST ONE ADVISOR FROM EACH SCHOOL MUST BE PRESENT IN THE REITZ UNION AT ALL TIMES

This rule is in place to ensure that we always have a quick way to get in contact with an advisor if a problem arises. It is paramount for the safety of you and your delegates that at least one advisor be present in the Reitz Union at all times. Additionally, we ask that you have a phone charged throughout the day so that we may remain in contact with you. Throughout the Reitz Union, there are numerous places to eat, work, and relax. If you would like any help finding your way throughout the building, feel free to ask either myself or a staff member.

## ADVISOR MEETINGS

Not only are these meetings your primary opportunity for you to interact with the Secretariat, it also gives us a chance to disperse important information, such as schedule changes or committee updates. In particular, the first Advisor Meeting is especially important, as we will be providing significant amounts of conference information. The first and last Advisor Meetings are mandatory. Advisor Meetings will be held in the Arredondo Cafe on the 4th floor of the Reitz Union at the start of every committee session. This room will also act as the Advisor Lounge.

## COMMUNICATE WITH YOUR DELEGATES

Please ensure that you and your delegates have a quick and reliable way of communicating throughout the conference. Additionally, please ensure that your delegates know where to meet you at the end of committee sessions.

## ENTERING COMMITTEE

Attending committee sessions is extremely encouraged, as it is a chance to watch your delegates perform. Please adhere to the following guidelines when entering or exiting a committee room. These policies exist primarily to ensure the safety of delegates and staff, and also to prevent excessive disruptions during debate.

- Please stand in the back
- Do not take pictures without asking a staffer
- No flash photography
- No large groups
- Do not speak to each other in committee
- Wear your badge at all times in an easily noticeable location on your outfit. Anyone without a badge will be asked to leave.

***If you need a replacement or extra badge, please contact a member of the Secretariat as soon as possible***

# Conference Logistics

## COVID-19

GatorMUN is doing everything we can to keep our conference safe, so we ask that you and your delegates do the same. Everyone is expected to wear masks in committee (and in all UF buildings). Please share this with your delegates. Masks will be available in all committee rooms.

## COMMUNICATION

As stated in the introduction, I will be the primary means of communication between you and GatorMUN staff. If you have any problems, contact me via text or call at (813) 532-7936. This is my personal number, so please do not give it out to delegates. Additionally, you will usually be able to find me in either the Advisor Lounge or Secretariat room (Reitz Room 2315).

We will be using Remind to keep you updated on meeting times, announcements, schedule changes, and more. It is very important for us to be able to contact you throughout the weekend quickly and efficiently, so please sign up to get these text alerts. You can also reply to the messages to begin a private conversation and directly contact me.

Please go to [remind.com/join/munxix](https://remind.com/join/munxix) or text “@munxix” to the number 81010 to add yourself to the list!

## PARKING

Most parking restrictions on campus, including those at the Reitz Union, are lifted after 4:30 on Friday and all day Saturday and Sunday. Please pay attention to all signage around campus, as some parking lots and spaces are specially reserved. Parking in a restricted area will almost always result in a parking ticket. If the parking lot in the Reitz Union is full, there is ample parking across the street, just south of the Welcome Center on the southern side of Museum Road.

## OPENING AND CLOSING CEREMONIES

Opening and Closing Ceremonies will be conducted differently than in the past. Rather than gathering in an auditorium, opening ceremonies will be streamed to committee rooms and the advisor lounge. Opening Ceremonies starts at 5:30 PM. A link for viewing will be shared for online delegates and those who wish to watch independently. Closing Ceremonies will also be virtual. Schools will be assigned a room at check-in to watch Closing Ceremonies from. A link will be shared for online delegates and those who wish to watch independently. Closing Ceremonies starts at 1:30 PM. Awards will be available for pickup outside of the Reitz Union after Closing Ceremonies.

## DELEGATE SOCIAL

The delegate social will be held in Reitz Game Room. There will be bowling and billiards, as well as a Question and Answer session with UF students about the admission process and student life. A movie will be shown. If any of your delegates decide to attend, at least one advisor must be present in the Reitz Union. While GatorMUN staffers will be present, we are not responsible for keeping track of all the students.

