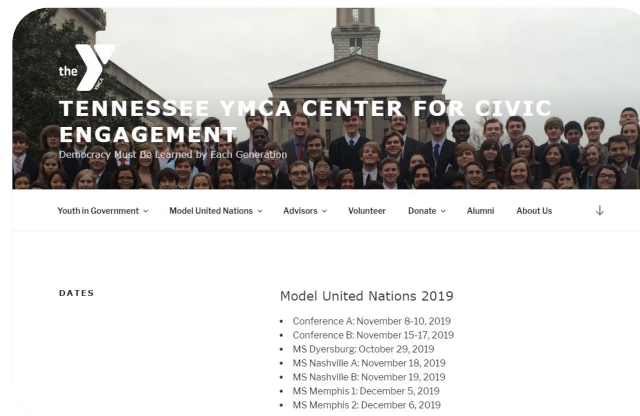




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# HOW TO UPLOAD RESOLUTIONS, COUNTRY PROFILE & RESEARCH FOR HS MUN

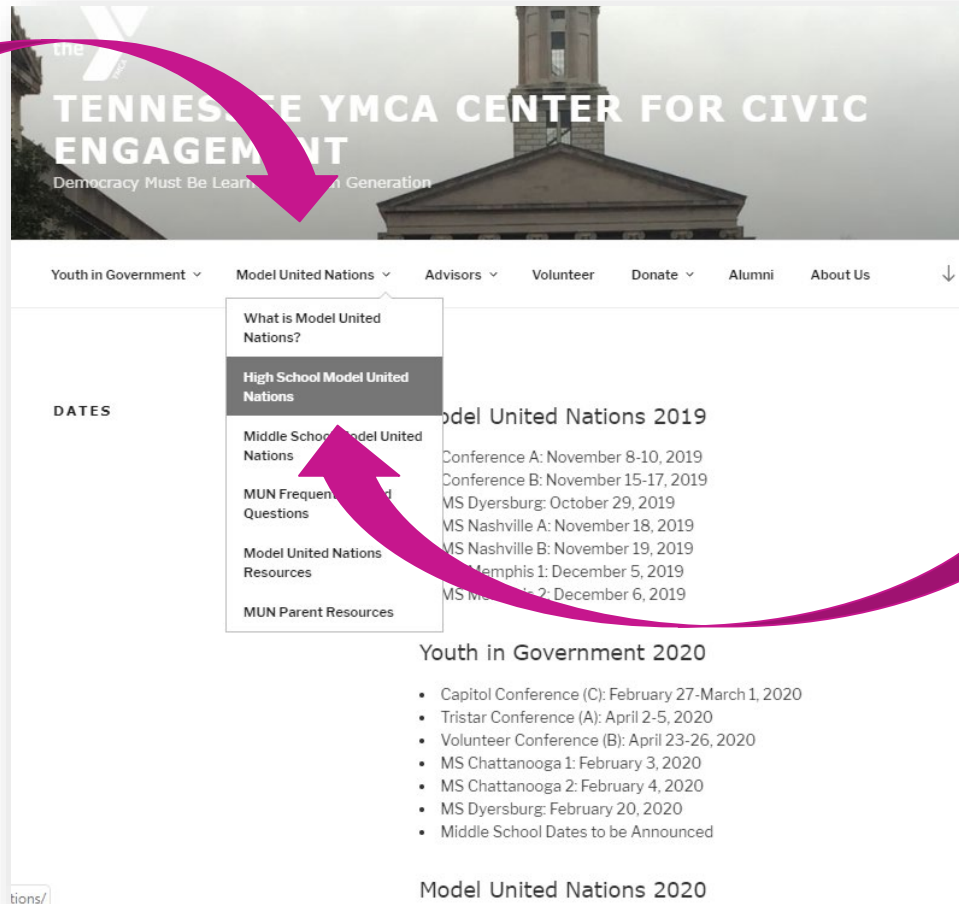
CLICK HERE!



