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Welcome to the Kentucky YMCA Youth Association's Kentucky United Nations Assembly! This program can be magical for both students and adults, and the information and tips in this guide will provide you with the knowledge you need to make that magic happen. Don't hesitate to ask any questions throughout your experience!

IMPORTANT FORMS

- ☐ **Committee Chair Evaluation Form**
You may pick one up at the Y-Desk, encouraged but not required. Please immediately after First Committees on Morning 2nd day.
- ☐ **Conference Evaluation Form (Notes Page)**
Use this form ONLY to take notes. Survey should be completed online post-conference.

WELCOME!

Dear Advisor/Chaperone,

Congratulations, and welcome to the Kentucky United Nations Assembly (KUNA). We truly appreciate all you have done in the lead up to this experience. You have had to organize teenagers, chase paperwork and payments, and answer many questions. The Kentucky YMCA Youth Association understands our conferences are possible only because of your selfless work on behalf of these students.

Now it is time for the reward! Every year thousands of our Commonwealth's teens gather to debate issues that will affect millions, and many of those students will speak in public for the first time. In a world where communication is quickly becoming a crucial skill, KUNA can be a formative experience in advocacy, compromise, and collaboration. Thank you sincerely for dedicating your time and your talents to our joint endeavor.

It is our promise that we will honor your commitment by providing you with the materials and best practices that will ensure an excellent experience for all. This Advisor Handbook is part of that commitment. On the previous page there is a table of contents listing all of the documents found in this guide, and what you should do with each.

Thank you for your time and commitment!

The Kentucky YMCA Staff

ASSEMBLY OVERVIEW

The Kentucky United Nations Assembly (KUNA) is a 3-day experiential learning program in which students participate directly in simulated international diplomacy. The Kentucky YMCA has proudly hosted the Kentucky United Nations Assembly since 1946.

KUNA offers students the opportunity to experience the richness of cultures from around the world, develop empathy, and hone their critical thinking skills while engaging with a wide variety of perspectives and global issues.

At KUNA, students participate in one of the Program Areas at the Assembly based on their grade and experience. Each area is led by Presiding and Supporting Officers, with a variety of Delegate Roles available to participants.

Presiding Officers are elected from Candidates or chosen by their Program Area to lead KUNA. They are assisted by Supporting Officers, who are appointed or selected by application to fulfill set duties for each area.

IMPORTANT INFORMATION

1. COMMUNICATION

Never hesitate to call the YMCA Staff. You can always reach the Conference Director:

Ricki Brooke Link: 859-582-5954

There is not a time of day during KUNA when our phones will not be on. If there is an emergency at 4am, please call us at 4am.

With your registration, you gave us a cell phone number. Please keep that phone charged and with you at all times. It is the first tool we will use to locate you in case of any issue or emergency regarding your students.

We strongly encourage you to use the group communication app (GroupMe), which will be utilized for emergency situations only.

2. Y-DESK

This is where you should go with all of your questions! If you're dealing with a minor issue (room location info, agenda help, not enough resolution books, need new nametags, etc.), someone will be available to help.

If you need assistance with a major issue (docket issues, hotel concerns, behavior problems, etc.) please address with Y-Staff, and the Y-Desk is a great place to start.

There are times the Y-Desk will be closed. If you have an urgent question or information for Y-Staff at a time when the Y-Desk is closed, please call your conference director. If you have a complaint, we ask that you take it directly to the conference director rather than the person at the Y-Desk, in order to have a productive conversation.

3. HEALTH, DIETARY NEEDS, AND ALLERGIES

Any participant with a special dietary need, health consideration, or similar issue will be accommodated to the best of our ability. Please keep the Y-Staff informed of any such cases -- especially if they were not indicated on the Delegate/Adult Info Form.

People with dietary restrictions will be given a ticket to hand to hotel staff during meal times. People **MUST** have their ticket in order to receive the appropriate meal.

4. DELEGATIONSUPERVISION

Child safety is our number one priority while at the conference. Your adults (advisors/chaperones) are responsible for making sure your students are safe at all times.

During free times or meal times, please provide your students with spaces where they can or cannot be so you know where to look for them at all times. During any scheduled conference activities, half of your adults must be present to supervise your delegates. The other adults may take a break, take a nap, or just have some alone time. If there is only one adult from your delegation you may team up with another delegation to share breaks.

If you have any inter-school concerns or problems arise between students, the Y-Staff should be informed immediately.

A couple of minutes after curfew begins, please do a room check and make sure you physically see EVERY delegate that is supposed to be in each room. If any are missing, find them (or make sure that they are accounted for).

While you are checking in, make sure that any delegate that needs nightly medication has taken it. If there are any rooms that are still wide awake, remind them that they shouldn't stay up too late and that they need to keep it down so other people can sleep. Also, kindly remind them that we aren't the only guests staying in the hotel, and we need to be respectful of others.

After you get done checking in on your delegates, hang out in the hallway for a couple of minutes to make sure they are staying in their rooms.