# Committee Information

## AWARDS

After each session, directors and staff deliberate and rank delegates based on their performance during committee. The number of delegates ranked depends on committee, but if there are five delegates ranked in a committee, the first-place delegate will get five points, the second will get four, and so on. At the end of all sessions, the directors and staff will determine who will receive awards in the committee. Note that while the points are used as an initial metric for staff to determine these awards, the final awards are at the discretion of the director. For example, if a director believes a delegate showed significant improvement throughout the conference, they may choose to give them an award higher than their score may indicate.

Delegation Awards are calculated by adding up the total scores from each session for every delegate (including position paper scores), adding the scores of every delegate together then dividing that number by the total number of delegates in the delegation. In other words, the delegation with the highest average score wins. Delegations will be broken up into three equally sized brackets to determine if they are competing in the small, medium, or large category.

Within a few weeks of the conference's conclusion, we will upload a complete scoring packet. For more in-depth information on scoring, please attend the information session after the Saturday night advisor meeting.

## NOTEPAD SYSTEM

This year, we will be using the Columbia note system for crisis notes. The Columbia note system uses two notepads. The delegates write their crisis notes on one of the notebooks that the staffers will come in and collect. While the staffers have one notebook, the delegates will be able to write notes on the other, and they will continue alternating notebooks. Note responses will be written directly onto the notepads. This system helps staffers keep track of notes. We have provided two notebooks for each delegate in a crisis committee, but if your delegates write a lot, they may want to bring or buy extra.

# Dining

## ON CAMPUS

There are multiple on campus options for lunch, inside and outside of the Reitz Union. The hours of open restaurants are listed below. Both dining halls are open for lunch and dinner. For more information on dining options go to <https://www.bsd.ufl.edu/dining/Hours/Regular-Hours.aspx> (the website should also pop up if you Google UF Dining Hours).

## SATURDAY, JANUARY 22

- Chick-Fil-A @ Broward Dining Center 10 AM-4 PM
- Subway @ Rawlings Plaza 10 AM- 1 AM
- Wendy's @ Reitz Union 11 AM- 6 PM
- Subway @ Reitz Union 8 AM- 8 PM
- Starbucks @ Reitz Union 8 AM- 6 PM

## SUNDAY, JANUARY 23

- Subway @ Rawlings Plaza 10 AM- 1 AM
- Wendy's @ Reitz Union 11 AM- 6 PM
- Subway @ Reitz Union 8 AM- 8 PM
- Starbucks @ Reitz Union 8 AM- 6 PM

## OFF CAMPUS

North of campus are numerous dining options, both fast and sit-down. Along West University Avenue are a variety of restaurants within a 15-minute walk. We advise that if students want to browse for dining, they go here. Keep in mind that GatorMUN is not responsible for delegates during the dining breaks, so keep track of your students.

# Conference Schedule

## FRIDAY, JAN. 21ST, 2021

- 2:45pm-5:30pm: Registration
- 5:30pm-6:30pm: Opening Ceremony
- 6:30pm-9:30pm: Committee Session 1
- 8:00pm: Advisor Meeting

## SATURDAY, JAN. 22ND, 2021

- 8:30am-11:30pm: Committee Session 2
- 11:30am-1:15pm: Lunch Break
- 1:15pm-3:45pm: Committee Session 3
- 4:00pm- 4:30pm: Break
- 4:30pm-7:30pm: Committee Session 4
- 7:30pm-8:30pm: Dinner Break

### **Delegate Social:**

- Reitz Game Room (Ground floor)- 8:30-10pm
- College Panel (G320) - 8:30-10pm
- Movie (Auditorium (Floor 2) 8:30-10:30pm

## SUNDAY, JAN. 23RD, 2021

- 9:00am-11:30am: Committee Session 5
- 11:30pm-1:30pm Lunch
- 1:30pm-2:30pm Closing Ceremony

# Committee Room Assignments

Please note that some committees have a different location on Friday. If there is not yet a location for a committee, please check the GatorMUN website for the most up-to-date version of the handbook. All other committee rooms are in the Reitz Student Union.

