
MODEL UNITED NATIONS AT ILLINOIS XXIII

Please read the following information carefully. Below is a table containing our MUNI XXIII registration timeline for all three registration periods, deadlines, and fees. All information within this table has been finalized and there will be no changes or exceptions made to it at any point. All other information presented within this document is simply a description of the registration process and is subject to change at any time. Any questions in relation the following information and MUNI XXIII registration can be sent to our Under-Secretary-General of Registration, Danny Benson, at registration@illinoismun.org.

<i>MUNI XXIII Registration Table</i>	<i>Early Registration</i>	<i>Regular Registration</i>	<i>Late Registration</i>
<i>Registration Period</i>	Sunday, October 1st - Tuesday, November 7th	Wednesday, November 8th - Sunday, December 31st	Monday, January 1st - Wednesday, January 31st
<i>School Fee</i>	\$50.00	\$60.00	\$70.00
<i>School Fee Deadline</i>	Tuesday, November 7th	Sunday, December 31st	Wednesday, January 31st
<i>School Fee Refundable?</i>	No	No	No
<i>Transportation Fee</i>	\$50.00	\$50.00	\$50.00
<i>Transportation Fee Deadline</i>	Wednesday, February 7th	Wednesday, February 7th	Wednesday, February 7th
<i>Transportation Fee Refundable?</i>	No	No	No
<i>Delegate Fee</i>	\$50.00	\$55.00	\$60.00
<i>Delegate Fee/Assignment Roster Deadline</i>	Sunday, December 31st	Sunday, December 31st	Wednesday, February 14th
<i>Delegate Drop Fee</i>	\$25.00	\$27.50	\$30.00
<i>Date That Delegate Drop Fee Goes Into Effect</i>	Monday, January 1st		
<i>Date That All Fees Become Non-Refundable</i>	Tuesday, February 1st		

Note: All deadlines are at 11:59 pm of the listed date. New registration periods/fees/policies go into effect at 12:00 am of the listed date. For those making payments by check, the check must be postmarked by the listed date.

Description of Required Fees and Materials

IMPORTANT NOTE ON THE ADVISOR NETWORK AND UPDATING YOUR REGISTRATION STATUS: It is strongly recommended that you very accurately estimate your delegate numbers, submit your Delegate Assignment Roster ASAP, and have constant communication with USG of Registration Danny Benson about any issues that arise with any delegates and planning/payments. Also, it vital that you are constantly updating your Advisor Network information such as delegate count and payment checks so we have proper records. **While emailing us about a change is very much appreciated and highly encouraged for purposes of clarity and detail, it should be used in addition to updating your Advisor Network information; it does not serve as a substitute.** Diligently updating your information will ensure that you meet all deadlines and that the USG of Registration can contact you about any questions/concerns immediately regarding your registration status which can then help prevent you from having to pay any late fees or drop fees.

Delegate Assignment Roster: This roster that you will submit through our Advisor Network system is due on the same date as your Delegate Fees. It requires the names of all delegates that you intend to bring to our conference, their country or

position assignments, and committee assignments. We also require each of your delegate's and advisor's hotel room numbers should any contact issues or safety concerns arise as well as for the purposes of Midnight Crisis wake ups. Hotel room numbers must be entered into the roster on the first night of the conference. More information about hotel room number entry will be discussed at the Advisor Feedback Session on the first night of the conference.

Delegate Fee: This fee is charged for each delegate you bring to our conference.

Delegate Drop Fee: This fee is charged per delegate that you drop from your Delegate Assignment Roster (or the number of delegates you initially register for those under the Late Registration Period). The dollar amount of the fee increases depending on when you register but remains at 50% of the Delegate Fee. The Delegate Drop Fee is charged in one of two ways depending on your registration period and when you turn in your Delegate Assignment Roster. For those who register under the Early and Regular Registration Periods, you will have already paid your Delegate Fees in full and turned in your Delegate Assignment Roster by the point the fee goes into effect so we will refund you 50% of your Delegate Fee payment per delegate you drop. For those who register under the Late Registration Period, you will be charged by being required to send in 50% of the Delegate Fee for each delegate you drop from your initial numbers that you register with (so be sure the number is precise to avoid paying the drop fee). However, the way you are charged will switch to the same way it is done for those under the Early and Regular Registration Periods once you send in your Delegate Assignment Roster to us.

Registration Form: Completing this form through our Advisor Network is the very first step of registering for MUNI XXIII. It requires all basic information that we need to begin the registration process for your school such as your advisor contact information, initial/estimate number of delegates, and position preferences.

School Fee: A one-time payment made to advance past the first stage of the registration process. This fee is non-refundable and required to be received before you receive your delegation's country/position assignments.