5. DEBATE

Students should keep their placard with them during all debate times, as it is not only the way they will be recognized to speak, but also because the back has a debate guide printed on it. They can use to make sure they are following correct procedure. If they lose their placard, they must request a new one before dinner on the first night.

During the course of the day, sit in on as many of your delegates' sessions as possible. They may not admit it, but the delegates love it when you come by and see them. Try to be visible to your delegates as much as possible during the course of the program. Not only does this show them you care, but also that you are watching.

The purpose of writing a resolution for KUNA is to advocate a position and speak your mind. Please remember this conference is not a competition, and whether a resolution passes or gets defeated, it has nothing to do with how successful those sponsors were. It is extremely important that all students are able to voice their opinions on each resolution. If we see an adult (advisor/chaperone) encouraging a student to vote or speak a certain way, your school may be disqualified from Premiere Delegation.

Occasionally there will be some discrepancy of opinion in regard to the count of votes in a Second Committee. We work very hard to train our officers on how to carefully tally votes, and they do their absolute best. If you feel the votes for any resolution were miscounted, or you have any other question about the process, please find the nearest Y-Staff member to discuss this.

IMPORTANT – Never approach student Chairs about votes, regardless of which school they attend. There will be no recounts or reconsiderations of votes once a chair has announced a decision.

Many advisors wish to write down the order that their delegates will be presenting so one of your advisors can be there to listen/take pictures of your delegates. For this reason, we have provided you with a worksheet in the resolution book. Dockets will be displayed by the Y-Desk, and we put a lot of time and thought into assigning docket positions for all resolution groups in hopes you can see all of your sponsors present.

6. ELECTRONICS

We know that you have many things going on, whether at home or work. If you feel the need to speak with another adult on site or use an electronic device for any reason, please step out of the session in order to not distract the students. During General Assemblies, we will do our best to provide a space where you can sit to do work if desired, but where you can also see the assembly live streaming. Please note, this possibility may vary depending on the hotel.

Because this conference is about modeling and supporting professional behaviors, we restrict the use of electronic devices to free time. If you need to use an electronic device, we beg of you not to do so in sessions. It is hard enough to separate students from their phones and tablet computers, so seeing an adult using one lessens the need for them to follow the rules. If students persist on using one when not appropriate, it can be confiscated and turned over to the delegation's advisor.

Students may use tablet computers to read speeches, but may not edit or interact with the device for any other purpose. Any speeches written on such devices should be done before the session begins.

7. DRESS CODE

Please help us to make sure the dress code is followed. The purpose of this is not to embarrass or punish students the goal is to educate them in regards to what is professional. We are not seeking to make examples of anyone, or to put undue strain on any student of limited financial means. If you can have your students check in with you before working sessions, it would be appreciated.

8. NAME BADGES

Please, please make sure adults and students are wearing their name badges all day, every day! (Even during the evening social activities).

The only time adults and students do not have to wear their badge is if they are inside their own hotel room.

Please help us enforce name badges with ALL adults and students. If you have a visitor coming, they need to sign in at the Y-Desk to receive a visitor's pass. All visitors must wear their visitor nametag while on site. This rule is important for safety and liability reasons!

Anyone in our conference area without a name badge will be asked to leave.

If a registered adult or student does not receive a name badge at the beginning of the conference, please complete the electronic name tag request form BEFORE dinner on the first night. If someone loses their badge, send them to the Y-Desk BEFORE dinner on the first night to request a new one. All requested name badges will be available for pick up at the Y-Desk on the second morning. If a name badge is lost after dinner on the first night, a general badge will be given to the person immediately. If you see an adult or student leaving their hotel room without their badge, send them back in for it.

9. HEALTH

Make sure your delegates are drinking water and eating meals. Some delegates forget money or are too embarrassed to admit they don't have enough money to pay for food. Please let Y-Staff know if you encounter this. They may forget to drink water because they are running around having too much fun and staying up late at night. Then they get headachy and cranky and sleepy in session. Certain delegates also need to be reminded to eat healthy, substantial meals.

Please Note: Smoothies have little nutritional value!

10. REFUNDS

Please report any changes in KUNA attendance to Y-Staff at check-in. Delegates not attending the assembly who are not removed from the YMCA rooming sheet will not be granted any refund, according to our refund policies, even for family or medical emergencies.

Also, please note that no KUNA refunds will be issued after April 25, 2020.

11. VISITORS

- Visitors may only come during Debate times. We welcome visitors at the following times:
 - Day 1: General Assemblies (times vary based on conference, please check your conference agenda)
 - Day 2: Debate Times and Candidate speeches (times vary based on conference, please check your conference agenda)
 - Day 3: General Assembly
- All visitors must sign in at the Y-Desk. A Photo ID is required for everyone 18+.
- All visitors must be met by a *supervising adult* in the delegation and remain in their care until they sign out.
- All visitors must wear the Kentucky YMCA issued name tag at all times.
- All visitors must sign-out and return the name tag to the Y-Desk before leaving.
- Visitors must pay for their own meals. The Kentucky YMCA does not provide meals for visitors.
- Visitors may NOT be on sleeping floors in the hotel at any time.
- Current students may sign in as visitors only during closing session on Day 3. Students **MUST** have permission from their school's advisor and remain in the school's care for the entirety of their stay. Current students are not allowed to visit any other times throughout the conference.

