

Duisburg-Essen

Model United Nations

MUNS



Users's Manual

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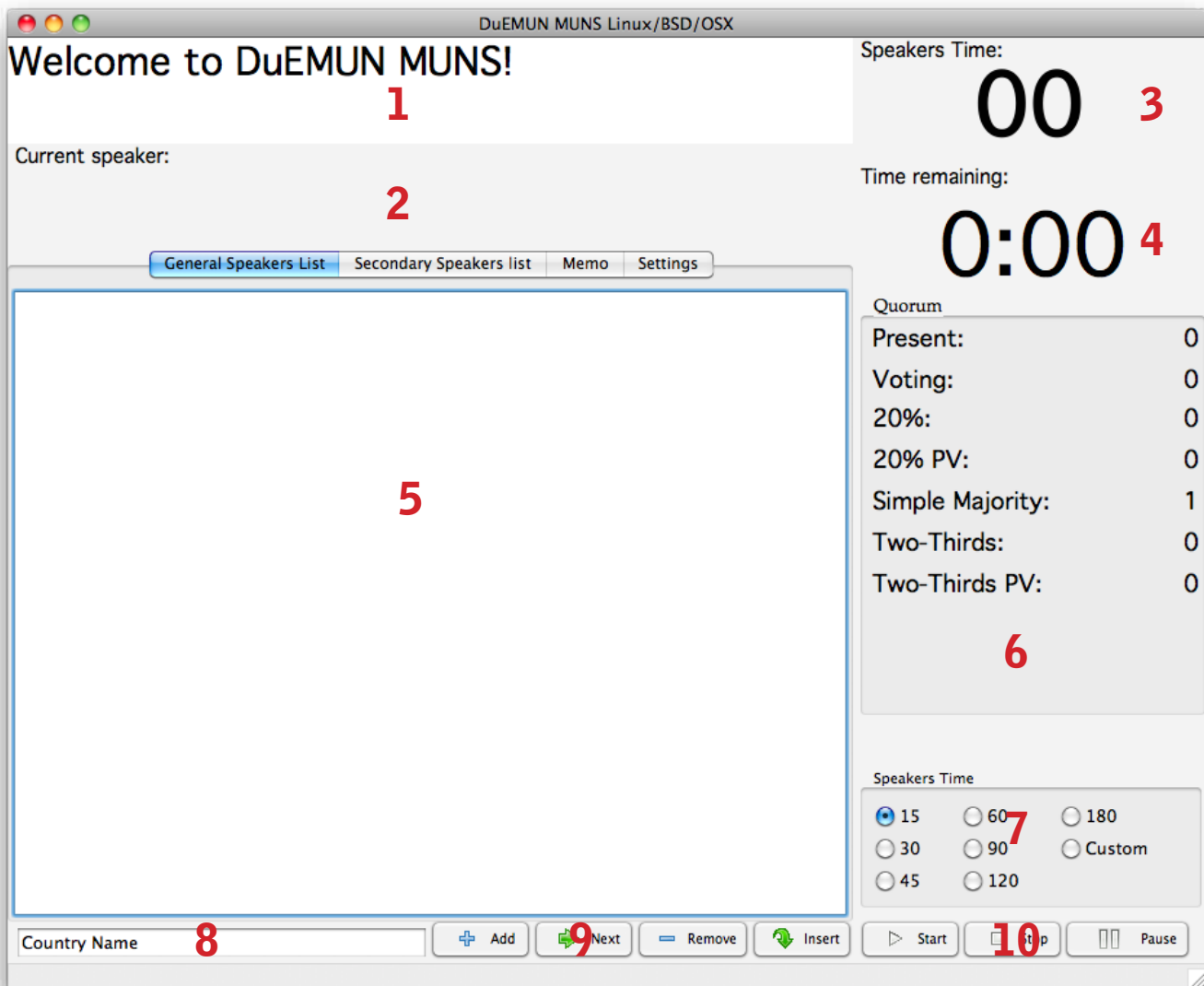
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1. Overview

What is MUNS?

