



# MODEL UNITED NATIONS OF THE FAR WEST SECRETARIAT CHECKLIST

## ISSUES BOOKS/CHAIR HEADSHOTS

- Issues books adhere to a consistent formatting and citation style (APA or APSA recommended; parenthetical citations)
- Issues books are double spaced, use 12pt. font
- Each issue brief is 8-12 pages long (not including questions)
- Each issue brief contains 5-6 'Questions to Consider' at the end of the document (before the bibliography)
- Issue briefs are combined into a single Word or Google document (briefs are in the order they appear on the agenda)
- Issues book file names adhere to the following format:  
committeename\_issuesbook\_sessionnumber
- Each issues book is submitted with (3) headshots belonging to committee chairs (file name is chair's first and last name only)
- Chair headshots adhere to MUNFW dress decorum standards (no candids, headshots do not contain other individuals)
- Photo has simple background (blank wall recommended, avoid photos taken outdoors)
- Issues books and headshots submitted by Secretary-General to [oed@munfw.org](mailto:oed@munfw.org) before **Nov. 1** (one email per committee)





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## SECRETARY GENERAL'S WELCOME LETTER

- Welcome letter is 300-350 words
- Welcome letter addresses conference theme
- Welcome letter is written in professional english
- Welcome letter has been proofread to ensure proper spelling and grammar
- Welcome letter is submitted to [oed@munfw.org](mailto:oed@munfw.org) along with image file of Secretary-General's signature by **Feb. 1**

## PRE-CONFERENCE CHAIR TRAINING

- Training materials (links to videos, short rules, etc.) have been distributed to chairs via email following issues book submission
- Chairs are provided a space in which to ask questions pertaining to MUNFW rules and procedure (google docs recommended)
- Chairs are assessed on their knowledge of the rules of procedure (P-Rules) via online quizzes or scenario responses
- Assessment results showing a passing score (70/100) for each chair are submitted to [oed@munfw.org](mailto:oed@munfw.org) by **Mar, 1**

