



LXIV  
SIXTY-FOURTH SESSION

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# Advisor Guide

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Berkeley Model United Nations

Dearest Advisors and Delegates,

It is with distinct honor and pleasure that I formally invite you to the 64th annual session of Berkeley Model United Nations (BMUN) to be held from **March 4th to 6th, 2016** on the prestigious University of California, Berkeley campus.

Berkeley Model United Nations made history in 1952 when it launched the first ever Model United Nations simulation in the world. Since then, BMUN has consistently strived to create an educational environment where high school students from all around the world have had the opportunity to engage in constructive debate and critical thinking through a diverse array of international topics chosen by our Secretariat. We, the Secretariat, serve as the facilitators. The Secretariat consists of UC Berkeley undergraduate students who share in this passion for international relations, but it is truly through and because of the delegates themselves that BMUN has been able to put out the high quality of debate expected of it in the past sixty-three years.

As a non-profit organization, we seek to serve our community by making model UN accessible and affordable to all students. This year, we hope to serve even more students, not just through our annual conference but also through our **Outreach** program, which allows us to conduct workshops with local high schools and provide materials for schools to teach their students how to participate in MUN. To ensure that no student is excluded from participating in BMUN due to financial limitations, we have boosted our **Alumni Scholarship** to \$7,000, increasing ever more by the day as we dedicate all of the funds generated through our **Amazon Smile** donations. We have also partnered up with **Star Alliance** to provide further affordability through discounted rates with select airlines.

BMUN 64 seeks to embark on new levels this year. We will be returning to the **Martin Luther King Jr. Student Union** for many of our conference facilities after four years of its absence. We will also be offering **19 dynamic committees**, spanning a diverse array of the most pressing international issues, both from historical and contemporary times. As always, we will be hosting our traditional General Assembly and ECOSOC committees. But this year, we will also be featuring innovative new committees such as the THIMUN-style *Arab League*, the bilingual Mandarin-English *Chinese State Council*, the bilingual Spanish-English *Community of Latin American and Caribbean States*, a crisis *Tudor Court*, and the *Berkeley Venture Capital*, where delegates will have the opportunity to pitch and collaborate on various startup ideas. We are happy to announce that we will also be continuing our *Press Corps* where students can explore the use of journalism and its role in international relations.

Along with this letter, you can find additional information regarding our conference by navigating through our website, [bmun.org](http://bmun.org), which will be updated in the coming months.

We invite you all to again make history with us this coming spring. Thank you for supporting our conference, and we hope to see you at BMUN LXIV!

Sincerely,

Hee Soo Kim  
Secretary-General  
Berkeley Model United Nations, 64th Session  
[sg@bmun.org](mailto:sg@bmun.org)



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## BMUN Advisor Guide

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## Before the Conference

As soon as one conference ends, preparations for the next begin almost immediately. The Berkeley Model United Nations Secretariat begins months in advance of the actual conference to ensure that each session is as educational and professional of an experience as, if not more than, the previous. In this section, we explain what you, as an advisor, can expect during the months leading up to the dates of BMUN and what other preparations are being made so that you can have as easy of an experience registering for our conference.



## Important Dates

### August

- 26 First Mailing / Alumni Scholarship Application Open**  
*An email will be sent to all teams MUN advisors in our mailing list with information and documents regarding BMUN LXIV. All documents from this mailing will also be posted on [www.bmun.org](http://www.bmun.org).*

### September

- 14 Second Mailing - Registration Update**  
*An email reminding the opening of registration the next day and explaining how registration will be conducted this year will be sent to all teams MUN advisors. This email will provide details on the timing and process of registering for BMUN LXIV.*
- 14 Registration Begins**  
*Online registration will be available on our website, [www.bmun.org](http://www.bmun.org).*

### October

- 9 Team Fee Payment Reminder Mailing**  
*An email reminding about the team fee payment deadline and explaining the consequences of late team fee payment.*
- 16 Team Payment due**  
*All teams must pay the \$50 non-refundable team fee by this date. Otherwise the team will be dropped to the waitlist.*
- 26 Registration Status Update Mailing**  
*An email updating all the teams on their registration status.*