Student Liability Release Forms: These forms must be filled out by every student that attends MUNI XXIII. You will turn these in either by uploading them to Advisor Network or in hard copy form on the first day of the conference at the hotel to MUNI XXIII Registration Staff. These forms are required of every student. We will not release credentials to any student who does not complete this form and will not allow them to participate in any official MUNI XXIII activity. Any student who fails to complete this form will also not be allowed on the busses used for MUNI XXIII transportation. You can find the link to a pdf copy of these forms on the registration page of our website.

Transportation Fee: This fee is a flat rate, one-time payment that covers bussing for your entire team to and from the hotel and our conference location on campus for the entire weekend. Transportation is of course optional so this fee will only appear on your invoice if you select that your team will require transportation on the MUNI XXIII Registration Form.

Registration Process

Pre-Conference:

Note: We have implemented a wait list for this year's conference. We have decided to cap the conference at 475 delegates total. Should we reach this number and you register after this point, you will be put on our wait list. In the event a school or a number of delegates drop that brings our total under 475 total delegates, we will give out those spots to the first school on the wait list. The first school on the wait list is the first school that registered/ tried to add delegates after we hit the 475 delegate mark. All registration forms and changes to delegate numbers in the Advisor Network are time stamped so we are able to assure that the wait list will be drafted fairly and accurately. The waitlist will work like this: if we are at the 475 delegate maximum and a school that was bringing 15 delegates drops out, bringing the total down to 460, and the first school on the wait list signed up with 30 delegates, we would give 15 spots to that school and their remaining 15 delegates would remain at the top of the waitlist. We will continue to give spots to the first school on the wait list until their entire delegation has been exhausted from the wait list.

Note: Position/Country assignments for each of your delegates will begin to be sent out through email on Tuesday, November 14th to the schools from which we have received their School Fee payment. After this date, assignments will be sent out on a rolling basis as we receive your School Fee payment.

1. To begin the registration process for MUNI XXIII, you will first have to fill out the Registration Form through the Advisor Network system located on the registration page of our website. This form requires you to fill out information such as school name, your advisor contact information, whether your team will require transportation to and from the hotel and conference location, rough number of delegates, and position preferences. This form is also where you will create your Advisor Network username and password.
2. Immediately following your completion of the Registration Form, you will receive a confirmation email with your chosen Advisor Network username and password and registration status. Within two days after submitting your completed Registration Form, you will be sent an email containing an invoice listing all fees owed and their respective due dates. All payments need to be in the form of a check written out to Illinois Model United Nations. Checks must be sent our P.O. Box at the address Illinois Model United Nations 302 E. Green St. #2332 Champaign, IL 61820-998. All payments must be postmarked by the listed deadline. **Please note that MUNI is in the process currently of deciding of offering an online payment option for all fees in addition to payment by check for your convenience so long as it feasible**

for us. Should we decide to implement this option, you will be notified via mass mail if you have subscribed to our mailing list and a new version of the Registration Guidebook will replace this one on the website. We will also attach the new version to the mass mail that notifies you of this change. The decision will be made by no later than mid-September.

Note: For tax purposes, we would like to inform you that we are a 501 (c)(3) nonprofit organization. Our tax I.D. Number (TIN) is 46-2739197.

3. The first fee you must pay is the School Fee. Country and position assignments will not be sent out until we have received your School Fee. If we do not receive your School Fee by the deadline specified in the MUNI XXIII Registration Table and your invoice, you will be charged with the following registration period's rates. You will be sent an email in the event that you miss the School Fee deadline that informs you of this change along with an updated invoice. There are no exceptions to this policy. Therefore, the best way to ensure that your school gets its preferred assignments that you filled out on the registration form is to register as early as possible and send in your School Fee as soon as possible with ample time for it to arrive by November 14th, which is the date we begin sending assignments to schools that have paid this fee. Once you have sent in your School Fee, **you must mark it as "paid" in the Advisor Network** so we know its on its way and we

can update our records. After we receive your School Fee, you will be sent an email with a receipt and a notification that we have marked it as “received” in the Advisor Network system.

4. The next step after paying your School Fee and receiving your assignments is to pay your Delegate Fees and submit your Delegate Assignment Roster. This roster must contain the names of all delegates you intend to bring to our conference, the positions you have assigned them, and their committees. You will fill in the hotel room number portion on the first night of the conference. You may add or drop delegates from the roster you submit through December 31st. If you add delegates after you submit your original roster, you will be sent an updated invoice to reflect this change. However, if our waitlist is put into effect, you must email us with any additional delegate requests as opposed to adding them to your roster. You will receive a mass mail update if our waitlist is put into effect and our website’s registration page will be updated to reflect it as well. After December 31st, we will charge a Delegate Drop Fee per delegate you remove from your roster. The details for the Delegate Drop Fee and all other fees are in the Description of Required Fees and Materials section of this document. You **must** make all necessary changes to your Delegate Assignment Roster through the Advisor Network. For schools that register under both the Early and Regular Registration Periods, if we do not receive your Delegate Fees and Delegate Assignment Roster by the specified deadline of December 31st (or see that the payment was postmarked after the deadline in case of check), your school will then be charged at the Late Registration Period’s rate for