## GENERAL ASSEMBLIES

Disarmament and International Security (DISEC)  
 Friday: CSE E121  
 (Computer Sciences and Engineering Building)<sup>1</sup>  
 Saturday & Sunday:  
 Chamber(Ground Floor)

The Intergovernmental Panel on Climate Change (IPCC)  
 Friday: 2355 (Floor 2)  
 Saturday & Sunday: Grand Ballroom Salon AE (Floor 2)

Social and Humanitarian Council (SOCHUM)  
 Friday: 2365 (Floor 2)  
 Saturday & Sunday: Grand Ballroom Salon BCFG (Floor 2)

United Nations Human Rights Council (UNHRC)  
 G320 (Ground Floor)

Committee on the Peaceful Uses of Outer Space (COPUOS)  
 Rion Ballroom West (Floor 3)

The World Health Organization (WHO)  
 Rion Ballroom East (Floor 3)

## SPECIALIZED COMMITTEES

Alcatraz, 1934  
 Friday: MCCA 1142  
 (McCarty Hall A, Floor 1)<sup>2</sup>  
 Saturday & Sunday: G310  
 (Ground Floor)

Constitutional Convention of 2003  
 Legislative Subcommittee  
 Friday & Saturday  
 (before lunch):  
 3315 (Floor 3)

Judicial Subcommittee  
 Friday & Saturday  
 (before lunch):  
 3305 (Floor 3)

Executive Subcommittee  
 Friday & Saturday  
 (before lunch):  
 3320 (Floor 3)

Full Committee Session  
 Saturday (after lunch) & Sunday:  
 2355 (Floor 2)

Global Summit of Micronations  
 2330 (Floor 2)

Monsters, Inc.  
 Friday: MCCA 3194  
 (McCarty Hall A, Floor 3)<sup>3</sup>  
 Saturday & Sunday: Grand Ballroom Salon D (Floor 2)

NASA Board of Directors  
 Friday: MCCA 2186  
 (McCarty Hall A, Floor 2)<sup>4</sup>  
 Saturday & Sunday: Grand Ballroom Salon H (Floor 2)

Watergate  
 Matthews Suite (Floor 4)

## CRISIS

American, Inc. Board of Directors  
 2320 (Floor 2)

King Arthur's Court  
 Friday: CSE E220  
 (Computer Sciences and Engineering Building)<sup>5</sup>  
 Saturday & Sunday: 2365  
 (Floor 2)

Club Penguin Elite Penguin Force  
 2335 (Floor 2)

Egypt's Revolutionary Command Council  
 Friday: CSE E222  
 (Computer Sciences and Engineering Building)<sup>6</sup>  
 Saturday (before lunch):  
 2355 (Floor 2)  
 Saturday (after lunch) & Sunday: 3320 (Floor 3)

Mamma Mia: Here We Go Again (Again)  
 G330 (Ground Floor)

The Monday Night War  
 G315 (Ground Floor)

Ad-Hoc  
 2340 (Floor 2)

\*\*Scottish Parliament Link:

<https://ufl.zoom.us/j/7233467369?fbclid=IwAR2CSMKwRIIodKTsK-07Z54t6NLDswJ4M-kj8q5p-0oPgujzKyJ6QSyEvOR8#success>

## OTHER

Advisor Lounge:

Arredondo Cafe (Floor 4)

Secretariat:

2315 (Floor 2)

<sup>1</sup>Enter from North side (Across from Jamba Juice, Turlington Hall)Go down stairs

<sup>2</sup>Go up the stairs, turn left, round the corner, door on right

<sup>3</sup>Go up the stairs, turn right, door on left

<sup>4</sup>Go up the stairs, turn right, door on left

<sup>5</sup>Enter from North side (Across from Jamba Juice, Turlington Hall)Go up stairs, turn left