ROLE OF THE ADVISOR

The Kentucky YMCA could not function without our outstanding advisors! They serve as teachers and mentors to the members of their delegation, and are essential to the KUNA experience. They inspire and motivate, while allowing their students to take on leadership roles.

Advisors are responsible for registration and supervision at conferences, but more importantly, changing students' lives every day. Advisors also serve as volunteers to help the Y-Staff run some logistical pieces of the conference. Every helping hand is welcome!

Please Note: Students are in the care of their advisors when at KUNA. Y-Staff will look to advisors in times of concern and/or disciplinary action. Advisors will also be expected to initiate non-emergency medical/health care, and to accompany students who need to leave without a parent able to be present.

Advisor Responsibilities at KUNA

- Advisors set the tone for all delegates at the Assembly.
- Make sure delegates are adhering to the schedule at all times.
- Help control talking/chatter during debate from all delegates, not just your own!
- Enforce dress code for your participants.
- May confiscate cell phones being used by your delegation participants during meetings. Phones will be kept by advisor until after the session ends.
- Serve as fun monitors, hall patrol, karaoke hosts, etc. during Mandatory Fun Night.
- Know where your delegates are at all times, follow the dress code, and respect fellow advisors
- Please refrain from using computers, phones, headphones, etc. or talking loudly while participants are in sessions. Feel free to move into the hallway if necessary!

Tips from the Y Staff

If you need a break, take one

Afternoon rest periods/breaks in session are for advisors too! If you need coffee/refreshment, remember there are unlimited beverage vouchers for adults available at the Y-Desk. Our goal is to provide you with everything you need to support your students (especially caffeine).

This is a student-run Assembly

Please understand that KUNA is student-run. Mistakes may occur, or people may have different interpretations of words or events. Please act with compassion at all times and understand that we are all here to help the students learn how to govern with decency and professionalism.

Communicate with Y Staff

Remember that Y Staff are here for the same reason you are, to make sure everyone is safe and having fun! If a staff member says something you disagree with, politely present your point of view. If you feel that there is still a misunderstanding, ask to speak with a senior staff member.

Be there for your students

There are few things cooler than when a delegate bursts out of session, runs over to you, and can't stop telling you how they spoke for the first time on a resolution. Conversely, it's heartbreaking to hear about how their resolution was defeated, they messed up their speech, or they lost an election.

KUNA is an important event in the lives of many of our students, and you may never know how much you matter to them. Y-Staff owe a debt to the teachers who support us - a debt we seek to repay by supporting you. Thank you for being here, and thank you for the impact you make on your students!

KUNA EVACUATION PLAN

In the event of an emergency, please use the following procedures.

Crowne Plaza Hotel Designated Meeting Locations

- Schools whose names start with letters at the beginning of the alphabet should meet in the parking lot closest to the 1-264 and farthest away from Phillips Lane.
- Schools whose names start with letters at the end of the alphabet should meet in the parking lot closer to Phillips Lane and farthest away from 1-264.
- Schools whose names start with letters in the middle of the alphabet should meet in front of the hotel exit where busses to the capitol load.
- Please carry a placard with you so that your students can find you.

From the Crowne Plaza Hotel

Fire Alarm during Sessions:

- Please exit through the doors closest to the Y-Desk.
- Gather your students outside in your designated meeting spot. Caucus with your delegation and make sure all of your students are present.
- Y-Staff and hotel security will ensure that all students are out of the building.
- You may re-enter the building when you have confirmed with a Y-Staff member that all students are present and accounted for. Y-Staff members will hold signs with a question mark on them to be identified.

Fire Alarm during Curfew Hours:

- Please follow the evacuation procedure listed in your hotel room.
- Instruct students to head to the far west side of the hotel and meet in your designated meeting spot. Caucus with your delegation and make sure all of your students are present.
- Y-Staff and hotel security will ensure that all students are out of the building.
- You may re-enter the building when you have confirmed with a Y-Staff member that all students are present and accounted for. Y-Staff members will hold signs with a question mark on them to be identified.



