Delegate Guide

Each conference must create a handbook that includes access to the following information in both virtual and physical form:

- Community Guidelines
- CIRCA's [policy](#) on misconduct, anti-discrimination, and sensitivity to all delegates before committee sessions begin
- The link and QR code to the anonymous reporting form and the flowchart of the reporting structure.
  - Include Consequences/Follow-Up
- The link and QR code to each conference's anonymous feedback form
- Secretariat Contact Information
- Map of Columbia and committee rooms assignments
  - This should include accessible elevators/ramps
- Conference Schedule
- Location of bathrooms
  - Include information regarding gender neutral bathrooms
- Parliamentary procedure
- Sample resolutions/directives/position papers/crisis notes