

PRESS HANDBOOK





Welcome to Press!



Welcome to the Press division of this conference, where debate, diplomacy, and decision-making are documented with accuracy and purpose. Press is responsible for observing proceedings, asking relevant questions, and reporting developments professionally. This handbook serves as a clear guide to your role and expectations. For assistance, contact the Press Team or Secretariat. Here, you do not merely observe, you record the storm.





What is the purpose of the Press Team?

Press is the team responsible for documenting and sharing what happens in committee sessions. Reporters observe debates, take notes, interview delegates, attend press conferences, and write articles that explain committee discussions to a wider audience. Press remains neutral. The focus is on what is being discussed, why it matters, and how the conversation progresses, acting as the eye that sees everything clearly.

Why the Press Matters in MUN?



Committees tackle complex issues, but not everyone can witness every discussion. Press ensures that debates are:

Recorded – capturing key moments for clarity

Understood – breaking down complex arguments

Remembered – preserving discussions for the future



Accurate reporting encourages transparency and accountability, ensuring delegates speak responsibly and professionally in the midst of the conference whirlwind.



The Press Team

The Press Team is composed of students entrusted with the responsibility of observing, documenting, and presenting the proceedings of the conference. Members contribute primarily as Journalists or Photographers, each playing a pivotal role in capturing the essence of the event.

For the purpose of clarity and efficiency, the Press Team is formally divided into two divisions:

Photographers, responsible for visual documentation of the conference.

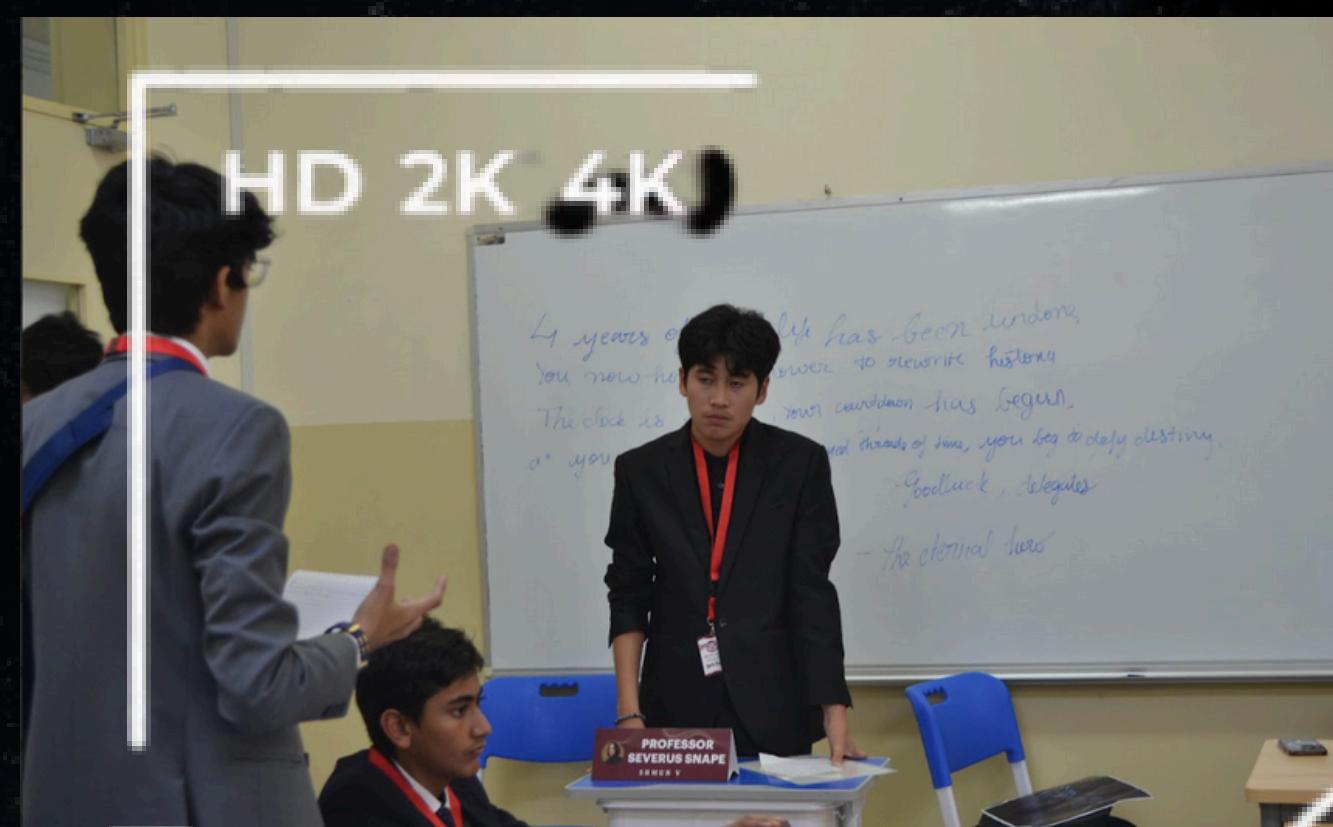
Journalists, responsible for written and multimedia reporting.