**STEP 1: SELECT "MODEL UN" TAB**

**STEP 2: SELECT "HIGH SCHOOL MUN"**

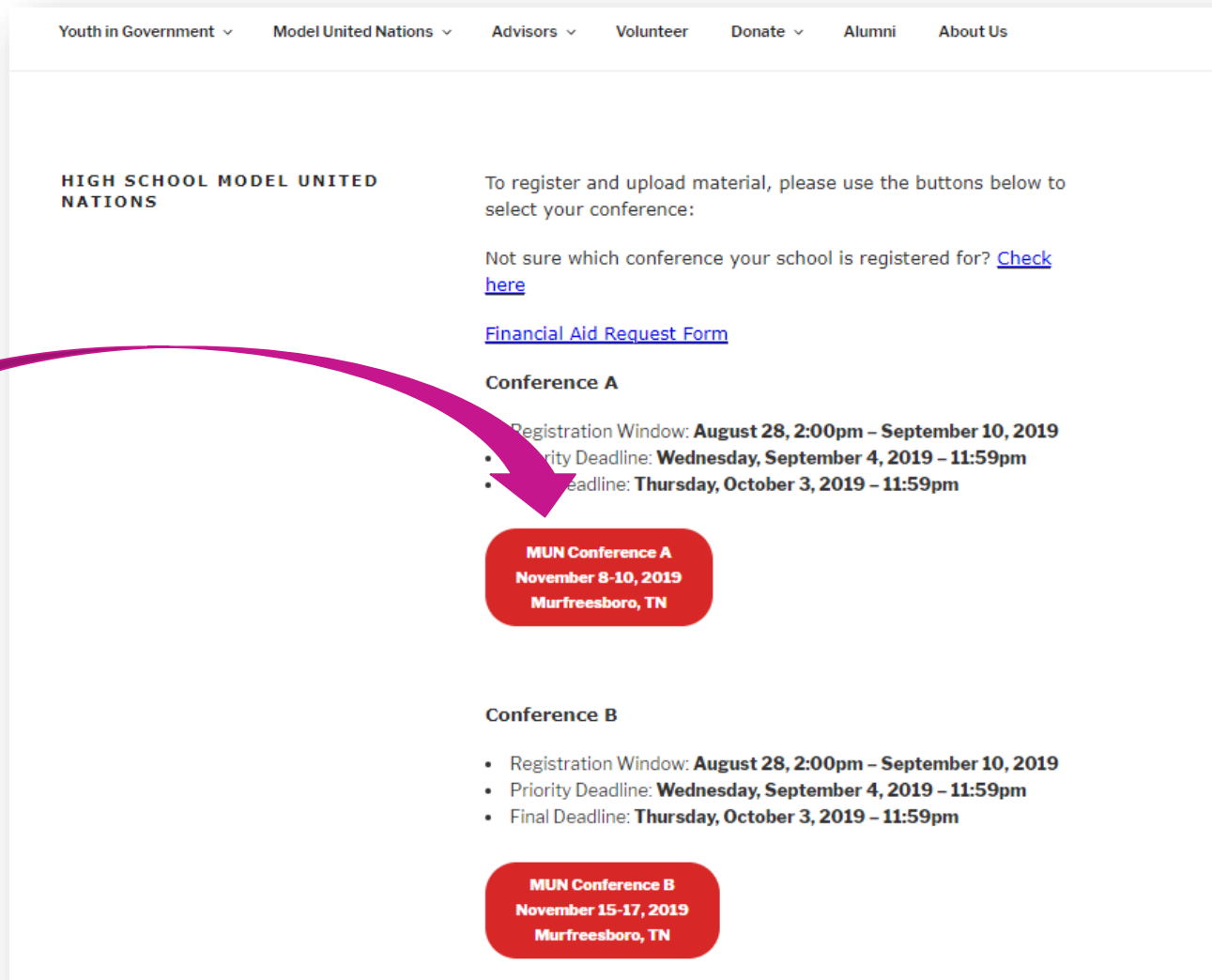
**Step 1**



**Step 2**

# STEP 3: CHOOSE YOUR CONFERENCE

## Step 3



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**HIGH SCHOOL MODEL UNITED NATIONS**

To register and upload material, please use the buttons below to select your conference:

Not sure which conference your school is registered for? [Check here](#)

[Financial Aid Request Form](#)

**Conference A**

- Registration Window: **August 28, 2:00pm – September 10, 2019**
- Priority Deadline: **Wednesday, September 4, 2019 – 11:59pm**
- Final Deadline: **Thursday, October 3, 2019 – 11:59pm**