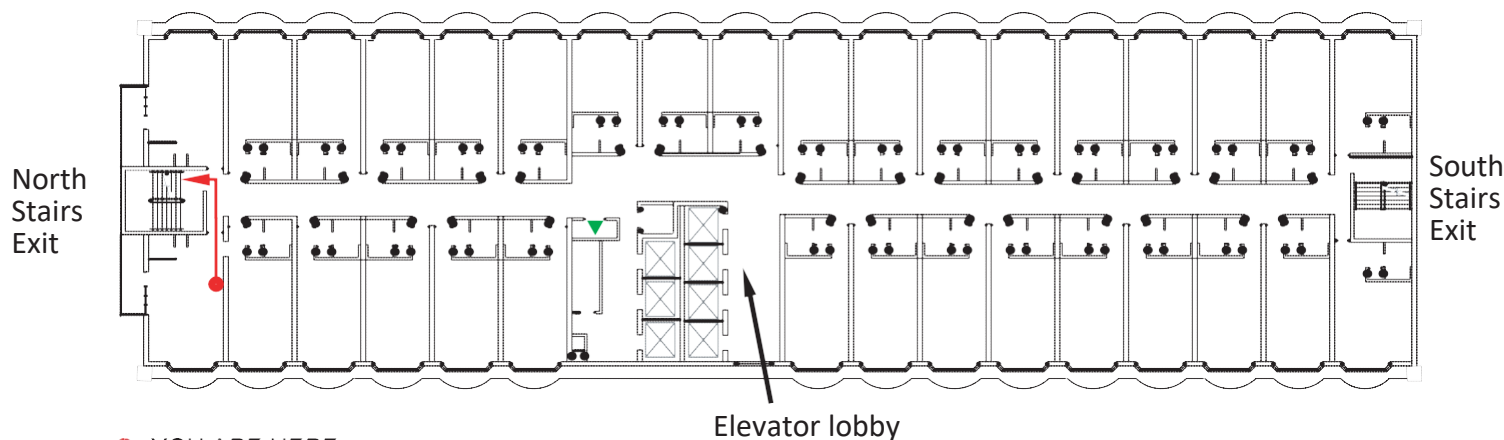
For your safety, please locate each emergency exit upon your arrival.

Fourth Street at the River
Louisville, KY 40202
Phone (502) 589-5200
Fax (502) 568-3498
www.galthouse.com

Tornado Procedures

- When severe weather threatens, tune to a local television station.
- We are located in the Downtown Metro area of Jefferson County, KY.
- If a tornado WARNING is issued, please close your blinds and remain in your restroom, or in the hallway against the wall away from windows.
- If you are located on a top floor, retreat to the hallway of the floor beneath you.

Fire Evacuation Route



★ YOU ARE HERE

FOR YOUR SAFETY, PLEASE NOTE WHERE EACH EXIT IS LOCATED UPON ARRIVAL.

▲ VENDING

(GHW4-24/01)

How to Protect Yourself in the Unlikely Event of Fire

Suggested Information for Guests

Despite all precautions to protect hotel guests from fire hazards, fires can happen. These suggestions should be helpful in the event of fire:

- When staying in hotels or motels, check exit stairways nearest your room. Normally, you would find two or more exits on each floor.
- Know the location of the building's fire alarm pull station, usually located near the exit stairways.
- Never use the elevator in a fire emergency.
- When the fire alarm sounds do this:
 1. Immediately check your room door. If it is hot don't open it. Otherwise, open door slowly, and be prepared to close it at once if the hallway is full of smoke or fire.
 2. If no smoke or fire is in the hallway, move quickly to exit stairways and out of the building.
 3. When you encounter smoke in the hallway crawl on hands and knees to exit, if that exit is smoke-filled, proceed to other exit stairway on that floor.

If You are Trapped in Your Room Do This:

1. Keep door closed, place wet towel, sheet or blanket across bottom of door to keep out smoke.
2. Move to a window, open it for fresh air, break window if you cannot open it.
3. Check outside the window for ledges that might be used in a crisis.
4. Hang a sheet outside the window so firefighters will know you are in the room.
5. If possible, call fire department even if they are already on the scene - to let them know where you are.
6. Stay calm, rescue might be just minutes away.
7. **DONOT** jump, a fall from 3 stories or higher is almost certainly fatal.

Note: These are precautionary measures that will benefit you in an emergency. The percentage of fatal fires in Kentucky hotels and motels is extremely low, but preparedness is still a good idea.

Innkeeper's Liability Notice

306.020 Limited liability when safe provided.

- (1) The proprietor of any hotel may provide a safe in a convenient place for the safekeeping of money, jewelry, furs, securities or other valuable papers, or other valuable property of small compass belonging to the guests, and post a copy of this section in a public and conspicuous place and manner in the office, public restrooms, public parlors of the hotel, notifying the guests that a safe is provided in which such property may be deposited. Then, if the guests neglect to deliver such property to the person in charge of the office for deposit in the safe, the proprietor shall not be liable for any loss of property sustained by the guests by negligence of the proprietor or hotel employees, or by fire, theft, burglary, or any other cause.
- (2) However, no proprietor of any hotel shall be obligated to receive property on deposit for safekeeping exceeding three hundred dollars (\$300) in value. If guests deliver property of greater value to the person in charge of the office for deposit in the safe, the proprietor shall not be liable for the loss or damage thereof sustained in any sum exceeding three hundred dollars (\$300), notwithstanding the property may be of greater value, unless the guests make special agreement in writing with the proprietor.

Effective: October 1, 1942

History: Recodified 1942 Ky. Assem. ch 208, sec 1, effective October 1, 1942, from Ky. Stat. sec 2176a

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Please see Hotel Maps on Walls for best evacuation routes.

Marriott Hotel

Emergency Preparedness

Security officers are on duty 24 hours a day, 7 days a week, and may be contacted by dialing the operator. The security staff is responsible for the handling of any emergency situation.