MUNS, or Model United Nations Software, is a simple tool to assist members of the dais in Model UN Conferences. It enables MUN organizers to largely automate formal debate and caucuses, essentially allowing a single person to run even a large committee without further assistance.

User Interface



1. Topic Area
2. Current Speaker is displayed here
3. Shows remaining Speakers Time
4. Shows remaining Caucus Time
5. Master Output Area
6. Quorum Calculator
7. Speakers Time Setup
8. Speakers List Input
9. Speakers List Controls
10. Speakers Time Controls

Using Speakers Time

Setting Speakers Time

MUNS begins with a default Speakers Time of 15 seconds. To change it, select the desired time in Speakers Time Setup (7). You can either click on a commonly used time or click on the "custom" button and enter any number of seconds.

Any changes in Speakers Time are instantly applied to the next speaker to have the floor.

Working with Speakers Time

There are two ways to manipulate Speakers Time.

If you use the integrated Speakers List, a click on the "Next" Button in the Speakers List Controls (9) will instantly restart the timer for the next speaker.

You can also manually control the timer using the Speakers Time Controls (10). Once a new speaker has the floor, simply press the "Set" or "Start" button.

The "Stop" button will reset the timer and erase the displayed time.

The "Pause" button will freeze the timer and the displayed time, allowing you to resume the timer afterwards. This feature is intended to be used in the case of yields.

Administrating Speakers Lists

General and Secondary Speakers Lists

MUNS comes with two Speakers Lists. The General Speakers List and the Secondary Speakers List. They are displayed in the Master Output Area (5). Every interaction with the Speakers List Controls (9) will only affect the currently visible Speakers List.

The Secondary Speakers List is intended for pro/con lists, moderated caucuses or other special situations. Unlike the General Speakers List, it cannot be saved to disk!

Adding a Speaker

To add a speaker, first select the Speakers List that you would like to use. Then enter the name of the speaker into the Speakers List Input (8) and click the "Add" button or press the "Enter" key on your keyboard. The speaker is then added to the bottom of the currently selected list.

Removing a Speaker

To remove a speaker, click on the name of the speaker that you wish to remove. Then click the "Remove" button.

Inserting a Speaker

If you made a mistake when copying the Speakers List into the program, you can manually insert a speaker without having to re-type the entire list. To do that, click on an entry, type in the name of the speaker and click the "Insert" button. The new speaker will be inserted directly above the selected entry.