**MUN Conference A**  
November 8-10, 2019  
Murfreesboro, TN

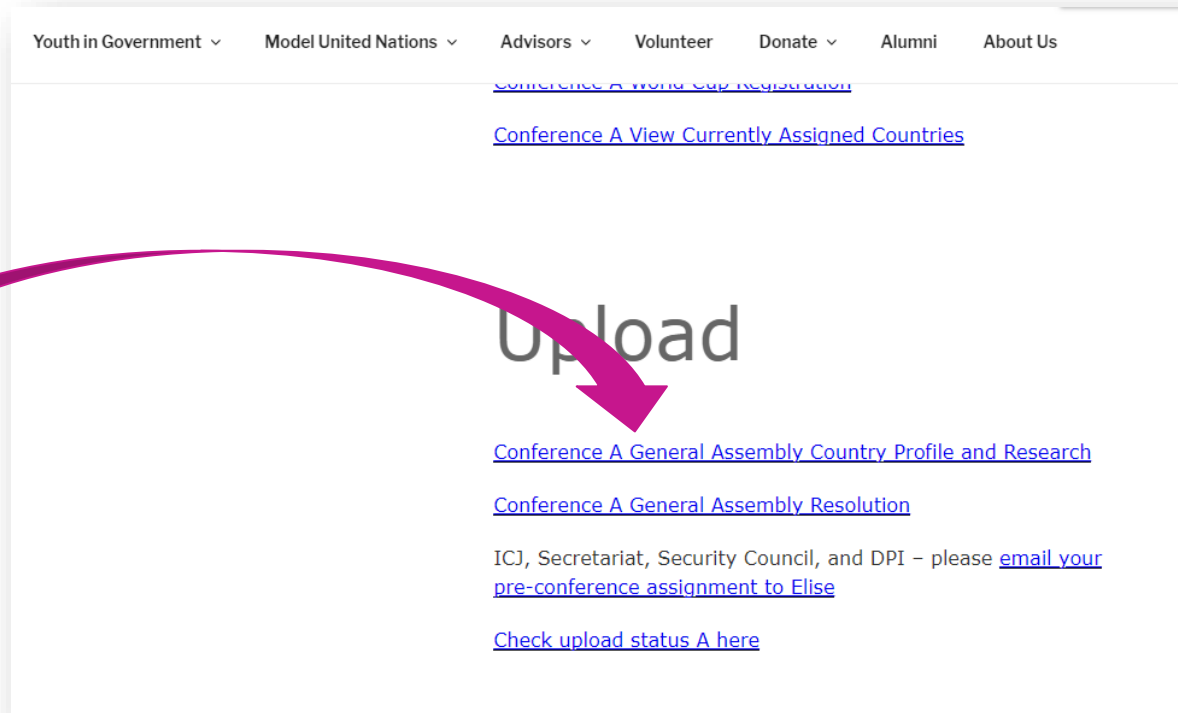
**Conference B**

- Registration Window: **August 28, 2:00pm – September 10, 2019**
- Priority Deadline: **Wednesday, September 4, 2019 – 11:59pm**
- Final Deadline: **Thursday, October 3, 2019 – 11:59pm**

**MUN Conference B**  
November 15-17, 2019  
Murfreesboro, TN

# STEP 4A: UNDER THE UPLOAD SECTION, CLICK “GENERAL ASSEMBLY COUNTRY PROFILE & RESEARCH”

**Step 4**



# STEP 4B: SUBMIT COUNTRY PROFILE & RESEARCH- PART 1

Research and Country Profile Upload Form

Email:(This must be valid or your submission will fail)

Student Names (up to 5) Click Add Student for more slots:

Student1:  **[Add Student]**

School:  
Select One

MUN Country:  
Name

Committee:  
Select One--

**Part 1:**  
The basic country information questions are found below and can be answered using the [CIA World Factbook](#).

Capital:

Population:

Note #1

Note #2

Note #3

Note #4

Note #5

Note #6

Note #7

See next slide for notes on Part 1.  
Complete Part 2 when finished with Part 1.

# NOTES:

## **1. MAKE SURE EMAIL ADDRESS IS CORRECT**

- The only way you will get confirmation that your upload is successful is via email.

## **2. PLEASE ADD THE NAMES OF ALL COUNTRY TEAM MEMBERS.**

## **3. CLICK “ADD STUDENT FOR EACH ADDITIONAL NAME”**

## **4. SELECT CORRECT SCHOOL.**

## **5. SELECT CORRECT COUNTRY.**

- Note: Some students choose USA out of force of habit. Make sure this is your team’s assigned MUN country.

## **6. SELECT CORRECT COMMITTEE TOPIC**

## **7. COPY PASTE RELEVANT INFORMATION FROM THE CIA WORLD FACTBOOK ENTRY FOR YOUR COUNTRY**

- Part 1 is intended to be copy/paste info.
- Continue to Part 2 when Part 1 is complete.

# STEP 4C: SUBMIT COUNTRY PROFILE & RESEARCH- PART 2

**Part 2:**  
Following the completion of Part 1, you will submit your answers to 3 short answer questions. **Each answer may be between 100 and 150 words.**

These questions are intended to help you think through the international scope of issues facing your country and the international community. They are also intended to help you think through the ways in which the powers of the UN are able to address these problems. (i.e. Is the solution you propose in your resolution within the jurisdiction of the UN?)


