

BUSUN XXIV

INSTITUTIONS & INDIVIDUALS



GATHERLY GUIDE

NOVEMBER 6-8, 2020

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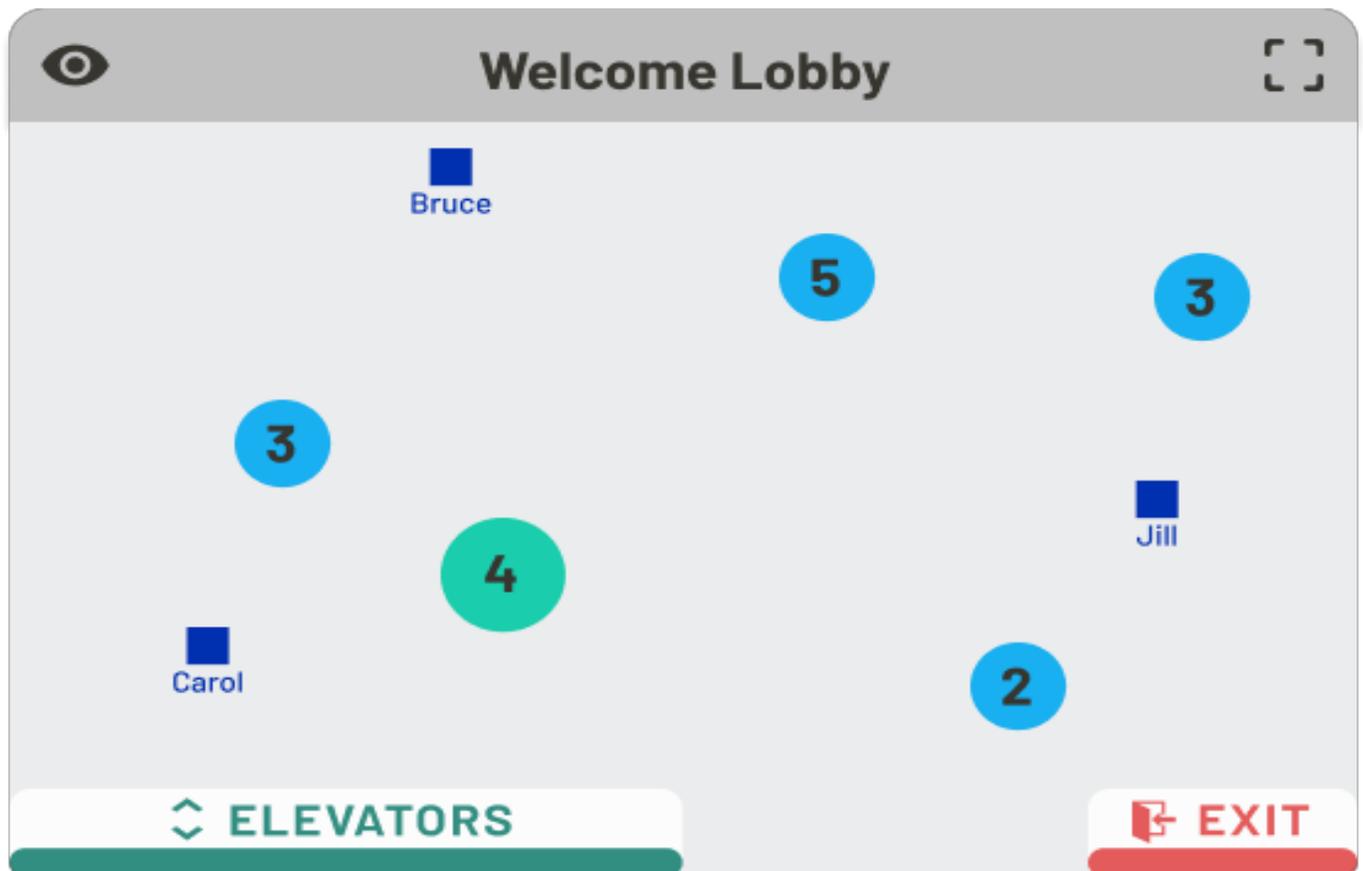


General Overview

Welcome to the Gatherly guide for BUSUN XXIV! Gatherly is the video-conferencing platform that we will be using for the conference weekend. While the format of the BUSUN has changed this year, we are striving to make this virtual MUN conference as fulfilling as it can be. This document serves as a guide to Gatherly's various functions and provides a general framework for how the committees will be run. Please note that some functions/policies may differ per the committee Chair's discretion.