The Press Team: Photographers

Photographers visually document the conference by capturing important moments, debates, and interactions. Their images reflect the atmosphere of MUN and are used for official coverage, social media, and records.





The Press Team: Photographers



Ideal Candidates

- Possess an interest in photography or visual storytelling
- Demonstrate the ability to capture moments professionally and discreetly
- Exhibit attentiveness to key interactions and events
- Adherent to deadlines for submission of visual material

Scoop Of Work

- Capture high-quality photographs of committee sessions, official events, and informal interactions
- Submit photographs in a timely manner to the Press Team for publication or archival purposes



The Press Team: Photographers



Best Time To Take Photos

Opening Ceremony – wide shots, stage, flags, delegates entering

Opening Speeches – delegates speaking, placards raised

During Moderated Caucus – hand gestures, expressions, active debate

Lobbying & Merging – group discussions, teamwork moments

Voting Procedure – tense moments, reactions after results

Press Conferences – speakers at podium, audience questions

Informal Moments – delegates collaborating outside committee (with discretion)



The Press Team: Photographers

Photography's

Do's

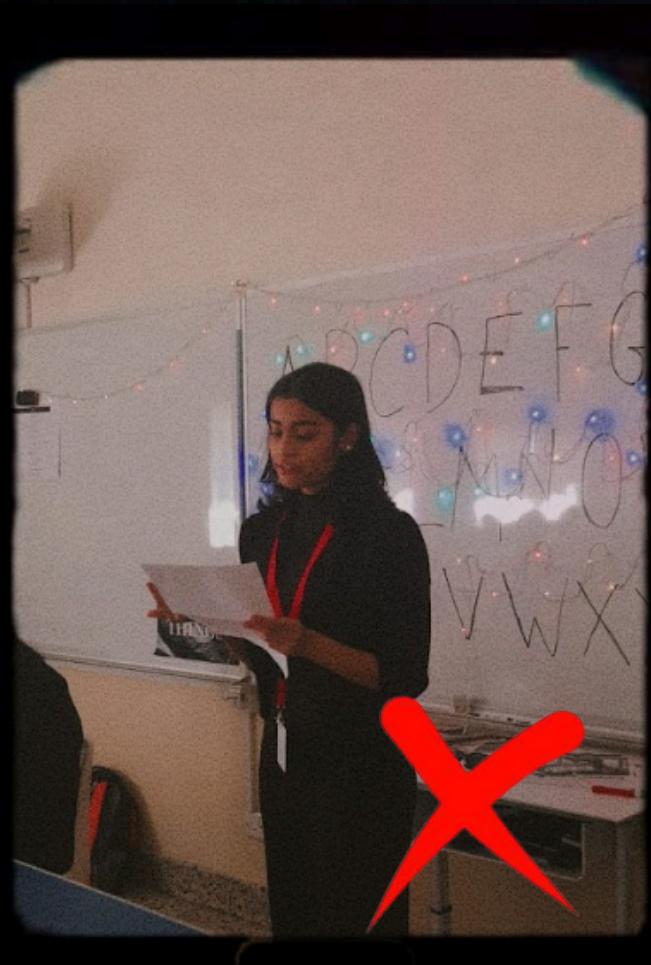
- Move slowly and quietly
- Take multiple shots of important moments
- Review photos during breaks to ensure clarity
- Capture moments that tell a story, not just posed images