### November

- 14 Delegate Workshop**
- 16 Third Mailing / First Round of Country Assignments / Second Round of Team Fee Payment**  
*An email notifying all the registered teams that the first round of country assignments are now viewable on Huxley and they must pay their registration fees by the next round. An email to the waitlisted teams on any registration status updates.*

### December

- 7 Second Round of Country Assignments / Third Round of Team Fee Payment**
- 14 Fourth Mailing**  
*An email notifying all teams about blogs and upcoming deadlines including Alumni Scholarship, Assignment Finalization, Position Papers.*
- 21 Alumni Scholarship Deadline**
- 28 Third Round of Country Assignments / Fourth Round of Team Fee Payment**  
*An email notifying all the registered teams that the third round of country assignments*



are now viewable on Huxley and they must pay their registration fees by the next round.  
An email to the waitlisted teams on registration status update.

## January

- 4 Alumni Scholarship Finalists Announced**
- 11 Deadline for Alumni Scholarship Finalists to accept**
- 19 Assignment Finalization Deadline / Third Round Payment Deadline**  
*In order to ensure delegates have enough time to research their committee topics and that the BMUN secretariat has enough time to prepare for conference, teams will need to finalize their list of assignments by January 19th.*  
*To ensure that all teams interested in attending BMUN have a fair chance, teams will need to guarantee they will fill the assignments they finalize so that free spots can be determined and given to schools on the waiting list. By this date, school and delegate fees will be finalized.*

## February

- 1 Delegate Names due / Position Paper Deadline 1**  
*The names of all delegates in your delegation must be inputted into Huxley next to their corresponding assignments so the BMUN Secretariat can prepare placards and credentials.*  
*Position paper deadline for research award eligibility. If they submit their position papers no later than this date, delegates will ensure their eligibility for research awards.*
- 15 Fifth Mailing**  
*An email reminding all the teams about position paper deadline, refund deadline, waiver deadline, and conference logistics.*
- 15 Position Paper Deadline 2/ Refund Deadline / Waiver Deadline**  
*Position paper deadline for general award eligibility. If they submit their position paper no later than this date, delegates will ensure their eligibility for committee awards during conference. Delegates who submit their papers after this deadline will not be eligible for any awards.*  
*Groups that have registered before the waitlist will have this date to submit their complete registration fees, including the initial group fee and the collective delegate fees. This date will also be when refunds for cancelled spots will be given.*  
Delegate Waivers Due  
*If delegate waivers are not submitted by this date, delegates will not be eligible to attend BMUN.*

## March

**4-6 | BMUN LXIV**

Please note that this timeline is subject to change. Any dates that change will be communicated early in advance.



## First Steps

### New Advisors

1. If you have never attended Berkeley Model United Nations before, please send an email to [info@bmun.org](mailto:info@bmun.org) requesting to be part of the mailing list.
2. An email response will then be sent confirming that you and your group have been subscribed to our mailing list.
3. Information will then be disseminated through our mailings, including the date of when registration will open.
4. On and after the date of opening registration, advisors will be able to register their teams. Complete and submit the requested information on our registration application, Huxley at [huxley.bmun.org](http://huxley.bmun.org).
5. Teams will then receive confirmation or notification of registration. Remember to keep a copy of all materials and checks sent to the conference organizers.

### Returning Advisors

1. An email will be sent out in the summer asking to verify the contact information provided in our database. This is so we can keep up to date information on our schools to distribute our mailings to the appropriate people. Some things that may warrant updating include, but are not limited to, retiring of a faculty advisor, graduation of a student head delegate, and dissolving of an MUN program.
2. After having sent verification of your group's contact information, we will send an email response back confirming the update and edit of the appropriate information
3. Information will then be disseminated through our mailings, including the date of when registration will open.
4. On and after the date of opening registration, advisors will be able to register their teams. Complete and submit the requested information on our registration application, Huxley.
5. Groups will then receive confirmation or notification of registration. Remember to keep a copy of all materials and checks sent to the conference organizers.





## Country Assignments

*“With 190 countries to choose from, the opportunities are immense. The greatest competition among Model U.N. groups is often for the 15 countries of the Security Council, especially the 5 permanent members with veto power... It is worth noting, however, that in the General Assembly, the Economic and Social Council, and most other U.N. governing bodies, the principle of sovereign equality governs the proceedings. That is to say that each member state has one vote and even the "smallest" member state not only has a role to play, but can sometime wield considerable influence. Therefore, when selecting countries that you would like to represent, bear in mind that size and power are not the only important criteria.”<sup>1</sup>*

The Secretariat of Berkeley Model United Nations works to emulate the spirit of the United Nations by giving each delegation an equal voice in committee. We do not believe that being assigned a P5 nation or another country deemed more powerful than others should give a delegation an advantage over another.

