

Ad Hoc Position Paper Guidelines

One of the best ways to prepare for any Model United Nations Conference is by researching and writing a position paper. However, the Ad Hoc Commission of the Secretary-General (Ad Hoc) poses a unique challenge to this research-oriented goal: you don't know your topic yet. Ad Hoc's emphasis is on adaptability, creativity, and quick, critical thinking, but that still requires a foundation of knowledge from which to operate. As experienced delegates, you should all have advanced skill in writing position papers; position papers for Ad Hoc will follow a special structure to suit its specialized committee flow.

Rather than including your country's position on a topic, as one would normally do in a position paper, your position paper should be divided up into four sections and will be based on which department you are representing in committee. These should be 5-10 pages in length, not including your works cited. The breakdown is as follows:

- I. Character Profile
- II. Institution Profile
- III. Proposal for Domestic Issue
- IV. Proposal for International Issue

*Percentages are section length suggestions. For example, for a 10 page paper the first section should be approximately 1 page.

I. Character Profile (10%)

In this section, you should outline the background of your character: their personal history, career, achievements, goals, and primary focus of work. This description should also include any important research, wars, negotiations, or major international contributions. The character profile is an important part of understanding the role you will play at conference and the personal motivations that drive you, but is secondary to the organizational influence you wield.

II. Institution Profile (35%)

The institution profile should include statistics, structure, impact, influence, and power of the organization you head, were recently head of, or have major ties with. This section should also include an analysis of significant problems facing your organization, initiatives they are currently involved in, and long-term goals. (Something to keep in mind: the reason your character was deemed relevant for Ad Hoc is because of their influence within regional and international institutions.)

III. Proposals for Domestic Issue (35%)

Summarize and analyze a major domestic issue facing your home country (or country of operation/permanent residence) that relates to your character or organization. Propose a solution for that problem and discuss your personal ability to affect the situation through your organizational power or personal influence. This section should be no greater than 3 pages.

IV. Proposals for International Issue (35%)

Summarize and analyze a major international issue that relates to your character or organization. Propose a solution for that problem and discuss your personal ability to affect the situation through your organizational power or personal influence. This section should be no greater than 3 pages.

Submission Instructions

Submission will be through Huxley. In depth instructions are provided on the last page of this guide, after the rubric. Position Papers are due on February 3rd to be considered for the *Research Award*, and February 10th to be considered for *any committee award*. Late submissions will not be considered, and submissions will be graded on a rolling basis. It is advised that delegates submit their position paper when they are done instead of waiting till 23:59 PST the day of the deadline to get it in, to avoid technical difficulties

Plagiarism and Citations

All position papers will be extensively cross-referenced through various sources, both online and in-print. If there is any evidence of using the work of others without citations, the delegate(s) will not be eligible for an award. Any school that has multiple cases of plagiarism may be reconsidered for a School Delegation Award. It is the responsibility of the delegate and the advisor to ensure this does not happen.

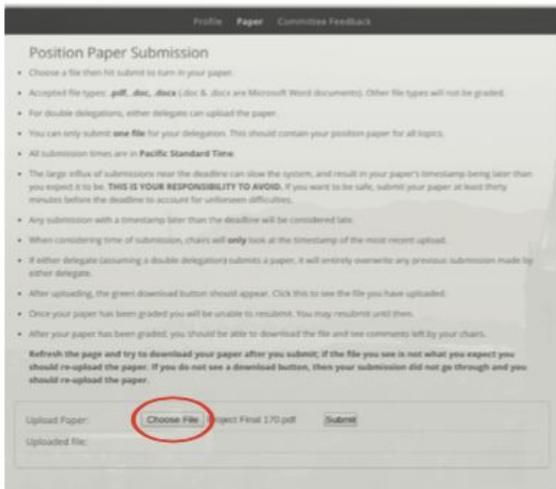
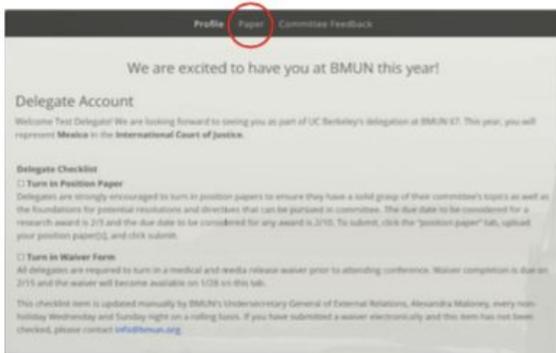
Delegates must also remember to correctly cite sources, and papers without any cited sources will not be accepted. For more information on how to use in-text MLA citations, visit [Purdue OWL](#).

I understand that this may be unclear/irregular. Crisis committee always are in my experience. If you have any questions, I highly encourage you to email your questions to cprice@bmun.org. I will try to update this document with future clarifications based on your questions.

HUXLEY SUBMISSION GUIDE

When you have completed your position paper, you will be submitting it through our online position paper system known as Huxley! First, you will need to log into your account at huxley.bmun.org. The first tab (shown below) shows your "Profile" page that has a checkoff list of things you need to do prior to conference.

To submit your paper, click the "Paper" tab on the top black bar of the screen. That will redirect you to the tab shown to the right. On this, it is vital that you read all of the instructions before submitting.



After you have read through all of the requirements, click the "Choose File" button. This will allow you to choose any document on your computer that is .pdf, .doc, and .docx. Reminder, you can only submit one file, so for committees with two topics, both position papers must be in the same document. Once a file is selected, your page should look like the image below on the left, and a pop-up should appear like the image on the right. Click "OK" on the pop-up and select "Submit" next to the file you just uploaded.



After this, you should get a pop-up confirming a successful submission! Also, you should see a large green button that says "Download Paper" (seen below). Lastly, on the "Profile" page, there should be a check in the box by "Turn in Position Paper"! Then, you are good to go!