Eg: Review photos during breaks to ensure clarity

Don'ts

- Do not photograph confidential documents
- Do not interrupt delegates or chairs
- Do not over-edit photos (colour correction only)



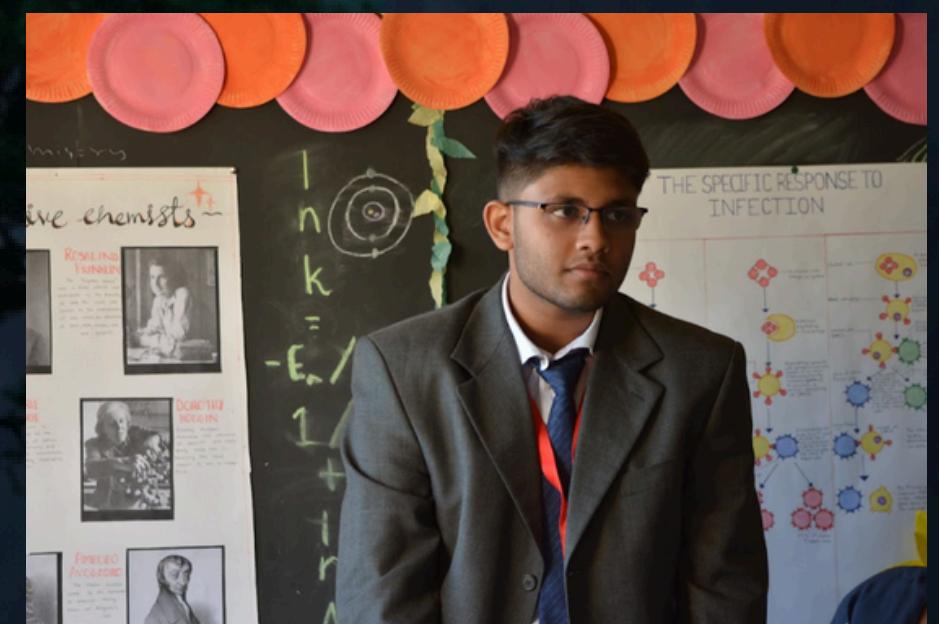
Eg: Do not over-edit photos (colour correction only)



The Press Team: Photographers

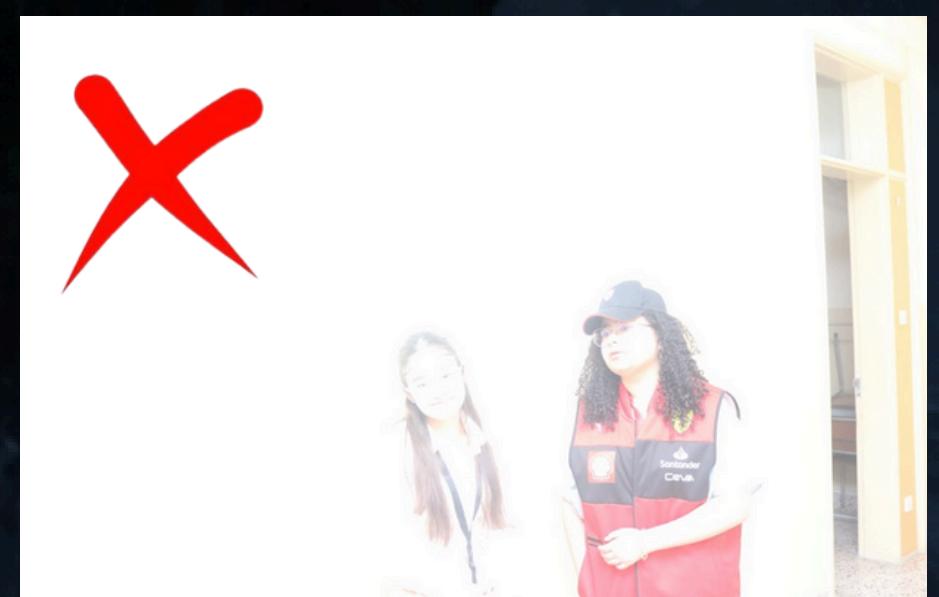
What To Focus On?