As such, BMUN conducts assignments on a first-come, first-served basis. This means that the sooner that a team submits its registration materials, the better its chances of being assigned a country/countries of its choice. That being said, if your school does not receive your top choice in assignments, we still have full faith that your delegates will be able to prepare and perform on an equal footing with any other delegation at BMUN.

When choosing the ten countries for your country preferences on Huxley, it may be helpful to consider some of these criteria for your team:

1. What would you like your group to learn from the experience? Which of the countries would help you to satisfy this learning experience?
2. How much of a challenge does each of the countries pose for your team?
3. How familiar are members of your team within the countries or region that you have chosen?
4. Are there any relations between the countries that you have chosen that could help foster research for the entire team?

After thoroughly narrowing your list of country preferences down to your ten and submitting your registration application, you will receive an automatic notification from us confirming your registration status. Please note that this does *not* mean that your country preferences have been finalized. Our team will be manually reviewing your team’s country preferences and the availability of spots left. Then, we will be releasing the first round of country assignments.

This year, the first round of country assignments will go out on **November 16th**. The second round will go out on **December 7th**. And the third round will go out on **December 28th**.

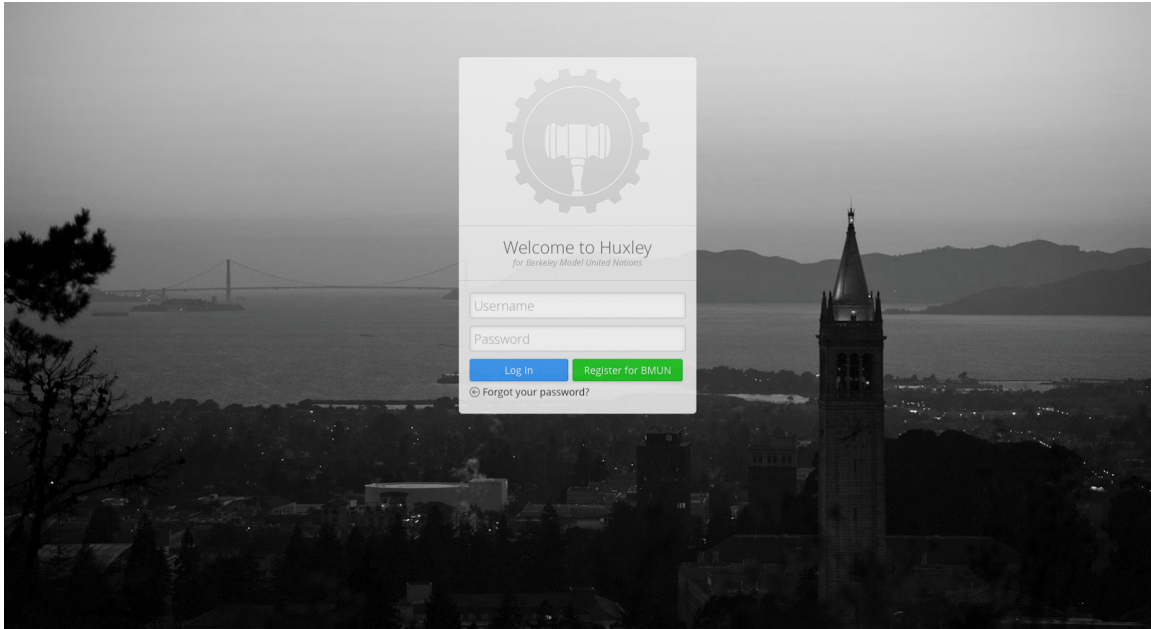
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<sup>1</sup> [http://www.un.org/cyberschoolbus/modelun/start\\_country.html](http://www.un.org/cyberschoolbus/modelun/start_country.html)



## Registration Process

1. Go to [bmun.org](http://bmun.org), under the Advisor tab, click on “Registration”  
*Alternatively, you can go to Huxley directly via [huxley.bmun.org](http://huxley.bmun.org)*



2. Click on the green “Register for BMUN” button
3. Fill in the Account Information
4. Note that this information should be filled out by the **primary contact person** for conference communications and registration updates

Register for Berkeley Model United Nations

Please fill out the following information to register your school for BMUN 63. All fields are required except for Secondary Contact information.