In the event of a Medical Emergency, please dial extension 5911. The operator answering the phone will need to obtain some vital information from you to relay to the Emergency Medical Services. The security staff will immediately respond and provide initial first aid and CPR, until the arrival of EMS.

During a Fire Alarm in the East Tower you will be notified through the Simplex Alarm System, which will activate the alarm horns as well as the public address system. In your guest room the public address system will advise if you are to “evacuate immediately”, or to “await further instructions”. There are many instances when the alarm may sound but evacuation of all floors will not be required.

The Louisville Fire Department will be notified immediately, as well as the security staff and other Emergency Team members. Your Convention Services Coordinator will respond to your location to keep you informed of the situation.

The West Tower, fire alarm system will sound both the alarm horns as well as the public address system, however, the entire building will be evacuated in the event of an alarm.

In the event of a Tornado Warning, you will be alerted through the public address system. Your Convention Services Coordinator, along with other Emergency Team members will remove guests from all meeting rooms to “Tornado Safe Places.” Retreat to an interior hallway away from windows.

STAY SAFE

Recognize:

- Use appropriate talk/language
- No secluded conversations
- No touching or dancing with people without their consent
- No bullying
- Protect your space

Resist:

- If anything/anyone makes you uncomfortable or unsafe, resist, say NO, and go find a safe adult.
- Do not open your hotel room door for any uninvited or unknown person, other than your advisor, this includes other students.

Report:

- If you find yourself in an uncomfortable situation or see someone else involved in an uncomfortable situation, please IMMEDIATELY report the the incident by:
 - Tell a safe adult.
 - Tell your advisor.
 - Tell Y Staff. At the Y desk you can ask for Nikkey Blackman, Josh Hardesty, Ricki Brooke Link, or Alex Muckler to discuss a safety concern. All reports will be handled with discretion and compassion.
 - Email a note to safety@kyymca.org. Please include your contact information as we cannot follow up on a report without proper contact information.
 - Call 1-800-4-A-CHILD

MISSING STUDENT ACTION PLAN

- A person has been identified as potentially missing

- Identify the person, name, age, and delegation
- Why does someone believe they are missing?
- Try to reach them via cell phone and perform a physical search
- Determine where were they last seen, with whom?
- Show what the person looks like – does anyone have a photo?

- Locate the Advisor

Call the Assembly Director if you don't know the advisor or their whereabouts

- Are there any issues with this student?
- What other info can the advisor provide?
- Has the person left the hotel for any reason?
- Are there any medical concerns with this student?
- Review their application and health form

- Call the Assembly Director

- Day Time
 - Have they gone to their room?
 - Are they in another room? In another meeting space?
- Night Time
 - Have they gone to another room?
 - Are they with someone from another delegation?

- Determine that a search needs to be done

- Day Time
 - Utilize the Y staff to check the sleeping rooms where the student is staying
 - Check the meeting spaces – utilize the Y-Desk
 - Notify Y Staff to assist in searching other hotel areas
 - Still not located – check other sleeping spaces using Y-Staff
 - Y Staff and Lead Advisor will determine if social media or 911 will be activated for search assistance
- Night Time
 - Y-Staff will work with the advisors within the hotel to check each room
 - If the student isn't found, begin searching all the other spaces utilizing the fire chiefs and the advisors in each hall
 - Call hotel night security and enlist their help with the process
 - After checking sleeping spaces and other meeting rooms if the student isn't found – along with the night security/Y-Staff and Lead Advisor call 911.

- Y-Desk is Central Location

The Y-Desk will become the central location for the search, day or night.

MISSING STUDENT ACTION PLAN (Cont'd)

- Key people within the search will include:
 - Advisor(s) of the missing student
 - Y-Staff
 - Assembly Volunteers/Advisors
- Once the student is located:
 - Search groups need to be notified
 - Advisors notified
 - Y Staff notified
 - 911 staff notified (if they were involved)
 - Parents of the student may need to be notified
 - Complete appropriate reports and documentation

ACTIVE SHOOTER ACTION PLAN

- If an active shooter enters the building
 - If you hear gun shots and are near an exit, run.
 - If you feel a shooter is nearby and you cannot run,
 - Turn off all lights in the room
 - Have students move to floor, away from doors and windows
 - Hold the door shut as best you can
- If an active shooter enters the room, fight the shooter and take them down.

ABC'S OF THE ASSEMBLY

Advisor Ambassadors

These are experienced advisors (some of whom are in the Advisor Hall of Fame) who can be counted on for technical help, emotional support, general questions and ideas, etc.

Coffee Vouchers

We know you need caffeine! In your advisor envelopes, you'll find slips of paper that can be used as coffee vouchers at the hotel's coffee lounge. If you run out, more can be found at the Y-Desk.

Committees/2nd Committees

First round of debate where resolution sponsors will present and Ambassadors will have the chance to discuss ideas and rank resolutions. Second Committees will vote instead of rank.

Curfew

Curfew for each night can be found in the conference schedule section of the resolution book. Know it. Respect it. Love it. Keep your students quiet. Curfew lifts each morning at the time listed in the resolution book agenda.