1. Describe the problem your resolution hopes to address. (100-150 words)

2. Why is this problem that you hope to address an issue for the international community? (100-150 words)

3. Why should this problem be addressed by the United Nations? (100-150 words)

Please note, the information contained in this form will be sent for verification to all of the email addresses (parent and student) provided in the form above.

[Submit Research](#)

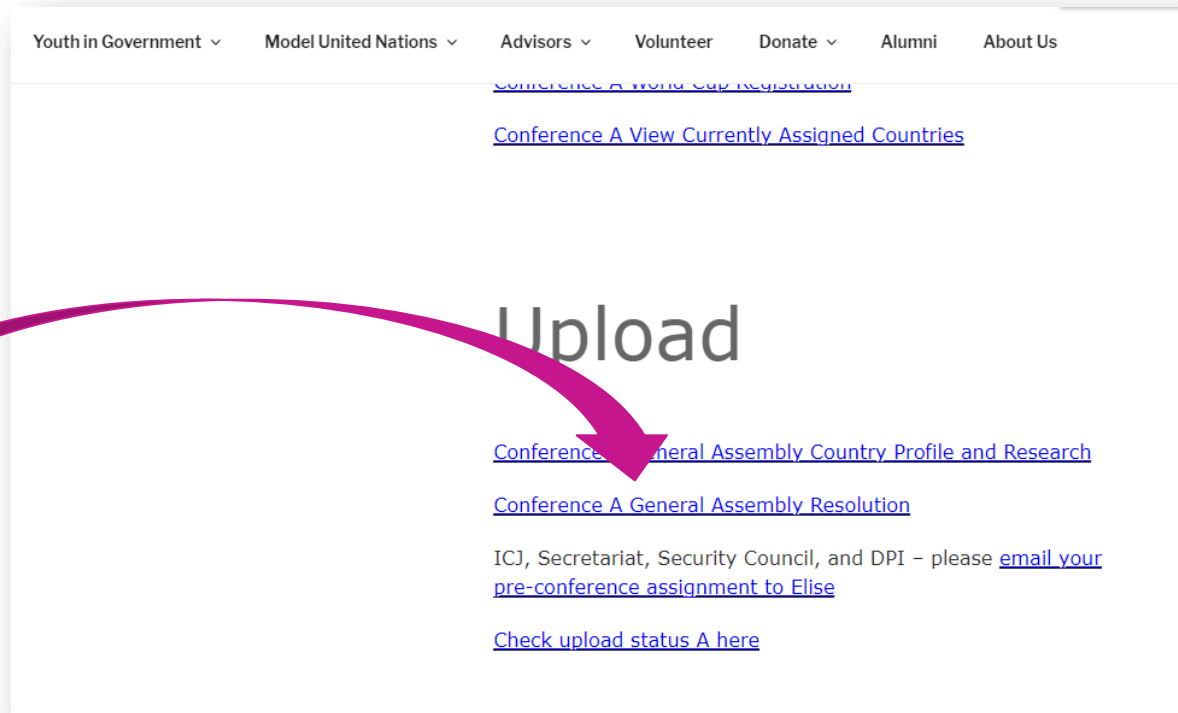


Following the completion of Part 1, you will complete your answers to 3 short answer questions. **Each answer may be between 100 and 150 words.**

Click the green **“Submit Research”** button when both parts are complete.

These questions are intended to help you think through the international scope of issues facing your country and the international community. They are also intended to help you think through the ways in which the powers of the UN are able to address these problems. (i.e. Is the solution you propose in your resolution within the jurisdiction of the UN?)

# STEP 5A: UNDER THE UPLOAD SECTION, CLICK "GENERAL ASSEMBLY RESOLUTION"



Step 5



# STEP 5B: SUBMIT GA RESOLUTION

General Assembly Upload Form

Email:(This must be valid or your submission will fail)

Student Names (up to 4). Click [Add Student] for more slots:

Student1:  [\[Add Student\]](#)

School:  
Select One

MUN Country:  
Name

Committee:  
Select One--

Title:

Resolution Text (Copy Entire Resolution Body Here)  
Do not include line numbers or any of the following: Bulleted or numbered lists, or the following symbols & " < >

**Note #1**

**Note #2**

**Note #3**

**Note #4**

**Note #5**

**Note #6**

**Note #7**

**Note #7 & 8**

**See next slide for notes.**

**Click green "Submit Resolution" button when finished.**

# NOTES:

## 1. MAKE SURE EMAIL ADDRESS IS CORRECT

- The only way you will get confirmation that your upload is successful is via email.