[Back to Login](#)

Account Information

First Name

Last Name

Username

Password

Password (confirm)



## 5. Fill in the School Information

**School Information**

Where is your school located?

☒ United States of America  
☐ International

Official School Name

Street Address

City

State

Zip

United States of America

## 6. Fill in the Program Information

**Program Information**

What category best describes your program?

☒ Club  
☐ Class

Please tell us a bit more about your delegation this year. Provide us with the tentative number of beginner, intermediate, and advanced delegates you intend to bring to BMUN. Try to provide us with realistic estimates for your delegate numbers in each category so we can provide your delegation with the appropriate number and type of assignments.

Number of BMUN sessions attended

Tentative Number of Beginner Delegates

Beginner: Attended 0-3 conferences, not very familiar with Model United Nations.

Tentative Number of Intermediate Delegates

Intermediate: Attended 4-7 conferences, little to no practice in advanced committees.

Tentative Number of Advanced Delegates

Advanced: Attended more than seven conferences, has participated in many diverse committees.

Tentative Total Number of Delegates: 0

- a. Is MUN a club or a class at your school?
- b. How many beginner, intermediate and advanced delegates do you intend to bring to this year's BMUN?
  - Beginner: Attended 0-3 conferences, not very familiar with MUN
  - Intermediate: Attended 4-7 conferences, little to no practice in advanced committees
  - Advanced: Attended more than 7 conferences, has participated in many diverse committees



## 7. Fill in the Primary and Secondary Contact Information

Primary Contact

Unspecified

Name

Email

Phone Number

Faculty

Secondary Contact

Unspecified

Name

Email

Phone Number

Faculty

- The Primary Contact should be the person who is filling out form and creating the account.
- While the Secondary Contact is not required, we recommend teams provide one in the instance that the Primary Contact cannot be reached.
- Both the Primary and Secondary Contacts will be receiving the same communications from our Secretariat.
- The two people can be either faculty or student.

## 8. Fill in the Country Preference

Country Preferences

Please choose 10 United Nations Member States or Observers your school would like to represent. A reference list of countries and their relation to committees is available online. Please diversify your selection.

01 No Preference

02 No Preference

03 No Preference

04 No Preference

05 No Preference

06 No Preference

07 No Preference

08 No Preference

09 No Preference

10 No Preference



- a. You will rank the top 10 countries that your school would like to represent at BMUN 64.
  - b. We recommend you and your team take a look at our list of committees on [bmun.org](http://bmun.org) under the BMUN LXIV tab.
  - c. Please note that country preference **does not** guarantee country assignment.
9. Fill in the Special Committee Preference
- a. In this section, advisors will have the opportunity to select their preferences for our Specialized and Crisis committees.
  - b. We recommend you and your team take a look at our list of committees on [bmun.org](http://bmun.org) under the BMUN LXIV tab.
  - c. If you have Spanish- or Chinese-speaking delegates who would like to participate in BMUN 64's Spanish or Chinese bilingual committee, please put the number of students down in the respective spaces provided.
  - d. Please note that preference selection does not guarantee assignment as spaces are very limited.
10. (Optional) Fill in the Comments

Comments

If there are any further details you would like us to know about your participation in BMUN this year or general feedback about the registration process, please comment below.

[Text input area]

- a. If you have any comments or questions about our registration process, please leave a comment here.
11. Click on the green “Register” button when the above steps have been completed

← Back to Login      All done?      **Register**

12. Registration Process Completed
- a. By this time, the Primary Contact should have received an automatic email from Huxley that the registration application has been submitted
  - b. The next step for advisors is to pay the \$50 team fee by **October 16<sup>th</sup>**
  - c. Teams will then be notified of their registration status by **October 26<sup>th</sup>**



## Delegation Changes

After having submitted your registration application, you might come to realize that you need to change some aspects, such as the number of delegates, country preferences, or choice(s) of specialized committees. This is absolutely no problem.