Structure

The overarching setup of Gatherly mimics a hotel: there are several floors, and an elevator to move in between the floors. Each floor is a different committee: delegates will only have access to the floor(s) of their committee. The floor plan can be seen on the right side of the screen.

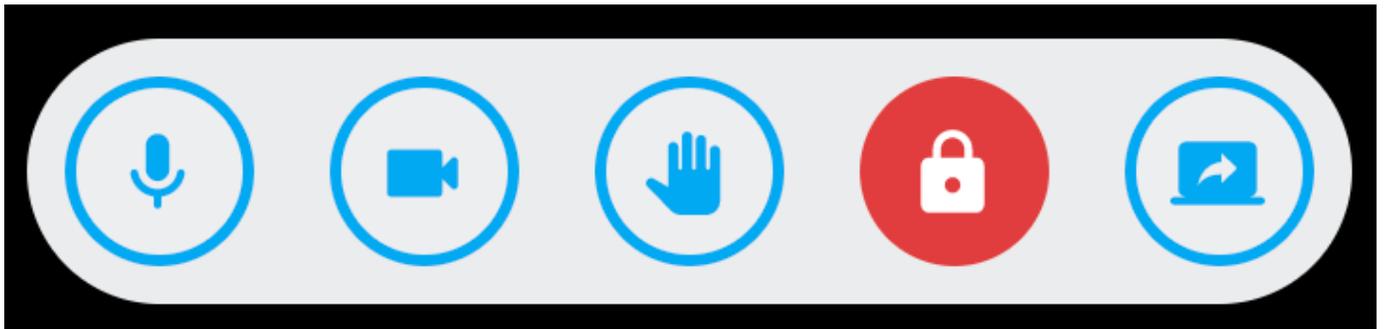


General Overview

1. Huddles: huddles are groups of people on a given floor. Participants can join and leave huddles freely; each huddle is a separate video conference where only the people in that specific huddle are a part of the conversation.
2. Movement within the floor: Participants can move to a specific spot on the floor by clicking on that space on the floor plan. To join a huddle, which is a group of people on an active video call, participants can click on that huddle to join.
3. Moving between floors: To move in between floors, participants can click on the elevator, which will allow them to move to any other floor where they have access.
4. Leaving the conference: To leave, participants can click on the exit sign on the floor plan, which lets them leave the conference altogether.

Toolbar

The toolbar, located at the bottom of one's screen, holds many of the basic video conferencing tools used on other software.



1. *Muting*: Participants can mute themselves by clicking on the microphone icon, and can unmute themselves in the same way.
2. *Video*: Participants can turn on and off their video by clicking on the camera icon in the toolbar.
3. *Raise hand*: By clicking on the hand icon, a participant can indicate that their hand is raised.
4. *Lock*: the lock icon allows participants to lock their huddle, which means no one else can join the group. In order to foster an inclusive environment, we ask that participants do not ever lock their huddles. Also, BUSUN staff needs to be able to move freely between huddles to monitor delegate participation.