Delegate Fees. You will be sent an email in the event that you miss the Delegate Fee deadline that informs you of this change along with an updated invoice. There are no exceptions to this policy. Schools who register under the Late Registration Period (or were moved to Late Period rates/timeline) and do not submit their Delegate Fees and Delegate Assignment Roster by the specified deadline of February 14th will be dropped from the conference with the option to re-register. All fees owed to Illinois Model United Nations will still be required to pay, however. Read further for details on when all fees become non-refundable/require to be paid in full. However, once dropped, your original spots/assignments will be given to those on the wait list. Once you have sent in your Delegate Fees, **you must mark it as “paid” in the Advisor Network** so we know its on its way and we can update our records. After we receive your Delegate Fees, you will be sent an email with a receipt and a notification that we have marked it as “received” in the Advisor Network system.

5. The next step after you have sent in your Delegate Fees and have submitted your Delegate Assignment Roster, is to pay the Transportation Fee by February 7th. However, you have the option to and are encouraged to submit the Transportation Fee as soon as you please, you do not have to wait until your Delegate Fees and Delegate Assignment Roster have been sent in. The Transportation Fee is \$50 for all registration periods and is refundable until after the specified deadline of February 7th. Once you have sent in your Transportation Fee, **you must mark it as “paid” in the Advisor Network** so we know its on its way and we can update our records. After we receive your Transportation Fee,

you will be sent an email with a receipt and a notification that we have marked it as “received” in the Advisor Network system.

6. After January 31st, all fees paid/owed to Illinois Model United Nations will become completely non-refundable/required in full. If your delegation drops out of the conference entirely at any point after January 31st, or is dropped for missing the February 14th deadline where applicable, you are still required to pay all fees in full to Illinois Model United Nations as represented on your most recently received invoice (should your fees have increased/decreased for any reason, you would have received an updated invoice). At this point, there is less than a month and a half before the conference (less than one month in the case of being dropped for missing the February 14th deadline). There are no exceptions to this policy.
7. After we have received all required fees and materials, you will be sent an email letting you know that you are ready to attend MUNI XXIII with your delegation! The email will also contain a final receipt for all payments made to Illinois Model United Nations.

Day of Conference:

1. On the first day of MUNI XXIII, Friday, March 9th, your first step will be to check into the designated hotel and check in with MUNI XXIII Registration Staff. If you choose to stay at a different hotel where check-in is being held, you must still go to the designated hotel to check in with MUNI XXIII Registration Staff.
2. Upon checking in with MUNI XXIII Registration Staff, you will be required to turn in the Student Liability Release Forms for your entire delegation. If you chose to submit them prior to the conference electronically, it is at this point Registration Staff will review your forms online. You can find the link to these forms on the registration page of our website. No matter how you choose to turn them in, either uploaded to the Advisor Network or hard copy day of, these forms must be completed by the students and their legal guardians. Staff will look through all the forms handed to them/submitted online and assure that all delegates are accounted for. We will not release credentials to any student who does not complete this form and will not allow them to participate in any official MUNI XXIII activity. Any student who fails to complete this form will also not be allowed on the busses used for MUNI XXIII transportation. After a staff member has confirmed that all required forms have been handed in, they will then hand you all necessary materials. This includes delegate/advisor credentials, folders for each delegate containing the Delegate Guide, and an advisor pad-folio containing the Advisor Guide and pen. The Delegate/Advisor guides will contain logistical information, conference

schedule, room assignments for committees and other services, helpful committee tips and rules of procedure for delegates, dining options in the area around the conference and hotel locations, and more. These guides will also be posted on our website's registration page for your convenience within the month leading up to the conference to help you prepare and once posted we will notify you via mass mail update. During conference check-in, you are encouraged to ask any questions about the conference and voice any concerns you have to our Registration Staff to assure you have all necessary information before the conference starts.

3. After you have finished checking in, Registration Staff will inform you of the time you and your delegation must report to the front entrance of the designated hotel for transportation to the conference location on campus if you required bussing and paid the Transportation Fee. If you have secured your own transportation for your delegation, we will make sure to inform you of the start time and location of Opening Ceremonies and make sure to answer any questions you have regarding how to get to campus as well as the available parking options on campus.
4. Upon receiving all credentials, guides, and securing transportation, you are then ready to report MUNI XXIII Opening Ceremonies to start a great weekend!

If you have any questions concerning the contents of this document, please do not hesitate to contact Danny Benson, USG of Registration, at registration@illinoismun.org.