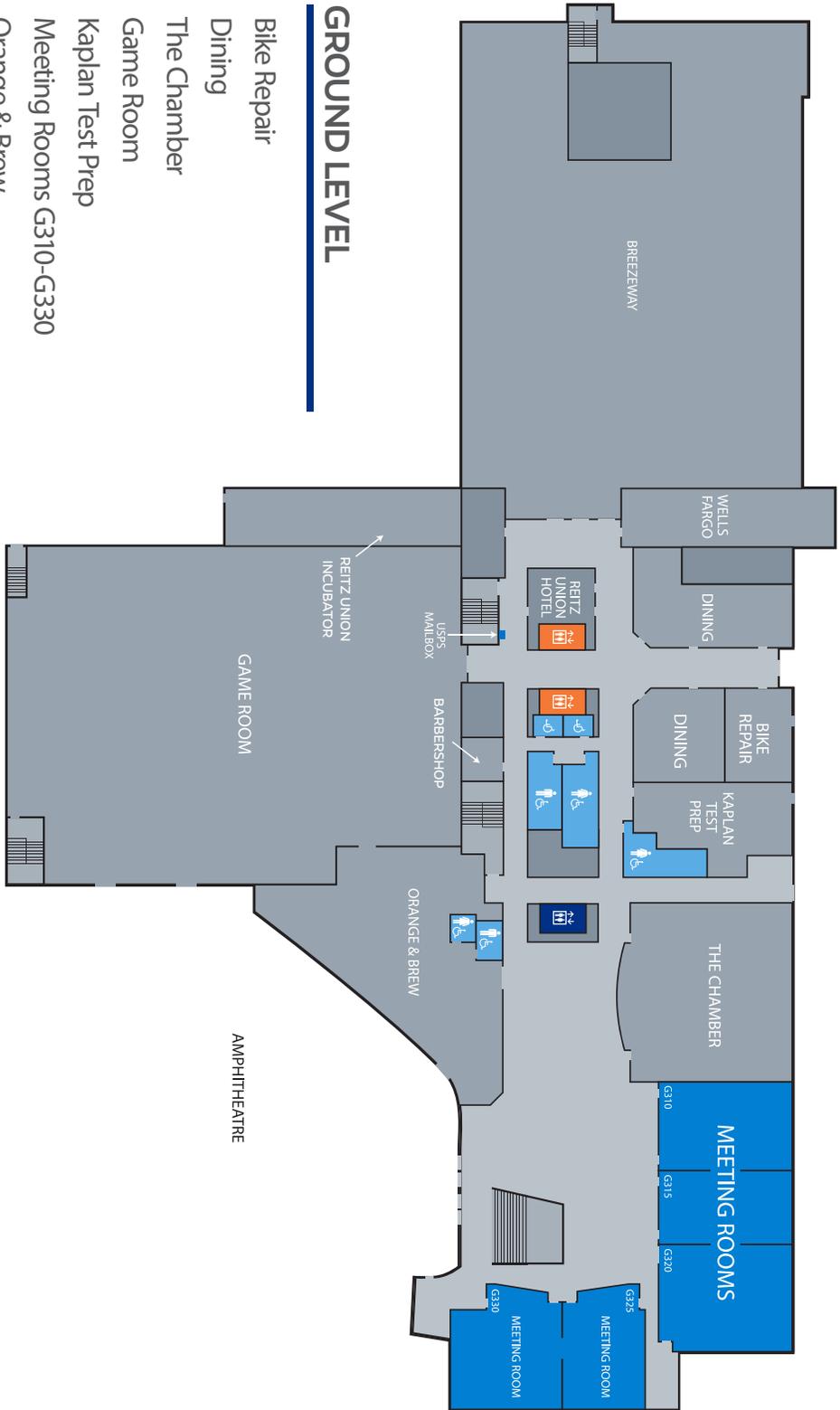
<sup>6</sup>Enter from North side (Across from Jamba Juice, Turlington Hall)Go up stairs, turn right