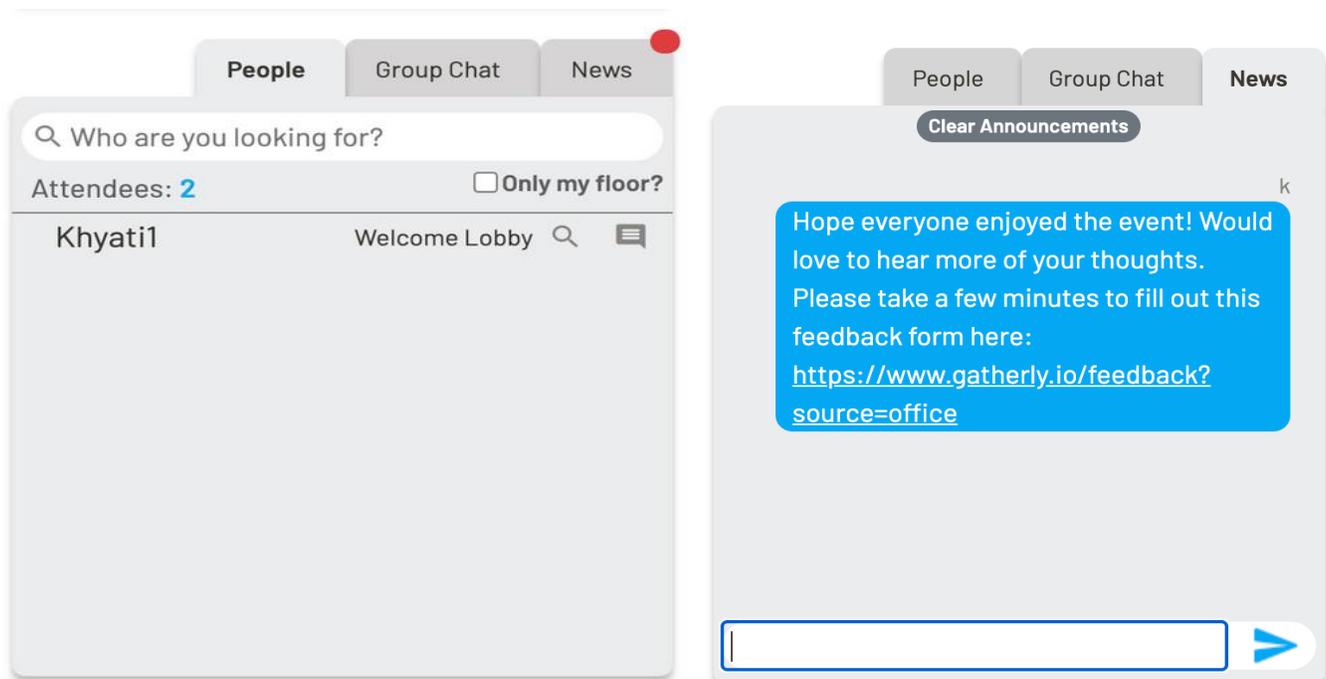


General Overview

5. *Screen sharing*: Anyone can screen share on Gatherly by clicking on the computer icon in the toolbar. However, not everyone can automatically see a shared screen– if a participant shares a screen while in a huddle, only the people in the huddle can see it. To screen share to an entire floor, the chair must enter “broadcast mode.” This mode will be discussed in more detail later in the guide.

Tabs

On the bottom right of the screen, there are three tabs: People, Group Chat, and News.



1. **People**: on the People tab, participants can see a list of all other participants. This tab is where participants can send direct messages to each other, and where it can be seen whose hand is raised. Additionally, to find someone specific, participants can click on the magnifying glass next to a user’s name, and can immediately see exactly where they are on a given floor.



General Overview

2. Group Chat: The Group Chat tab contains the huddle's group chat, which can be accessed by the participants currently in the huddle. Anyone who joins the huddle late can see the previous group chat history, but once the huddle ends (either due to a broadcast or because everyone leaves), all chat history is erased.
3. News: The committee chair can send news alerts, and while they immediately show up on a participant's screen, a full history of news alerts is also stored under this tab, which all participants on a floor can see. On this tab, chairs can also send news alerts by typing the message into the chat. These news alerts are effective methods of updating a committee on how much time is left.

Event Information

At the top of the screen, participants can see an "Event Info" dropdown tab. This guide will be included there, as to answer any BUSUN-Gatherly related questions, which everyone will have access to for the entirety of the conference. Please reach out to either your chair or a member of Secretariat with any questions not answered in this guide.