Damages

If there are damages anywhere in the hotel, please report it immediately to Y-Staff at the Y-Desk.

Delegation Meetings

This is chance for you to reflect over the day and prepare for the next with your students. Schools are assigned spaces to go over any meeting items. Please do not meet in sleeping room hallways.

Dietary Restrictions

Please let us know if you or your students have any dietary restrictions. If these needs were addressed on the registration form, the hotel can easily make accommodations.

Doorkeepers

Please respect the student leaders who are serving as doorkeepers. Help them do their job properly, only allowing people through the doors between speeches.

Dress Code

This is about professional development – not the fashion police – and we ask that you enforce the dress code for your delegation only. The full dress code can be found in your resolution book. If you have students who need coats, ties, skirts, etc. please let us know at the Y-Desk.

Electronic Devices

Electronic devices should only be used during free time; electronic devices are permitted for speeches but should not be used while others are speaking.

Emergencies and Illness

- Life Threatening: Call 911 then call the Conference Director
- Non-Life Threatening: Call the Conference Director and the Y-Desk can help arrange transportation to Urgent Care, Clinics, or Hospitals.

Evacuation Plan

In the event of an evacuation, we will line up outside in alphabetical order by school. Please be sure to review the above evacuation plans. The Y-Staff will be circulating and will check you back in BY SCHOOL when you have all your students.

Fire

No incense, candles, matches, smoking, vaping, etc. anywhere!

Fire Alarms

No drills. Treat every alarm like a real fire. Delegations will line up outside in alphabetical order by school. Please be sure to review the above evacuation plans. The Y-Staff will be circulating and will check you back in BY SCHOOL when you have all your students.

First Aid

There is NO nurse or medical professional on duty. All Y-Staff are basic first aid/CPR/AED certified, and a first aid kit can be found at the Y-Desk. In the event of an emergency, see Emergencies and Illness.

General Assembly (GA)

A time where the whole conference convenes, usually to review dockets, listen to candidate speeches, closing thoughts, etc.

Hotel Housekeeping

Remind students it's okay to reuse towels and to signal this by hanging them up. Thank you notes to housekeeping go a long way. Consider having your students write one and leave it in their rooms on the final day. Also, tips are always appreciated (but not required)!

Info Depot

This is the wall located by the Y-Desk with posted updates. All changes, notices, and new information (like dockets and parliamentarian/chair assignments) will be posted in this area. Please check in periodically in case you missed any verbal announcements.

Lost and Found

If an item is lost or left behind, check in with the Y-Desk to see if the item is there. The Y holds on to items for up to three months.

Map

Map of the hotel can be found in the back of your resolution book.

Nametags

All delegates and adults will receive an official conference nametag. Every delegate and adult is required to visibly display their nametag when outside of their hotel room. The hotel requires nametags for admittance to meals.

Opening Session

The kickoff to KUNA where you'll be introduced to our student leaders.

Pizza

We sell pizza for \$10 – Large pizza, 8 slices – Cheese or Pepperoni ONLY! Pizza pick-up is before curfew, and advisors may pick up their pizza(s) first.

Placards

Every delegate will receive a placard (with country, last name, and school) at registration and will be required to use it for debate. Delegates won't be recognized without the placard and are not allowed to mark or decorate it in any way. If a placard is lost, delegates should check with the Y-Desk for a replacement.

PO / Presiding Officer

Acronym for Presiding Officers who were elected at last year's conference to preside over each of our program areas at KUNA.

SO / Supporting Officer

Acronym for Supporting Officer, student leadership in each program area either appointed or selected through application process to "support" our Presiding Officers.

Student Sign-In/Out

If you have a sick student, a discipline problem, someone who needs to leave early or needs special support, tell us. Students who need to leave early need to sign-out with us, and their parent or guardian needs to present their driver's license at the Y-Desk. If you need a doctor or medicine or any other kind of intervention, let us know.

Visitor Sign-In/Out

All visitors (parents, principals, other teachers, etc.) are required to sign in at the Y-Desk with a photo ID (if 18+) and receive a visitor badge. This ensures we know everyone in our area of the hotel is rightfully with our Assembly.

Weapons, Alcohol, Drugs, Fire-Producing Devices, etc.

These items are not permitted to be used or possessed by students OR adults.

Y-Store

Where you can buy all your Y-branded merchandise like shirts and stickers. Located by the Y-Desk.