## 2. PLEASE ADD THE NAMES OF ALL COUNTRY TEAM MEMBERS.

## 3. CLICK "ADD STUDENT FOR EACH ADDITIONAL NAME"

## 4. SELECT CORRECT SCHOOL.

## 5. SELECT CORRECT COUNTRY.

- Note: Some students choose USA out of force of habit. Make sure this is a team's assigned MUN country.

## 6. CHOOSE CORRECT COMMITTEE TOPIC

## 7. YOUR TITLE SHOULD BEGIN "A RESOLUTION TO..."

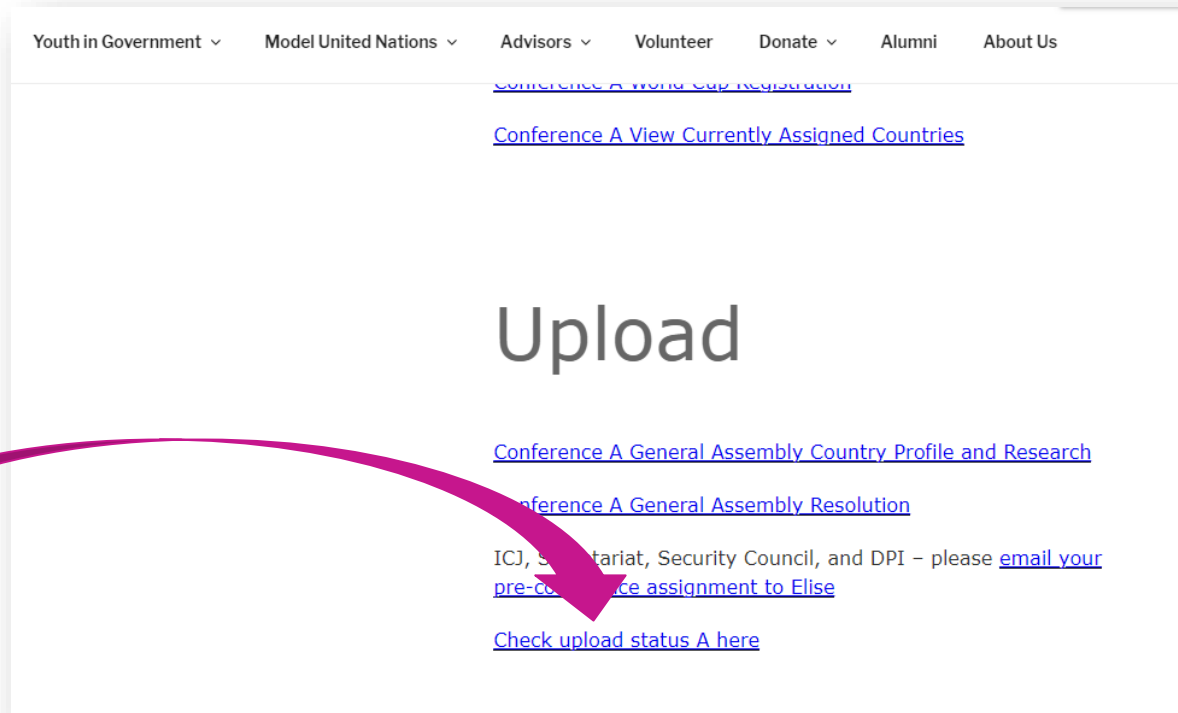
## 8. PASTE RESOLUTION TEXT . DO NOT INCLUDE LINE NUMBERS

- The CCE will add line numbers for you.

## 9. DO NOT INCLUDE SPECIAL CHARACTERS

- These include: but are not limited to, bullet points, and
  - & " < > ` - 1/8 ã ç

# STEP 6: TO MAKE SURE YOUR UPLOADS WERE SUCCESSFUL, CLICK "CHECK UPLOAD STATUS HERE"



Step 6

# STEP 7: CONFIRMATION

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### Submission Successful

Thank you for your submission. You will receive a confirmation email shortly.

**When you click the green “Submit” button, you will see this screen. IT MAY TAKE UP TO 1 MINUTE TO SEE THIS SCREEN. Please be patient, and do not click “Submit” more than once.**

**If you need to make changes to a resolution, country profile or research, please contact CCE staff. If more than one resolution is uploaded, we will use the most recently uploaded version.**



**GREAT JOB!**

**YOU HAVE NOW  
UPLOADED  
YOUR RESOLUTION,  
COUNTRY PROFILE &  
RESEARCH!**