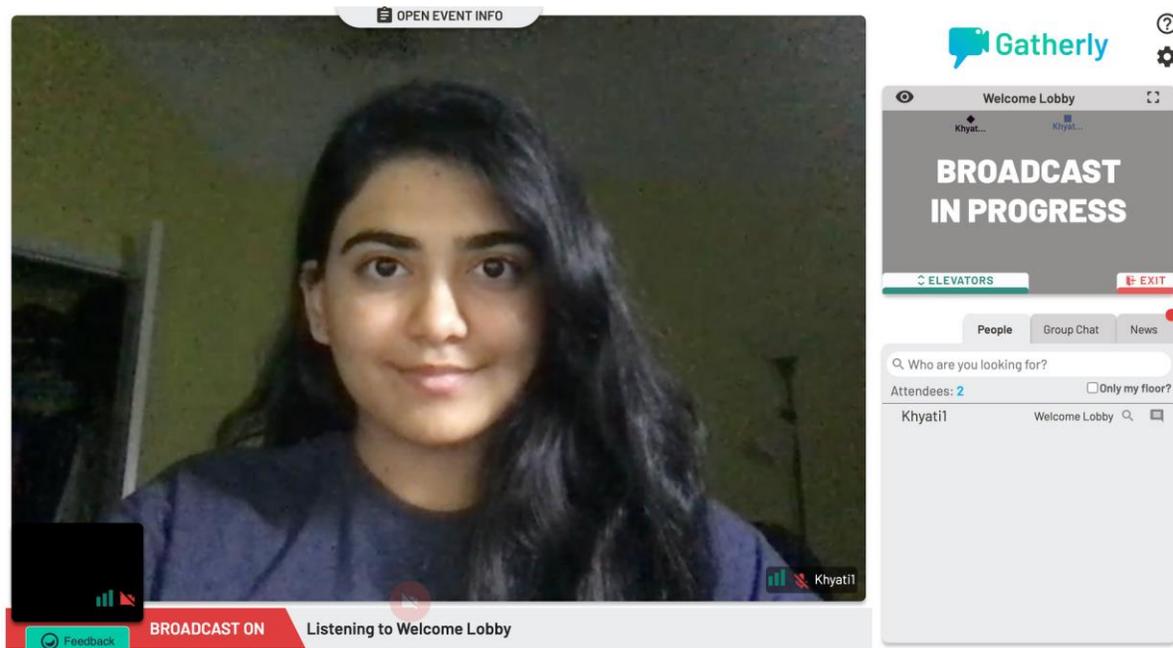
Broadcast

A broadcast is a tool that allows someone to talk to the entire floor at once. When a broadcast begins, all current huddles break up, and the broadcast is the sole video conference on the floor. Only committee chairs will have the ability to broadcast in Gatherly, so delegates and advisors need not worry about how to utilize this feature. Committee staff should note that a broadcast can only be properly conducted if you leave a huddle to do so—otherwise, everyone in the huddle will be added to the broadcast and you will have to manually remove them.