# Maps - Reitz Union

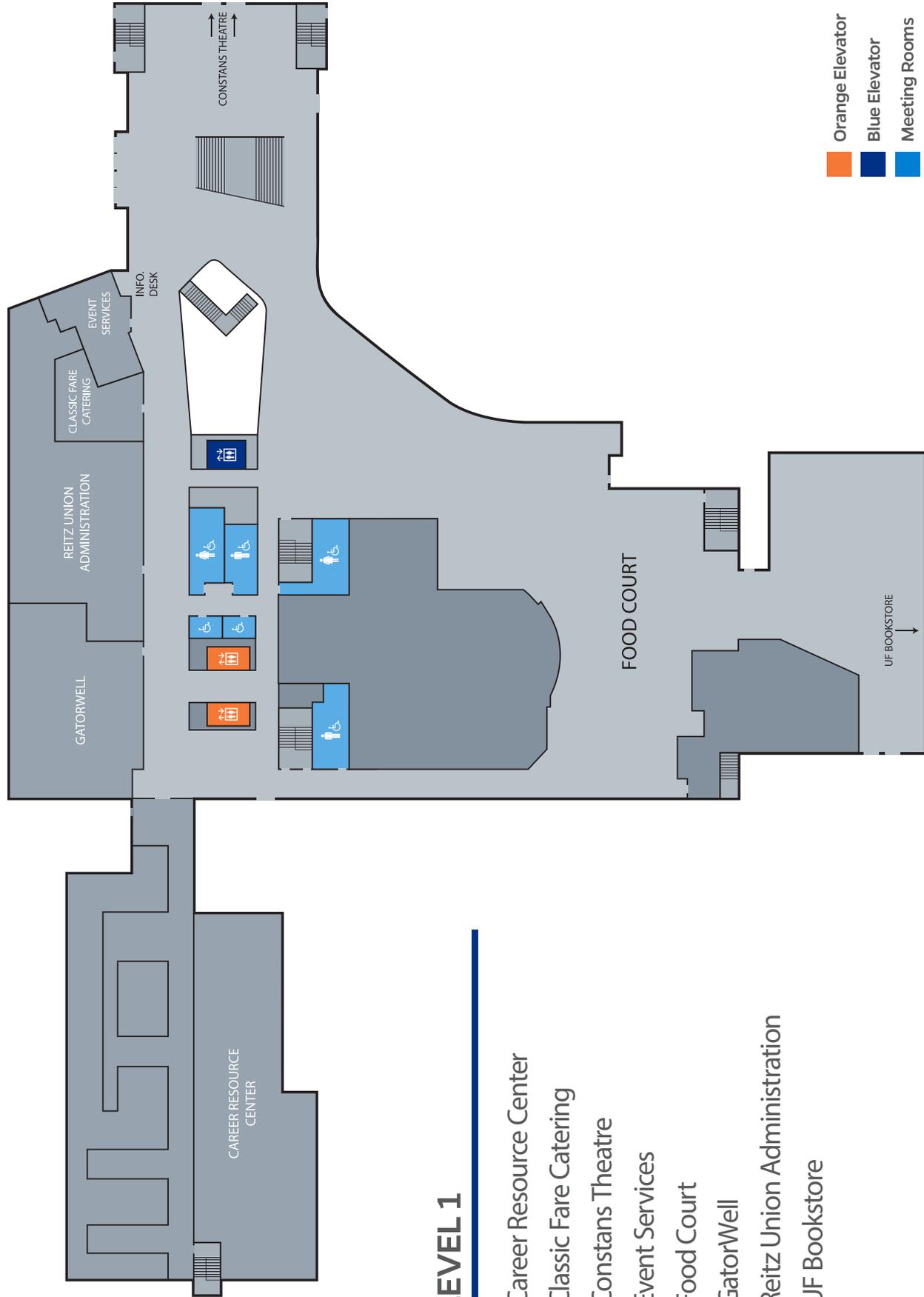
A map of the surrounding parts of campus will be posted here as well, once the locations of committee rooms outside the Reitz on Friday night are approved by the UF Registrar.

- Bike Repair
- Dining
- The Chamber
- Game Room
- Kaplan Test Prep
- Meeting Rooms G310-G330
- Orange & Brew
- Reitz Union Barbershop
- Reitz Union Hotel
- Reitz Union Incubator
- USPS Mailbox
- Wells Fargo

