

# Electronic PDR Submission Instructions

For the last two year the Washington Model OAS has required electronic submission of Proposed Draft Resolutions (PDR) for the First Packet of Resolutions (each committee works from an approved packet of resolutions submitted by delegates). All PDRs are subject to a review process: for information on the review process see "Faculty Resolution Review Guidelines" on the WMOAS website [www.wmoas.org](http://www.wmoas.org) .

What does this mean? If your delegates intend to submit a resolution for introduction in the First Session of the Committees, they must submit this resolution for review and inclusion in the First Packet BEFORE they arrive at the Model in Washington, DC. The resolutions need to be sent to the Faculty Reviewers for the relevant committee -- listed below -- by email attachment by Faculty Advisors. Students must NOT send resolutions directly to Faculty Reviewers. If a reviewed resolution needs revision, the Reviewer will return it to the Faculty Advisor. If the student makes the revisions in the time allotted by the Faculty Reviewer, the Faculty Advisor may re-submit it to the Faculty Reviewer. If it cannot be revised in time, the student can submit the PDR for later review at the Model in Washington DC -- see the program for deadlines.

Rejected resolutions will be returned with an explanation. Accepted resolutions will be compiled into electronic packets - one for each committee - and posted on the WMOAS website [www.wmoas.org](http://www.wmoas.org) as a downloadable and printable Adobe Acrobat PDF file. This Packet will be the only "Official" version of the resolutions. Students must bring a hard copy of the resolution packet for their committee with them to Washington DC. They must also bring a hard copy of their own resolution with them - this must be printed from the official version. We also require students to have an electronic copy of all their own resolutions with them in Washington DC - this should be on a flash drive. IN WASHINGTON WE WILL NOT HAVE THE ABILITY TO PRINT THE FIRST PACKET FOR STUDENTS. ONLY SECOND AND THIRD PACKETS WILL BE PRINTED.

Note that all resolutions must be formatted using MS WORD 2003 (detailed explanation is below). Faculty Advisors should ensure that this procedure is followed by their students.

## SPECIFIC INSTRUCTIONS AND DEADLINES

1. **FIRST PACKET - The deadline for electronic submission for the First Packet is March 17, 2009 at 6:00pm EST.** Faculty advisors must send resolutions as attachments by email to the appropriate faculty reviewer by the deadline. Submissions after this date will be reviewed at the Model in Washington DC and not be placed in the First Packet.

Faculty Reviewers for the First Packet are:

General Committee -	Stuart Voss	<a href="mailto:stuart.voss@plattsburgh.edu">stuart.voss@plattsburgh.edu</a>
First Committee -	Catherine Pereira	<a href="mailto:catherinepv@unisabana.edu.co">catherinepv@unisabana.edu.co</a>

Second Committee -	Mark Sachleben	<a href="mailto:mdsachleben@ship.edu">mdsachleben@ship.edu</a>
Third Committee -	Roberto Wagner	<a href="mailto:robertoantonio@gmail.com">robertoantonio@gmail.com</a>
Fourth Committee -	Bob Trudeau	<a href="mailto:rtrudeau@providence.edu">rtrudeau@providence.edu</a>

2. **FORMATTING** - All resolutions must be produced using MS WORD 2003 (or in MS WORD 2003 format). **Document MUST NOT contain headers, footers, use of tables to format text, or text boxes.** No graphics are to be used in documents. Accepted fonts are New Times Roman 11pt Type and Arial 11pt Type. Page size should be 8 ½ x 11. The title of the resolution must be centered and in bold **CAPITAL LETTERS**. No other headings should be in bold. Co-signatory section must be on a page with resolution text. A guide to resolution format is on the WMOAS website [www.wmoas.org](http://www.wmoas.org) .
3. Each delegate may submit only ONE resolution. It may be submitted for the first Packet or subsequent packets.
4. Only Faculty Advisors may submit resolutions to Faculty Reviewers for the First Packet. At the Model in Washington, delegates will submit resolutions to the Chair of their committee. Deadlines for those submissions are below.
5. **WORKING GROUPS** - First Packet Reviewers may determine that resolutions from a number of delegates are so similar that it would be best for one resolution to emerge. Reviewers will put a number of delegates together into a Working Group with the task of producing a common resolution supported by all of them - a Working Group Resolution. If this is the case the Faculty Advisor will be informed by the Reviewer and given the names and schools of the delegates who have been put on a Working Group. The Working Group should get together in Washington DC and craft the resolution there. **They will be able to submit this Working Group Resolution for the Second Packet (exclusively for Working Group Resolutions) on Wednesday April 8 at 3:30 pm.** Working Groups are a great opportunity for your student to work in collaboration with their peers - a major goal of the MOAS program
6. **Complete First Packets for each committee will be posted on the WMOAS website by April 1, 2009.** The Documents will be in Adobe Acrobat PDF format. Students must print out a complete copy of the packet for their committee and bring it to Washington. **HARD COPIES OF THE FIRST PACKET WILL NOT BE AVAILABLE IN WASHINGTON.**
7. **CO-SIGNATORIES** - ALL RESOLUTIONS MUST HAVE THE SUPPORT OF AT LEAST FIVE ADDITIONAL DELEGATIONS IN ORDER TO BE INTRODUCED IN COMMITTEE. These supporters are co-signatories and must sign the resolution. Students will have an opportunity when they arrive in Washington DC to lobby for support during caucusing sessions. Students should have a copy of the official

version of their First Packet resolution with them in order to gather signatures. The signed copy of the resolution must be submitted to the chair of the committee before the First Session of the Committees. Working Group resolutions must have a combination of co-sponsors and Co-signatories that total six delegations. IF A FIRST PACKET RESOLUTION DOES NOT GATHER THE NEEDED FIVE CO-SIGNATORIES, IT WILL NOT BE INTRODUCED IN COMMITTEE SESSION.

8. SECOND PACKET - The Second Packet is exclusively for the submission of Working Group Resolutions. **Resolutions must be turned in to Committee Chairs on Wednesday April 8 by 3:30pm in order to be reviewed by Faculty Reviewers.** Electronic copies of resolutions must be turned in to the Secretariat at the same time (these must be on Flash Drives). Working group resolutions must have a combination of co-sponsors and co-signatories that total six (for example, a resolution with 3 co-sponsors requires only 3 co-signatories). Resolutions will be returned to delegates at 6:00pm the same day. Faculty Reviewers will be available in the Secretariat Headquarters between 6:00pm and 6:30pm to explain rejection of resolutions.
9. THIRD PACKET - **Resolutions not submitted for the First Packet, resolutions that needed revision and budget resolutions must be turned in to Committee Chairs on Thursday April 9 by 1:30pm in order to be reviewed by Faculty Reviewers.** Electronic copies of resolutions must be turned in to the Secretariat at the same time (these must be on Flash Drives). Faculty Reviewers will be available in the Secretariat Headquarters between 4:00pm and 4:30pm to explain rejected resolutions.