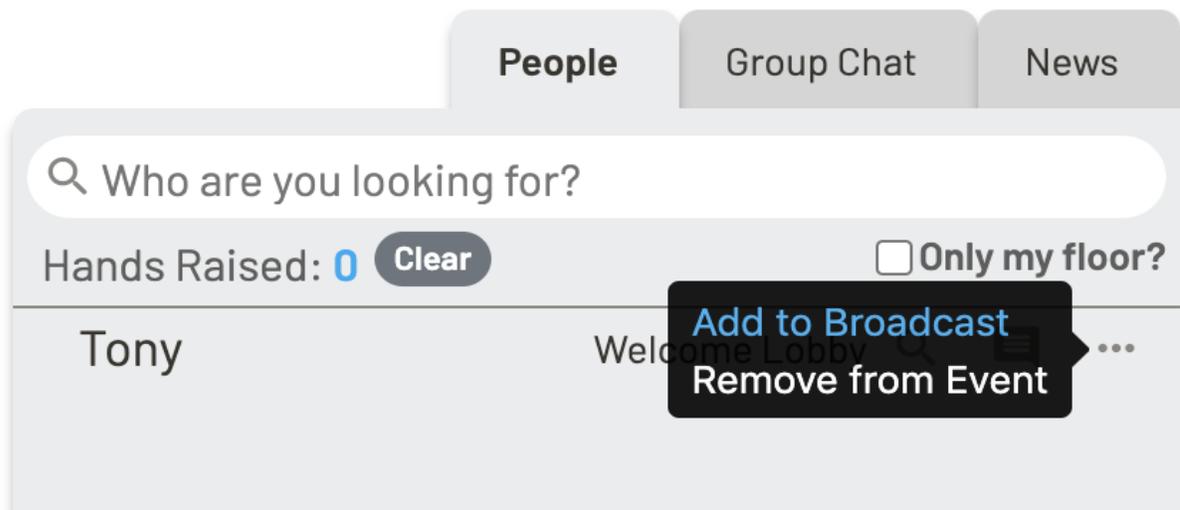
1. Starting/Ending a broadcast: Chairs, and other users with Admin access, will see an icon of a person. Clicking this icon is how a broadcast can begin. Now, the chair's video and audio will be shared with the entire floor. To end the broadcast, the chair simply clicks on the same icon.



General Overview



2. Adding people: If a chair wants to add another person into the broadcast, particularly when delegates are giving speeches, the chair can click on the three dots by the delegate's name in the People tab, then click "Add to Broadcast." The same steps can be followed to remove someone from the broadcast.



Flow of Debate

Roll Call: The chair will take attendance by checking the list of participants on the floor at the beginning of every session.

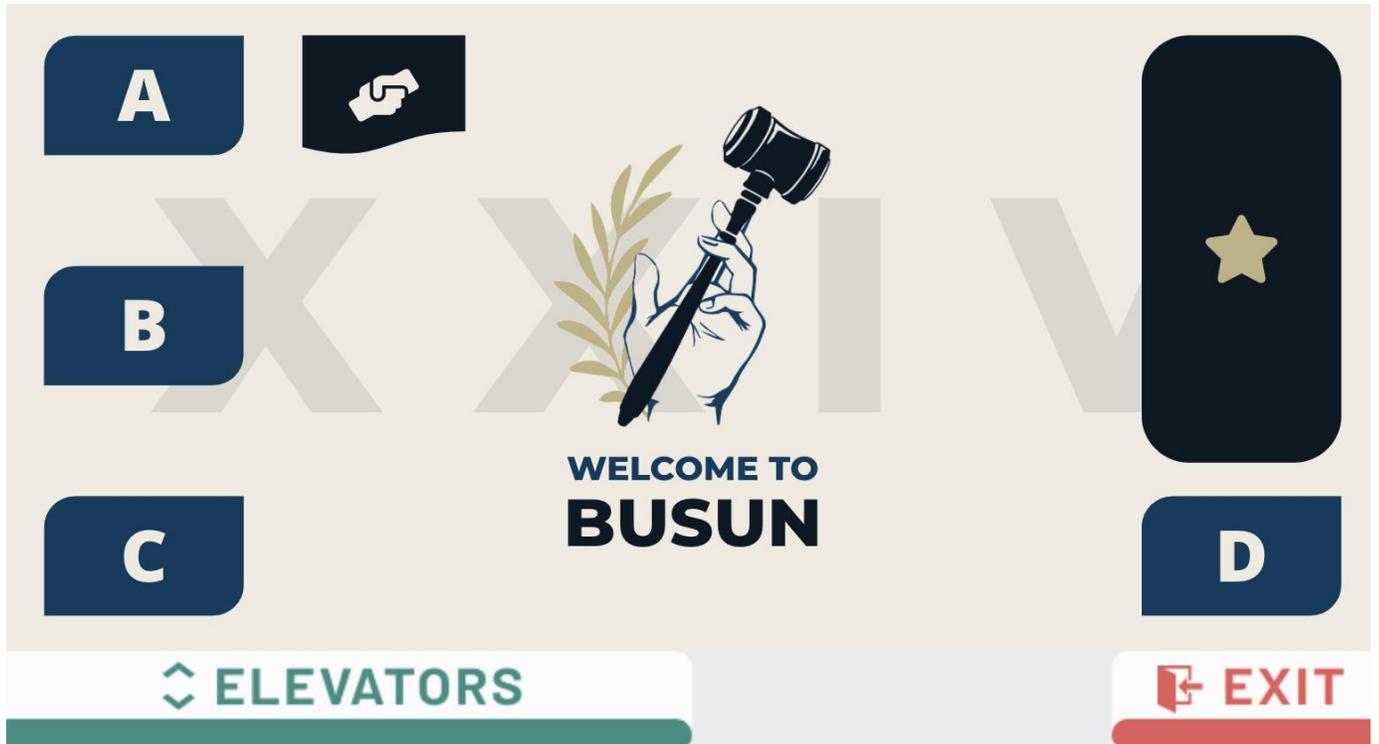
Moderated caucus: The chair will facilitate the moderated caucuses. After the committee chooses a time frame and purpose of the caucus, the chair will enter Gatherly's "broadcast mode," meaning the chair's video will be seen by everyone, regardless of their location on the floor. The chair will then share their screen to display both a timer and speaker's list, and delegates will use the "raise hand" feature to demonstrate their interest in speaking. Following the order on the speaker's list, the chair will "broadcast" each delegate's video to the committee, and the delegate speaking will give their speech before the chair stops the broadcast of that delegate and enables broadcast for the next speaker. Delegates are unable to broadcast themselves to the committee, so once a delegate is on the speaker's list, all responsibility for facilitating moderated caucuses is assumed by the chair. All chairs must be outside of any huddle when starting a broadcast, otherwise, everyone in the huddle will be broadcasted to the entire floor.

