**13th MUN Advisor Summit Webinar**

**04/15/14**

**Meeting Agenda**

1. BEFORE THE SUMMIT
   1. Review the Code of Conduct one last time.
   2. Review Dress Code
   3. Review your expectations with your delegation.
   4. Register for the conference SMS system
   5. Appoint ONE ambassador per country to represent said country
   6. Complete the Arrival/Departure time doc
   7. Complete the Hotel Locator Form for your delegation
      1. Room assignments will be sent out later this week
      2. Instructions on how to complete the form will be sent with the room assignments.
      3. NO MORE THAN FOUR TO A ROOM
   8. VIP Day reg is on website. Due by Friday
   9. Parent’s Day info was in the bulletin. Please register by Monday.
2. AT THE SUMMIT
   1. Schedule was linked in this week’s bulletin and is on the website
   2. Leadership delegates need to arrive between 12:40 and 1:00 for their mandatory leadership training at 1:00
      1. Roster of who needs to be there was in the bulletin and is on the website
   3. Check-in is between 4:00 pm and 7:00 pm
   4. Hotel rooms will be ready by 5:00 pm. When your rooms are ready, we will let the lead advisors know. Luggage storage will be available
   5. Final Hotel Locator forms will be due prior to the start of Joint Session.
   6. Advisor Duties will come out later this week. They will be things like elevator/floor duty and helping out with the activities.
3. Q&A