- Clear shots of delegates speaking
- Name placards visible when possible
- Natural expressions (engaged, serious, confident)
- Group shots showing collaboration and diplomacy
- Avoid repetitive angles — vary close-ups, mid shots, and wide shots



Lighting Awareness

- Avoid shooting directly into strong lights
- Adjust positioning instead of using flash
- In dim rooms, prioritize sharp focus over zoom
- Natural light shots during breaks are ideal for portraits





The Press Team: Photographers

Photo Selection For Submission

- Submit only the best (quality over quantity)
- Avoid blurred, duplicated, or poorly framed images
- Ensure at least:
 - 1 wide shot
 - 2-3 speaker shots
 - 1 interaction or reaction shot

Use of Equipment

- For Photographers:
- Flash photography inside committee rooms is prohibited unless explicitly permitted.
- Photographers must avoid obstructing delegates, chairs, or the flow of debate while capturing images.

Expectations & Conduct:

- Observe quietly and report responsibly
- Respect delegates, chairs, and committee spaces
- Maintain professionalism in behavior and photography

File Management

- Rename files clearly
- Do not apply heavy filters or dramatic effects
- Crop only to improve framing, not to mislead





The Press Team: Journalists

Journalism

Journalists document the conference through writing by reporting on debates, resolutions, and key developments in committees. Their articles explain what happened, why it matters, and how discussions progressed, providing clear and unbiased coverage for official publications, social media, and conference records.



Press



The Press Team: Journalists



Ideal Candidates

- Interest in writing, journalism, or multimedia reporting
- Strong observational skills and attention to detail
- Analytical, inquisitive, and thoughtful
- Able to meet deadlines and manage time effectively
- No prior experience required; commitment to learning and improvement is essential

Scope of Work

- Write articles (Beat, Reports, Opinion, Interviews, Features, Press Conferences)
- Conduct interviews with delegates and chairs (written or recorded)
- Optionally produce short interview videos for multimedia coverage