Unmoderated caucus: Similar to how unmoderated caucuses are typically conducted in person, delegates will be free to move about their committee floor for the duration of the caucus. It is strongly encouraged that prior to the beginning of an unmoderated caucus, delegates use the letters on the floor as meeting places for various blocs. To join a conversation, delegates must click on another person or group to "walk over" to them. Each conversation group is a different video call: while anyone can join the group, only the people actively in the group can hear and see the group's conversation. This setup allows delegates to speak individually with other delegates, as well as organically form their own blocs without the chair's intervention. Any delegate will be able to share their screens in these conversations, so it is recommended that delegates use a word processing system of their choice (Word, Google Docs, etc.) to collaboratively write resolutions. At the end of the unmoderated caucus, the chair can then reenter the broadcast mode, which will override any group conversations. As with any physical conference, please be inclusive during these times and make sure that other delegates can join your huddle to participate in the debate fully.



Flow of Debate

Sample Gatherly Floor Plan:



On BUSUN committee floors, there are several different labeled areas: Areas that are lettered or numbered serve as points of reference when deciding where various blocs will meet during an unmoderated caucus. For example, instead of telling people to meet “in the back corner,” delegates can ask to meet “on A” or “on 2.”

The starred rectangle is the Dais. The Chair, Director, and other present staff will be located here during unmoderated caucuses if they are not rotating around, and before and after each committee.

The hand icon is a help area. By coming here, a member of the staff will come over and speak to you directly, if a more personal and private method of communicating is necessary.