If you would like to submit any changes, please email the Under-Secretary-General of External Relations, Rita Hu, at [info@bmun.org](mailto:info@bmun.org) with your requests. Please note that any changes made are an *availability* basis. As registration for BMUN is high in demand, there is the chance that you will be unable to obtain the changes you requested. However, we will be sure to effectively communicate any updates in a timely manner.

Please also note that any changes cannot be submitted after **January 19th**, our “Assignment Finalization” deadline. To best serve your team, we encourage advisers to make known any concerns and questions as early as possible.



## Team & Delegate Registration Fees

This year, Berkeley Model United Nations will be continuing its static fee of **\$50 for both team and delegate fees**.

This means that a team must first submit an initial, non-refundable fee of \$50 and then \$50 for every delegate that registers. So, for example, if Team A registers a team of 10 delegates, then their total cost will come out to \$550, \$50 for the initial team fee and \$500 for the 10 delegates ( $\$50 \times 10 = \$500$ ).

### Team Registration Fee

For BMUN LXIV, we have decided to adopt a new payment policy. We recommend that teams try to register earlier than later, since registration fills up quickly and country-committee assignments may be affected. This year, all the teams registered by **October 14th** have to pay their \$50 team fee in order to hold a spot on the registered team list. After a team registers, the advisors will receive an email from QuickBooks (BMUN's accounting software), which will contain the invoice for the team fee. Please refer to the payment methods section to complete the team registration fee payment. If a team fails to pay by **October 16th**, they will be placed at the top of waitlist. This may cause a delay on reviewing country assignments since this year we are releasing country assignments in rounds instead of on a rolling basis. There will be a status update mailing after the team fee payment deadline on **October 26th**. Please keep in mind that paying the team fee early while your team is still on the waitlist will not move your team up or out of the waitlist, unless a spot on the registration list opens from a late payment from a registered team.

For teams that move from the waitlist up to the registered list, the deadline for team fee payment will be on **November 16th**. Teams that are still on the waitlist should wait patiently for status update.

For teams that move up to the registered list after **November 16th**, the deadline for team fee payment will be on **December 7th**. Teams that are still on the waitlist should wait patiently for status update.

For teams that move up to the registered list after December 7th, the deadline for team fee payment will be on **December 28th**. There should be no more waitlisted team by this time. If we are not able to accommodate your team by this date, your team will not have a spot at BMUN LXIV.

### Delegate Fee

For BMUN LVIV, all the delegates should pay their delegate fees after their country assignments have been released. All registered teams that have paid their team fee by October 16th, will be able to view their country assignment on November 16th. From that day, the teams will have until



**December 7th** to pay for their delegation fee. Teams that receive their country assignments on December 7th will have until **December 28th** to pay for their delegation fee. Teams that receive their country assignments on December 28th will have until **January 18th** to pay. Teams that fail to meet the deadline face forfeiture of assignments.

## Alumni Scholarship Program

The BMUN Secretariat is committed to ensuring that no delegate is excluded from BMUN due to financial constraints. As such, our Alumni Scholarship allocates \$7,000 of financial aid to low-income students. Individual delegates can apply for this assistance to cover part of the cost of attending BMUN, including delegate fees, transportation, and hotel costs. For the BMUN 64, we have significantly increased the scholarship amounts. All students in need are strongly encouraged to apply.

The financial aid is need-based for expenses directly related to the conference, transportation, hotel, and registration fees. In this application we ask for personal information regarding your finances that we believe will help us to determine the financial aid required for each applicant. We therefore ask that you provide proof of need in all applicable areas to increase your chances of receiving financial aid. All information will be treated with utmost confidentiality and will be used only for financial aid purposes.

In order for your scholarship application to be considered complete, both the student application and the Team Advisor Recommendation form must be submitted by **December 21, 2015** in order to be considered for financial aid.

The Alumni Scholarship Application can be accessed here: <https://goo.gl/7nZZNI>

The Advisor Recommendation Form can be accessed here: <https://goo.gl/r3TztN>

## Important Deadlines

<b>August 24, 2015</b>	Alumni Scholarship Application is released and ready for submission
<b>December 21, 2015</b>	Application deadline. Both this student application and Team Advisor Recommendation must be submitted by this date.
<b>January 4, 2016</b>	Scholarship announcement via email
<b>January 11, 2016</b>	Scholarship acceptance deadline. If the student does not accept the scholarship by this date, it will be forfeited and allocated to another applicant.
<b>March 4-6, 2016</b>	BMUN 64 Conference. Scholarship checks are available for pickup at registration and OPI during the conference. Students must provide receipts or proof of payment in order to receive check.