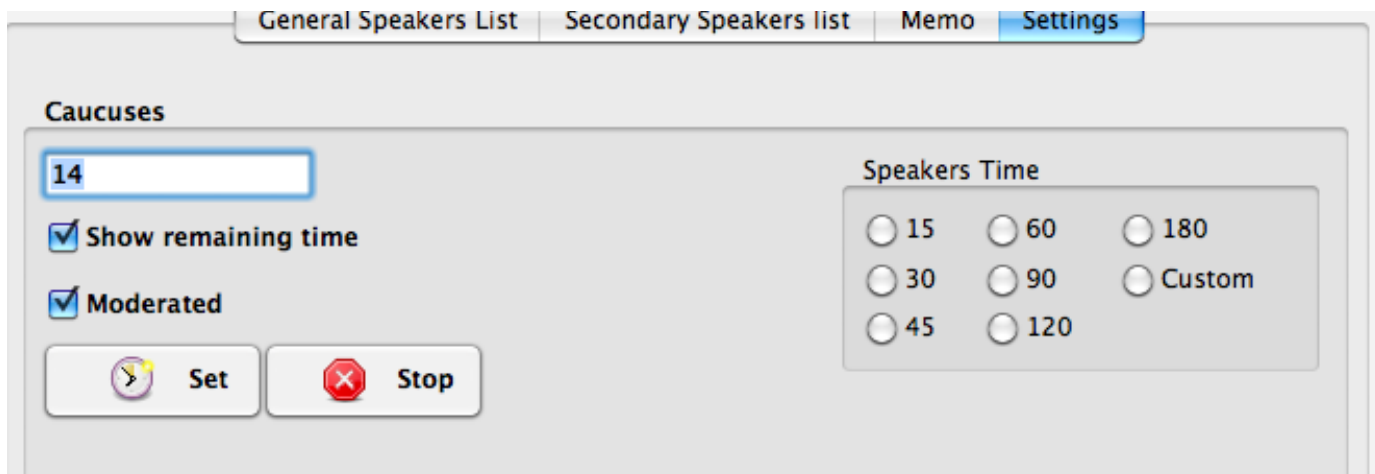
Giving the floor to a Speaker

To give the floor to the next speaker, simply click the "Next" button. The next speaker from the currently selected Speakers List will be granted the floor.

Saving and Loading

The General Speakers List can be saved and loaded from disk via the main menu. MUNS recognizes plain text files with an ".slf" extension. Please note that only the Speakers List and no other data is saved!

Caucusing



Setting a Caucus

The Caucus controls are located in the top half of the Settings Tab. To set an Unmoderated Caucus, first enter an overall time and then click the "Set" button. This will start a simple countdown in the Caucus Timer (4)

A Moderated Caucus is started in much the same way. Enter the overall time limit and select the "Moderated" Checkbox. You are then presented with a Speakers Time selector. The Speakers Time selected for the Moderated Caucus will divert from the primary timer for the duration of the Caucus only. Once the Caucus is over, your previously selected Speakers Time will automatically be set.

Extending a Caucus

After setting a Caucus, the "Set" button turns into an "Ext" button. Simply enter the amount of time that you wish to add to the timer and click the button. The timer will be adjusted to reflect the new time limit.

Stopping a Caucuses

Caucuses will either stop when their time elapses or they may be manually stopped using the "Stop" button in the Settings Tab.

Notifications

Since you will usually have other programs open when in a Caucus, you can have the remaining time displayed without having to have MUNS visible.

Each version of MUNs has different notifications. For Windows users, the balloon should prove to be most useful. Other users will have to experiment to find out which notification suits them best.

Other Features

Using the Topic Area

The Topic Area (1) can be used to display a message of the day, the current topic or other important information that should always remain visible.

The contents of the Topic Area can be stored temporarily via the main menu. This feature is intended to quickly revert back to a default message of the day without having to paste it elsewhere.

Memos

The Memo Tab is essentially a simple text editor. It is intended for text too long to fit the Topic Area. It has proven to be especially useful on a projector during caucus.

Quorum Calculator

This little tool will calculate the required Quorum for several procedural and substantial decisions based on the current size of the committee. To use it, merely head to the Settings Tab and enter the number of delegations present and the number of delegations present and voting. Then press calculate and the Quorum Calculator will display its output in a little bar on the right side of the application (6).

Qualified Majority Voting (Windows Only)

If you are simulating the Council of the European Union and find yourself in need of a Qualified Majority Vote calculator, click on the QMV Tab and check all the member countries that voted in favour. When clicking on the "Voting Weights" or the "Population" buttons, the tool displays the represented voting weights and/or populations represented by the selected countries.

Netbook Mode (*Nix Only)

This mode will disable several features of the program, allowing MUNs to fit on a netbook screen.

MUNS is Free Software, licensed under the GNU General Public License. It uses Icons from the Tango Project.

For more information:

<http://www.gnu.org/licenses/gpl.html>

http://tango.freedesktop.org/Tango_Desktop_Project

MUNS comes with absolutely no warranty. Use it at your own risk! The author or DuEMUN cannot be held accountable should MUNS destroy your data, set your computer on fire or turn on its makers and declare war on humanity.

If you are missing a feature or encounter a bug, you can nevertheless send an email to the author at fischer@duemun.de.