2020 Kentucky United Nations Assembly (KUNA)

Program Changes

I. Changes Affecting Both KUNA and KYA

1. **Advisors-** Registration will now include options to add multiple advisors and other adults. All advisors and adults, regardless of number from each school, will be charged for registering for the conference, which includes sleeping, eating, and materials cost. This change will both ensure safety measures as well as keep uncollected funds from preventing student attendance at conferences. There is still an adult max of 1 adult per every 10 students. Note** This does not change payment for any delegation who has historically paid for their advisors to attend. It only effects delegations who have, in the past, managed to have additional advisors attend free of charge. The KY YMCA is hoping to be aware of any additional costs that would otherwise come from the scholarship fund, which helps to support students, schools, and advisors in attending conferences. We encourage anyone in need to apply for our [need-based scholarship](#).
2. **Candidates-** A space will be provided on the Candidate Declaration Form where Candidates are now required to submit their campaign slogans in addition to their platforms.
3. **Coffee-** Dependent upon the hotel, there will now be either a sign and/or Y-Staff Member/Volunteer stationed by the coffee line to prevent students from waiting in line for coffee during scheduled programming and during quick transitions between scheduled programming. For example, during the transition from committees to General Assembly. This will prevent students from missing important program pieces.
4. **Fun Night-** To ensure the KY YMCA is providing the safest programming space possible Mandatory Fun will no longer include a dance. We are looking into potential replacement options (i.e. silent disco, extreme karaoke, etc.) to accommodate those students. Other Fun spaces (i.e. Ga-Ga, Chill, Movie, etc.) will remain the same.
5. **Local Schools-** Advisors from local area schools whose students are not all arriving together will now need to arrive by 12:00 PM EST and station themselves in the schools previously assigned luggage space. This will allow students to have a place and point of contact to report to on arrival, further ensuring accountability and student safety.
6. **Mini-Schedules-** KUNA and KYA conferences will no longer utilize mini-schedules. Mini-schedules are not able to fully represent the agenda of these conferences. It is important that students and adults are utilizing their resolution/bill books for the complete agenda as well as many other resources that are included.
7. **Visitors-** Adults who are unregistered and visiting conferences were not included in the original numbers count that was provided to hotels and vendors providing materials. Therefore, visitors will not be provided with sleeping rooms, meals, or materials (i.e. resolution/bill books) while at the conference. Visitors are welcome to attend the conference during regular visiting hours and are encouraged to observe the different programming elements that students are experiencing.

II. Awards

1. **Award Nominations Form-** During the final General Assembly of debate there will now be a reminder for Advisors to submit their online nominations form. Additionally, at 7:15, if a delegation's form has not been submitted their regional coordinator may contact the advisor. At this time there will also be ONE non-emergency message on the advisor emergency GroupMe as a reminder to submit the nominations form.
2. **Best Packet-** Best Packet Award will now also be reflective of student rankings in addition to advisor rankings. The highest average of both rankings combined will determine the award.
3. **Qualifications-** Y-Staff will be taking thorough steps to note when delegations are not following rules (ie. Parade of Nations sign guidelines), which would disqualify them as a Premiere Delegation. Student Presiding Officers will be included in these steps, when needed, in fulfilling their role to better serve their conference.

III. Cultural Day

1. Cultural Attire- It is the primary goal of the KY YMCA to continue striving to be a Y for all. In order to put that into action the organization must take an intentional and thoughtful step forward by removing cultural attire from KUNA programming. This step will offer a space to focus on educational information of countries, rather than misrepresentation of a country's culture. Dress code for the first day of KUNA will now be business casual and the second day will remain business professional. This change will not affect international stage, but will require students taking part in international stage, who have a costume, to change both immediately before and after their performance.
 2. Global Village- After receiving a lot of feedback from students and advisors and allowing time for careful consideration, the KY YMCA has decided to make an intentional change and update Global Village to a more informative programming piece. 10x10 spaces will no longer be provided eliminating use of a tent. Instead EACH COUNTRY will now be provided a 6ft x 1ft table. Each country will be required to include on their table a completed information sheet about their country, provided by Y-Staff, as well as a collective visual representation of their country (i.e. map, artwork, artifact). Any visual representation must be able to fit on the table, free-standing, and must not exceed 4ft in height from the table-top nor should it exceed the 6ft length and 1ft width of the table. Outlets and wall space will not be provided. To reflect this change Global Village will now be known as **World Expo**.
 3. International Stage- Acrobatics, flips, and gymnastic stunts are NOT ALLOWED during performance due to safety concerns. At no time should a performer's legs go over their head, or be lifted over someone's head by another performer. This includes performers getting on one another's shoulders or backs.
 4. Parade of Nations- In accordance with changes previously mentioned, students will no longer wear cultural attire during parade of nations and now may remain in business casual attire or are able to wear a Y appropriate shirt displaying the name of their country. Students are still encouraged to use their creativity in making country signs that accurately represent their countries. These signs are carried during the parade of nations and then relocated to the corresponding country's World Expo table. Signs must be able to either fit under their country table or lean against it. They should not exceed 3 ft. in height and width and no more than 1 ft. in depth. Country signs should be small enough for one student to carry. Two student representatives from each country are still permitted to participate in the Parade of Nations and encouraged to carry their country's flag.
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IV. Debate