If you wish to support the Alumni Scholarship, please consider donating on Amazon Smile. If you buy anything on Amazon, you have the option of having Amazon donate 0.5% of your purchase to Berkeley Model United Nations, an official 501 (c) 3 non-profit organization. All the





donations will go directly to our Alumni Scholarship program to further subsidize low-income students to attend BMUN LXIV. If you would like to help, visit [Smile.Amazon.com](https://Smile.Amazon.com) and select Berkeley Model United Nations as your organization. It does not cost you anything because Amazon will donate on your behalf.

## Method of Payment

Payments can be made in two ways:

### 1. Check

All checks should be made payable to “Berkeley Model United Nations” and addressed to the following address:

**Berkeley Model United Nations  
PO Box 4306  
Berkeley, CA 94704  
United States of America**

### 2. Online

For BMUN LXIV, all payments can be made online via QuickBooks Payments. If you wish to pay online, please email [info@bmun.org](mailto:info@bmun.org). You will be emailed an invoice from QuickBooks that provides you an option to pay online via QuickBooks Payments, which accepts all major credit and debit cards. Note if you pay online, there will be a 2.75% processing fee.

## Drop and Refund Policy

The team registration fee of \$50 is non-refundable.

However, if you need to withdraw any or all of your delegates, and you inform us prior to the Assignment Finalization deadline of **January 19th**, you will receive a full refund on delegate fees. This year, BMUN has decided to not refund teams during the conference weekend. Instead, we set our partial refund deadline on **February 15th**. There will be no refunds pass this date.

*That being said, please inform us of any changes to your delegation as early as possible so we may best accommodate your team.*



## During the Conference

With preparations finished, delegations from all around the world arrive to the University of California, Berkeley campus for three days of intensive but educational substantive debate. For some delegations who are new to Berkeley Model United Nations, it might be overwhelming coming to Berkeley for the first time and witnessing the sheer volume of this conference. This section serves to help ease advisors through the process so that you can explore the conference with as few worries as possible.



## Tentative Conference Schedule

### Friday – March 4th, 2016

12:30 – 3:30	Conference Registration
4:00 – 5:00	Opening Ceremony
6:00 – 9:30	Committee Session 1

### Saturday – March 5th, 2016

9:00 – 12:00	Committee Session 2
10:00 – 10:30	Advisor Committee Feedback Session with Secretary-General
10:30 – 11:30	General Advisor Meeting
12:00 – 1:30	Lunch Break
1:30 – 5:30	Committee Session 3
8:00 – 11:00	Delegate Dance

### Sunday – March 6th, 2016

9:00 – 12:00	Committee Session 4
2:00 – 3:30	Closing Plenary

Please note that this schedule is subject to change due to room availability at UC Berkeley and other logistical restraints. Any changes made to this schedule will be made apparent on our website and in our mailings.



## Registration

On the first day of conference, we will open up conference registration. The location and timings of the registration room will be disseminated through our future mailings. Please only have one or two members of your delegation present for the registration process, preferably the faculty advisor and Head Delegate, while the rest of your delegation waits at another location. This is to streamline the registration process for everyone and so bottlenecking does not occur. Here is an idea of what conference registration will look like:

### 1. Finance Check

First we will ask how many delegates you have brought. Then, we will confirm whether or not your balance has been cleared. If not, we will direct you to our finance table to complete your payment. Please note that we will not be issuing any refunds at conference. The last day for a partial refund will be February 15th. (See: Drop and Refund Policy, page 16)

### 2. Waivers

After having completed and confirmed payment, we will then ask if all of your delegates have submitted delegate waivers. Please note that *all* delegates must have this filled out in order to participate. If not all delegates have submitted a waiver, then we will ask you to identify which delegates have not and provide the appropriate number of blank waivers for them to sign and complete. All the waivers must be completed and submitted at this stage.

### 3. Emergency Contact Info

An adviser or the head delegate will be asked for the emergency contact information of an adult who can be contacted throughout conference weekend in case of an emergency. Please be prepared to provide this contact person's name and phone number.