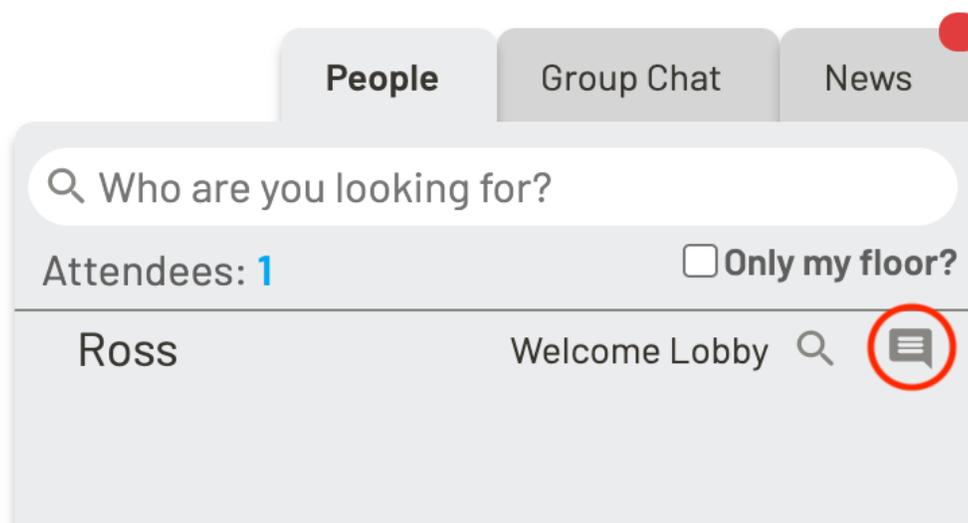


Flow of Debate

Locked Huddles: “Huddles” are the groups delegates can form during an unmoderated caucus. Any delegate has the ability to “lock” the huddle in which they currently located, which means no other participants can join. This button is in the toolbar on the bottom of the screen. BUSUN encourages delegates to use the lock tool sparingly, as inclusion is a fundamental value of this conference.

Voting: Voting will be done with the hand raising feature. As per typical voting procedure, the chair will ask who wants to cast a vote for, against, or abstain from a matter. Delegates can then raise their hands at the appropriate time to indicate how they are voting.

Note passing: Delegates have multiple means of written communication on Gatherly: group chats, direct messages, and the news tab:



Direct messages: Delegates can send and receive messages to and from other individual delegates. On the right side of the screen, there will be a “People” tab with all participants on the floor. To send someone a message, click on the chat icon next to their name.

Group chats: When a huddle forms, a group chat automatically forms where all members of the huddle can send written messages to all other members of the huddle. Anyone who joins the huddle later has access to the previous messages.



Flow of Debate

However, if the huddle breaks up, either because everyone leaves or a broadcast begins, this chat history is lost. Therefore, it is encouraged that delegates use Google Drive or a similar tool to write anything substantial, including resolutions and working papers.

News: The Chair will have the ability to send out a “News Alert” to the floor. These alerts will pop up on delegates’ screens, and can also be seen on the “News” tab, which is on the right side of the screen. While delegates can receive alerts, they cannot send them out themselves.

In alignment with BUSUN’s values, delegates are expected to only send appropriate and respectful notes. While notes are generally private, chat logs from the conference will be saved, so reports of inappropriate notes can and will be investigated thoroughly.

Etiquette: You will have access to a small subset of the floors at the conference. Please stay on the correct floor at all times. As with a real conference, absences or moving around (even on Gatherly) are not allowed unless you are given permission from the Chair or other Staff members.

BUSUN’s same rules of parliamentary procedure will continue to apply, and final say on any procedural matters is left to the discretion of the chair. If there are any questions, please reach out to your chair, or a BUSUN Secretariat member. We are so excited to see everyone over Gatherly this weekend, and are grateful for your flexibility and willingness to participate in our virtual BUSUN! :)



Additional Resources

Links to Gatherly's Official Sites:

If you want a slightly more in depth look at Gatherly in general, the company's website and Youtube channel are linked below. While the Secretariat and your Chairs are more than happy to answer any questions that may arise, we also acknowledge that some people may better understand the features by watching a video of someone using the actual feature, or by walking through a tutorial individually.

Website:

https://www.gatherly.io/?utm_expid=.GKgeJsYQouM-jRabuOH_g.0&utm_referrer=

YouTube (has many helpful instructional videos):

<https://www.youtube.com/channel/UC1BlxM14GDVp4ZDkj7o15OQ>



Acknowledgements

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