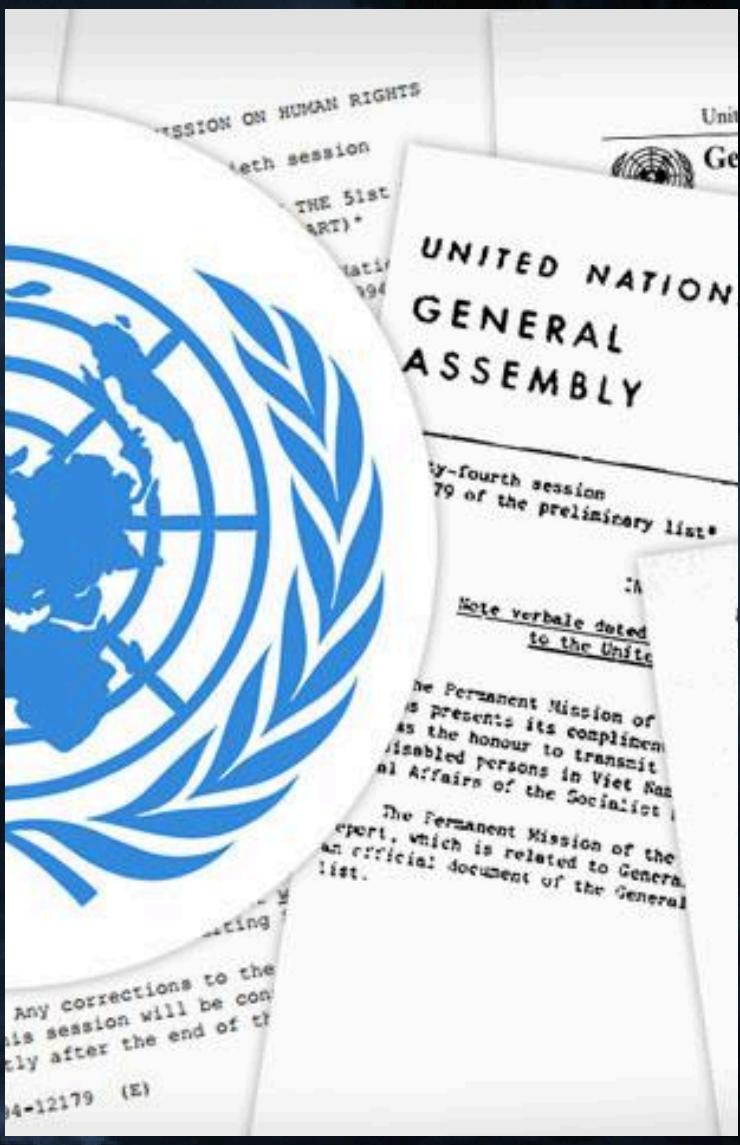
The Press Team: Journalists



Expectations

- Maintain full attentiveness during committee sessions
- Take clear, organized notes
- Treat delegates and chairs with courtesy and respect
- Submit work punctually
- Accept constructive feedback and continuously refine reporting skills

Research Guidelines



- Utilize credible sources, including UN documents, official statements, and established news outlets
- Avoid reliance on social media as a primary source
- Verify all information prior to publication



The Press Team: Journalists



Conduct and Behaviour

- Employ respectful language at all times
- Refrain from interrupting delegates during speeches
- Seek permission prior to conducting interviews
- Ensure quotes, statements, and multimedia content are accurate and faithfully represented

Use of Equipment

- Recording devices may be used only with prior consent from the interviewee.
- Video recordings must be professional, clear, and appropriate for official documentation.



The Press Team: Journalists

Formatting and Submission

Written submissions

Font Style :
Times New Roman

Article Types

Beat Article:
350–500

Title:
20pt Bold

General Report:
250–500

Byline:
14.5pt Italic

Feature:
200–1000

Content:
12pt

Press Conference Report:
250–350 words



The Press Team: Neutral

Professional Appearance & Conduct

1

- Press members are expected to dress in formal or conference-appropriate attire at all times.
- Behaviour must reflect maturity, respect, and professionalism, both inside and outside committee rooms.
- Press members must refrain from disruptive behaviour, excessive movement, or unnecessary interaction during sessions.

Accuracy and Accountability

2

- All written, visual, and multimedia content must be factually accurate and carefully reviewed before submission.
- Misquoting, misrepresenting events, or altering images in a misleading manner is strictly prohibited.
- Press members are accountable for the content they submit and may be asked to revise or withdraw material if necessary.



The Press Team: Neutral

Submission Protocols

3

- All content must be submitted through the official channels specified by the Press Team.
- File names, formats, and deadlines must be followed precisely.
- Late or improperly submitted work may not be considered for publication or evaluation

Social Media and External Sharing

4

- Press content may only be shared on official conference platforms unless prior approval is granted.
- Personal social media posts must not reveal unpublished content, confidential discussions, or behind-the-scenes material.
- Unauthorized posting may lead to removal from the Press Team.



The Press Team: Neutral

Compliance and Discipline

5

- Failure to adhere to Press rules and regulations may result in warnings, deductions, or removal from the Press Team.
- All decisions regarding conduct and discipline rest with the Press Team and the Secretariat.
- Press members are expected to cooperate fully with instructions issued by the Press Heads or Secretariat.

Representation of the conference

6

- Press members represent the voice and image of the conference.
- All work produced should reflect the conference's values, theme, and standards.
- Professionalism, discretion, and integrity must guide every action.



The Press Team: Neutral

Neutrality & Objectivity

7

- Press members must remain strictly neutral at all times.
- Personal opinions must not influence reporting, photography, or interview conduct unless explicitly writing an approved Opinion Editorial.
- Press members may not advocate for, oppose, or assist any delegate or bloc.

Confidentiality & Ethical Responsibility

8

- Off-the-record conversations, informal discussions, and private delegate interactions must not be reported or recorded without explicit consent.
- Sensitive information shared in confidence must be respected and protected.
- Any content that may misrepresent the conference, committees, or individuals is strictly prohibited.



SHMUN VI

**Thank you for your interest and participation.
We look forward to your valuable
contributions and commitment.**

Event Dates:

7th and 8th - February

Venue:

Sacred Heart School premises

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For further inquiries, please feel free to reach out.