### 4. Delegate materials

Finally, you will be given a folder with your team's credentials and placards, delegate guides, and advisor schedule. Once you have left the room, please check that all the appropriate credentials and placards have been distributed. If there are any issues, you can go to the Pubs check table to get the issue resolved.

All of this information will be repeated again through our final mailing on **February 15th**.



## Advisor Meetings

Throughout conference weekend, the Advisor Lounge will be open for all advisors to freely utilize, with coffee and snacks provided. The location of this year's Advisor Lounge will be distributed in one of our future mailings.

In addition, the BMUN Secretariat will be hosting Advisor Meetings throughout the weekend to receive feedback on how we can improve the conference for this and next year. All advisors are invited to share feedback from their delegates on specific committees, as this feedback will be shared with our secretariat immediately to improve delegates' experiences during conference. While these meetings are not mandatory, we strongly suggest all advisors to attend the General Advisor Meeting to learn about the Berkeley Model United Nations program, our local Outreach sessions, and to offer feedback to help improve our future conferences.



## After the Conference

After the third day of BMUN, the Secretariat gathers to share their experiences and feedback to improve the conference experience for next year. However, advisor feedback is equally, if not more, valued. We work to improve aspects from not just the Secretariat side, but also the delegates' and advisors' sides as well. As such, we appreciate advisors being communicative with us on any evaluations that are sent out.



## Post-Conference Evaluation

Following the conference, two online evaluation forms of the conference and registration process will be sent out to the advisors of teams that participated in BMUN 64, one for advisors and one for the delegates

These surveys will be much more comprehensive evaluation forms than the one held during the Advisor Meeting, as this will immediately follow the end of conference, giving both advisers and delegates substantive time to reflect on the entirety of BMUN 64.

We encourage all our advisors and delegates to fill out the surveys, hoping they will serve as forums for you to provide anonymous, constructive feedback for us to continue to improve. Please be as honest as possible as your feedback will allow us to make important changes for next year. If you would like to send us any separate follow up feedback, please don't hesitate to e-mail [info@bmun.org](mailto:info@bmun.org).



## Appendix A | Glossary

**Huxley** | Our registration application created by Kunal Mehta, Under-Secretary-General of Technology, BMUN 60. *See also* 'Registration application'.

**Liability waiver** | A form that all delegates must complete and submit to participate in the conference.

**Mailing** | The regular communication from the BMUN organization to advisors & head delegates of MUN teams all around the world. Mailings disseminate important information about the conference such as when registration opens, dates of deadlines, and changes to the new BMUN session.

**Mailing list** | The list of email addresses in our database that have subscribed to receive our mailings. If you would like to be added into our mailing list, please email [info@bmun.org](mailto:info@bmun.org).

**Officer board** | The thirteen members of the BMUN Secretariat appointed and elected to lead the new BMUN session. Each member of the officer board has a title that is specific to their duties.

The current thirteen officer board members are:

Secretary-General: Hee Soo Kim

Chief of Staff: Tiffany Gean

Under-Secretary-General of Organizational Partnerships: Brett Buckingham

Under-Secretary-General of Research: Isabel Viegas de Lima

Under-Secretary-General of External Relations: Rita Hu

Under-Secretary-General of Special Events: Danny Tuthill

Under-Secretary-General of Logistics: Sarah Yue

Under-Secretary-General of Technology: Nate Parke

Under-Secretary-General of Outreach: Benjy Malings

Under-Secretary-General of Publications: Se Yeon Kim

Under-Secretary-General of Internal Relations: Sita McGuire

Treasurer: Mischa Fritz

Historian: Jessica Zhao

More description on each officer's duties can be found on our website, [www.bmun.org](http://www.bmun.org), under the "Secretariat" tab.

**Registration application** | The online platform on which advisers can submit their teams' information to register for the new Berkeley Model United Nations session.

**Secretariat** | The members of the Berkeley Model United Nations organization that run the conference and staff the committees as chairs.

**Secretary-General** | The title held by the principal administrator of Berkeley Model United Nations.

**Under-Secretary-General** | A title given to the officers of Berkeley Model United Nations that precedes the specific responsibility of the officer.

**Waiver** | *See also* 'Liability waiver'