## GROUND LEVEL

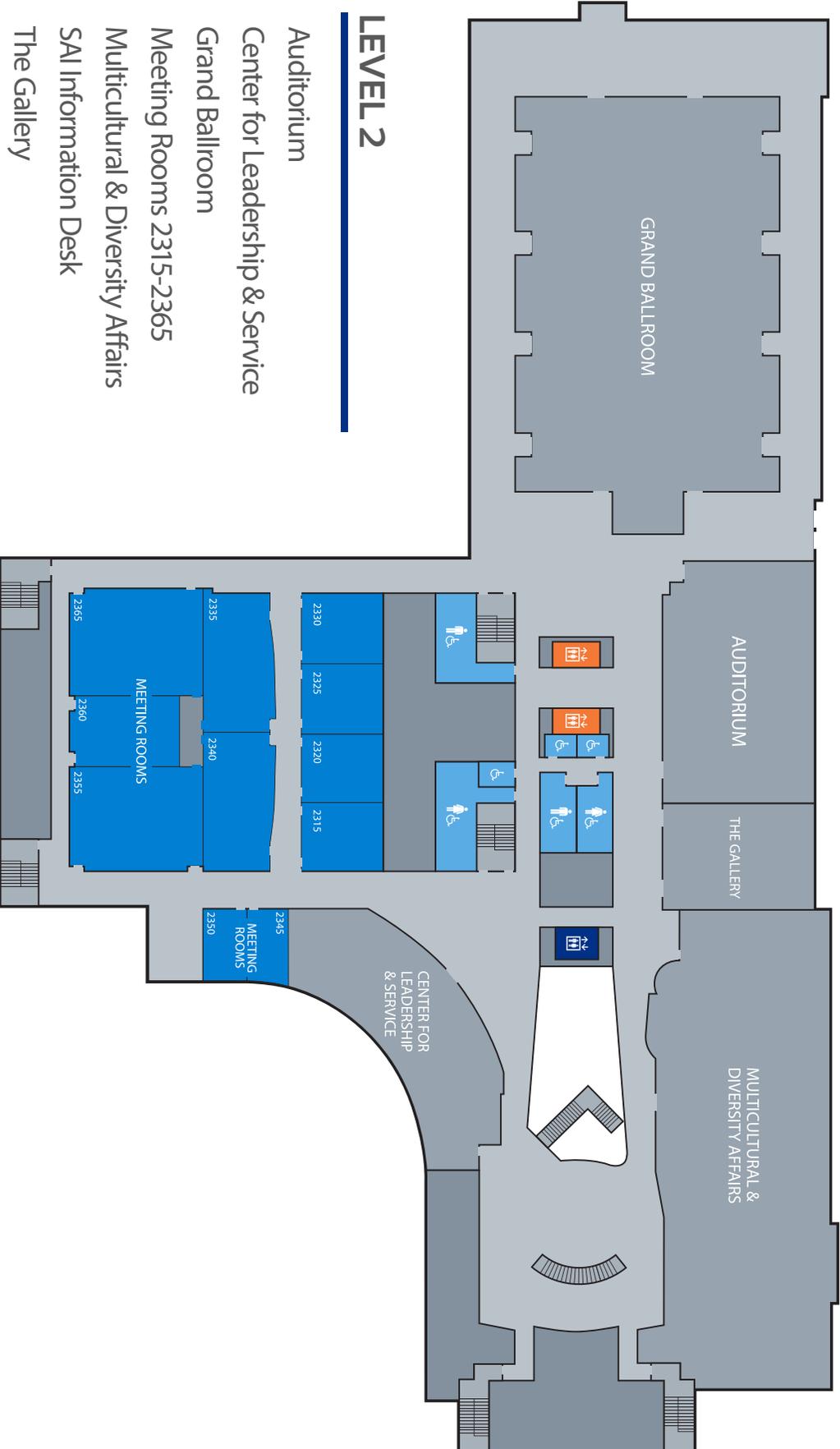


- Orange Elevator
- Blue Elevator
- Meeting Rooms
- Restrooms



## LEVEL 1

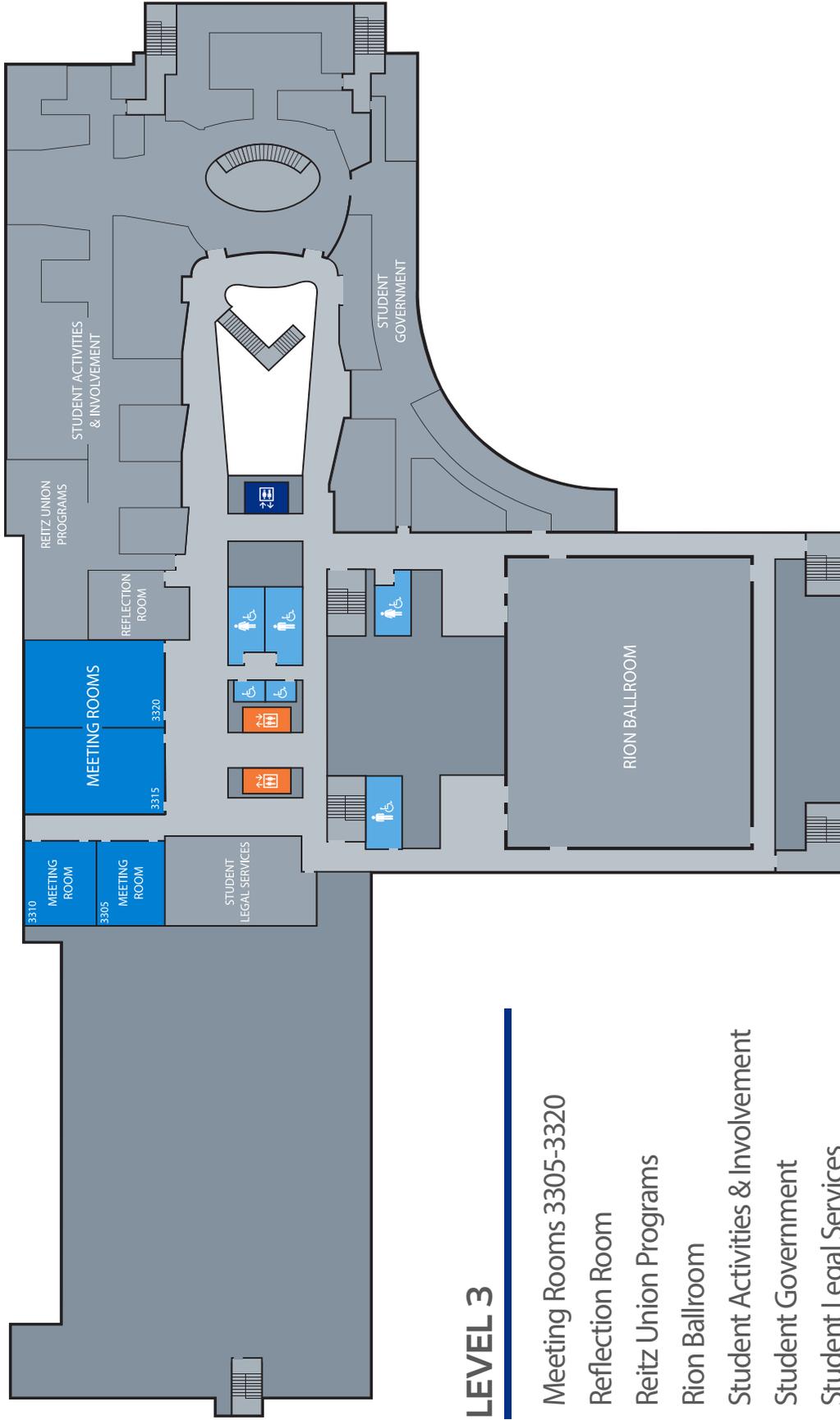
- Career Resource Center
- Classic Fare Catering
- Constans Theatre
- Event Services
- Food Court
- GatorWell
- Reitz Union Administration
- UF Bookstore



## LEVEL 2

- Auditorium
- Center for Leadership & Service
- Grand Ballroom
- Meeting Rooms 2315-2365
- Multicultural & Diversity Affairs
- SAI Information Desk
- The Gallery