1. Caucuses- The final caucus in committees will now be extended from 30 seconds to 1 minute in order to allow for a more informed decision. The first caucus will remain 30 seconds.
 2. Committee Rounds- The KY YMCA hopes to provide the most authentic model United Nations experience possible and is always looking for areas of improvement. This year the organization has decided to move forward with changing the title of Summit Presidents to Vice Presidents of the General Assembly. Additionally, instead of committees and summits, there will now be ranking committees and voting committees. This change will not affect any other aspect of debate, only the name of parts of debate.
 3. Country Perspective- In order to remind and encourage students to participate in debate with the perspective of the country they are representing and not their home country, Y-Staff has created a more detailed notes taking page to be included in the resolution book. Additionally, there will be a booklet for advisors to use as a resource in preparing delegations for KUNA. This booklet will be made available online and on our resources page and sent via advisor blast to advisors. Resources will also be made available for advisors and students to pick resolution topics that are internationally focused and not only affecting the representing country.
 4. Country Placards- During voting committees Vice Presidents will now be provided with a list of each country in that committee and country voting placards will be passed out to the students in the voting committee and then collected before being dismissed.
 5. General Assembly Dismissal- During debate we will now be dismissing from General Assembly by committee so that committees can move together making for a more efficient transition time.
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V. Education Fair

1. In an effort to streamline our resolution education process and ensure students have the opportunity to review resolutions in their committees this year the Education Fair will be replaced with a Resolution Networking Session. During this time, delegates and resolution sponsors will participate in 15-minutes of networking at the beginning of their committee session to learn more about the committee's resolutions. Co-Chairs at HS (and with volunteer/staff support at MS) will present a script detailing the proper "networking" process. In place of a trifold or poster board, each resolution sponsor will be allowed to have one 8½ x 11 sheet of paper to support their networking that can show important details, images, graphics, etc., which cannot be handed out to others. *(Note: resolution sponsors still cannot pass out anything to other delegates on their resolution.)*
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VI. Miscellaneous

1. Flags- To maintain an accurate reservation record of flags there will be a google form created for delegations to reserve their flags online. This form will be placed on the website and will be shared with advisors through advisor blasts. Please note we will have a list of the flags we have available. Not all flags will be available.
 2. Recording/Streaming- Presiding Officer speeches and Candidate speeches that are pre-approved will continue to be live-streamed. The final morning debate will be recorded and later posted online.
 3. Senior Recognition- To ensure proper recognition of seniors by the full conference we will no longer have a separate senior banquet, but instead we will now present senior cords on the final morning during closing session.
 4. Y Desk- KUNA season often requires that two conferences take place at the same time, which causes Y-Staff to be split at each conference and does not always allow for coverage of the Y Desk. There will now be brief time periods during those conferences that a Y-Staff member will not be available at the Y Desk and there will be a sign displayed to signify the Y Desk is closed. If an emergent situation arises during one of these times advisors may notify the conference director by phone.
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VII. Registration

1. Oversized Vehicles- A space will be added to registration for advisors to indicate whether or not they will need parking for oversized vehicles that will not fit into parking garages and how many spaces will be needed. Having this information in advance will allow ample time to procure parking for the advisors needing it.
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VIII. Scheduling

1. Conference Dismissal- Middle School Conferences closing session will now be end at 10:30 AM. The agenda will allow for luggage pick-up time and at 11:00 AM the conference will dismiss. High School Conferences closing session will now be end at 11:00 AM. The agenda will allow for luggage pick-up time and at 11:30 AM the conference will be dismissed.
 2. Specialized Program Agendas- A separate agenda page will be included in the resolution book for each specialized program (i.e. Security Council, ICJ, Media Corps, Secretariat & NGO Program)
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IX. Specialized Programs

1. Secretariat & NGO Program- Moving forward for next year the Secretariat & NGO Program will now allow for 1 student from each school to participate. There will be a space on registration for these students to be registered.
2. Security Council Representatives- Any delegation representing a Big 5 Country MUST have a Security Council representative. Additionally, Security Council members will be given a separate deadline to submit position papers. Students who do not complete position papers prior to arriving on-site will not be allowed to participate in the Council. In order to give students more time to prepare and research, position papers will now be due 2 weeks prior to the first day of each conference. Security Council Y Staff Program Leads will provide further information closer to conference. Advisors should be prepared to send the Security Council Staff Lead the names and emails of any students participating in the Council no later than the first week of February (exact date to be determined closer to conference).
3. Security Council Resolutions- The Security Council will no longer accept resolutions that were debated in GA and get "sent" to the SC. Only resolutions that are drafted by a member of the Security Council may be debated in the Security Council.

Conference Survey Information

In an effort to continuously improve our programs, we will email you a conference survey after KUNA wraps up. We ask you to please complete it at your earliest convenience.

Advisor feedback has shaped our conferences over the years, and we would not be as successful without your input and suggestions. Your honest responses and ideas will help the Kentucky YMCA staff to serve you and your students better in the future.

Please use this page to jot down notes about what works well and what we might improve moving forward. Hopefully this will help you be able to be thoughtful and thorough in your completion of the conference survey! We truly appreciate your time and dedication to the Kentucky YMCA.

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Delegation Pizza Order

Please turn in order form to the Y-Store, with payment, by 6pm. Individual orders will remain open until 8pm at the Y-Store.

School name: _____

Advisor name: _____

Advisor phone number: _____

Payment method (circle one): CASH CHECK CARD

	Number of pizzas	Cost (\$10 each)
Cheese		\$
Pepperoni		\$
TOTAL		\$

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