**How to write and utilise chits ‘Chits’ constitute a significant role in any Model United Nations Conference**

Chits not only enable you to interact with other delegates in an informal manner but they also constitute a substantial weight in the mark sheet of executive board.

1. How to utilise Chits- To send significant substantive points to the executive board.

• To send procedure related doubts to executive boards

.• To ask questions to fellow delegates.

• To lobby with co-delegates in the committee.

1. How to write Chits-

Chits have no format when it comes to substance. Hence, you can structure the same in any way you desire. You must mention from whom the chit is coming (your country’s name), to whom the chit is directed and if you want the executive board to read the chit then mention ‘via EB’ on top of your chit. Regarding the content of your chit - it can be anything. Ranging from substantive inputs to procedural doubts to lobbying with fellow delegates. It is advisable that chits should be in bullet points and should contain crisp, concise facts.

Avoid writing long chits and if you have to write long chits then make sure your

handwriting is legible and you underline/highlight important points. Do away with unnecessary/fancy/ emotional/ highly dramatic introductions and/or conclusions - come straight to the point.

3. Significance of Chits- Helps to communicate with fellow delegates and executive board members regarding any substantive point or a procedural query that they may have, In case you have not been recognized in a moderated caucus then you can send in your points to the executive board through a chit. If you have been unable to put all your points across for a particular speech due to time constraint, they can be sent through a chit as a continuation of your speech Chits enjoy considerable weight in the evaluation of your performance. Hence it is advisable to always back up your speeches with good quality chits. You can use chits to seek clarity on matters related to procedure, etc by writing a chit directly to your executive board.