- Orange Elevator
- Blue Elevator
- Meeting Rooms
- Restrooms



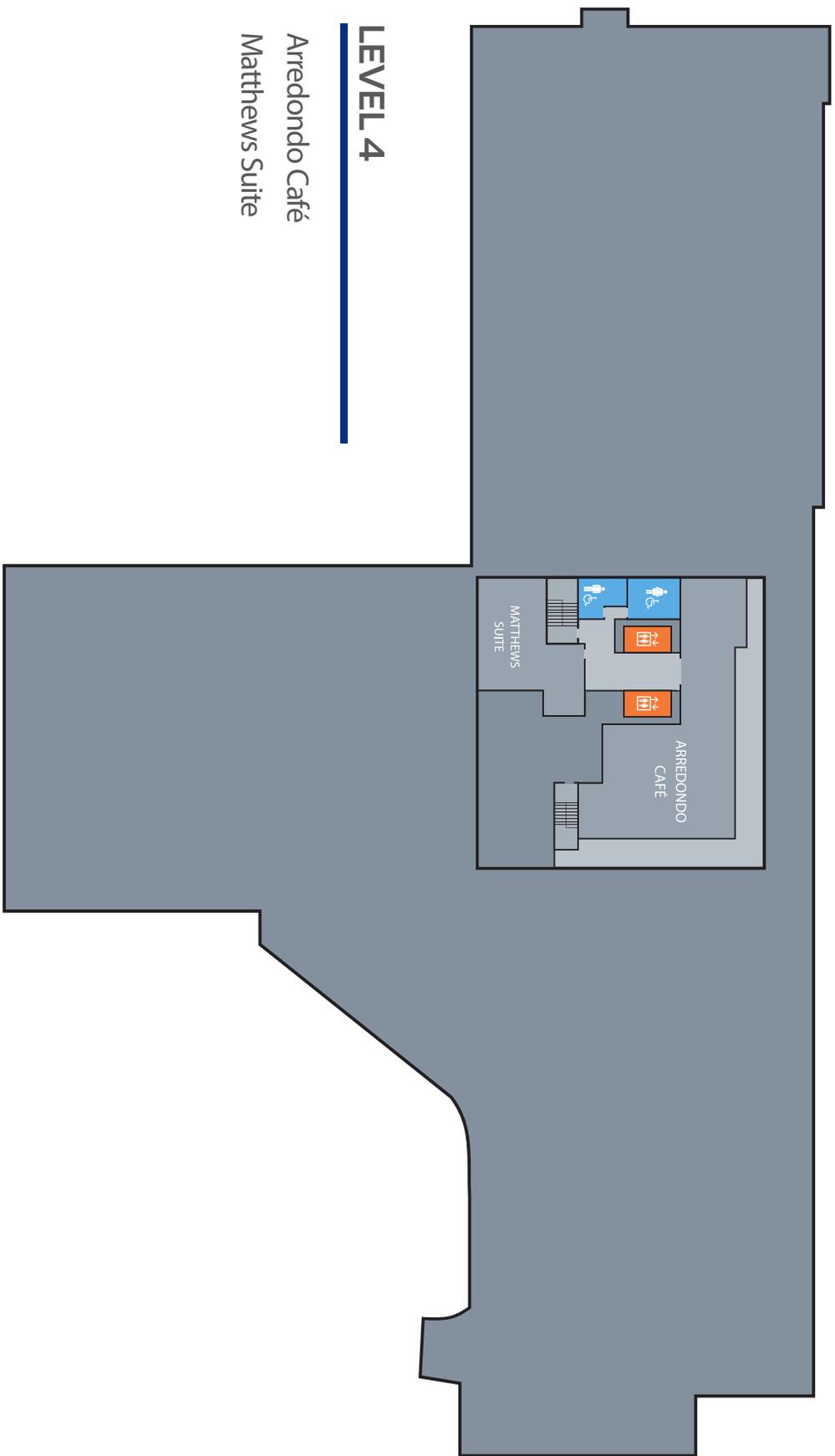
- Orange Elevator
- Blue Elevator
- Meeting Rooms
- Restrooms

### LEVEL 3

- Meeting Rooms 3305-3320
- Reflection Room
- Reitz Union Programs
- Rion Ballroom
- Student Activities & Involvement
- Student Government
- Student Legal Services

Arredondo Café  
Matthews Suite

## LEVEL 4



- Orange Elevator
- Blue Elevator
- Meeting Rooms
- Restrooms