
Registration Guidebook



Model United Nations at Illinois XXII

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MODEL UNITED NATIONS AT ILLINOIS

Financial Policy

Please read the following information on this page carefully. Below is a table containing our MUNI XXII registration timeline for all three registration periods, deadlines, and fees. All information within this table as well as all following registration information has been finalized and there will be no exceptions or changes made to it. Any and all questions in relation the following information and MUNI XXII registration can be sent to our Under Secretary General of Registration, John Hall, at registration@illinoismun.org.

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

Registration Process

Description of Required Fees and Materials:

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 your hotel room number, the names of all delegates that you intend to bring to our conference, their country or position assignments, committee assignments, as well as hotel room numbers. We require your hotel room number should any contact issues arise and delegate hotel room numbers for the purposes of Midnight Crisis wake ups.

Delegate Drop Fee: This fee is charged per delegate that you drop from your Delegate Assignment Roster after December 31st.

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

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

School Fee: A one time payment made in order for your school to register to attend our conference. This fee is non-refundable no matter what period you choose to register under.

Student Liability Release Forms: These forms must be filled out by every student that attends MUNI XXII. You will turn these in on the first day of the conference at the Wyndham Garden Hotel to MUNI XXII 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 XXII activity. Any student who fails to complete this form will also not be allowed on the busses used for MUNI XXII transportation. You can find the link to 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 Wyndham Garden 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 XXII Registration Form.

Pre-Conference:

1. To begin the registration process for MUNI XXII, 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 or not 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.

Note: We have implemented a wait list for this year's conference. We have decided to cap the conference at 500 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 500 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 after we hit the 500 delegate mark. All registration forms are time stamped so we are able to assure that the wait list will be drafted fairly and accurately. We will be giving out spots for delegates to wait list members, not entire delegations. For example, if we are at the 500 delegate maximum and a school that was bringing 15 delegates drops out, bringing the total down to 485, and the first school on the wait list signed up with 30 delegates, we would give 15 delegate spots to that first school as opposed to allowing their entire delegation to attend the conference. 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. In the event that a school registers with more delegates than remaining spots, they will automatically become the first school on the wait list for their remaining spots. For example, if a school

registers to attend with 30 delegates but we only have 15 remaining spots, we will accept 15 of their delegates and their remaining 15 spots will be placed at the top of the wait list.

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.**

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. Upon receiving this non-refundable fee, we will then send you your school's country and position assignments in an email. 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 XXII 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 do 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 assure your school gets its preferred assignments that you filled out in the registration form is to register as early as possible and send in your School Fee as soon as possible. After we receive your School Fee, you will be sent an email with a receipt.

Note: Due to the high volume of registration this year, we have already decided to have an additional Crisis Committee for this year's conference and are considering creating an additional GA style committee to accommodate all of the delegates. Since the decision to create another committee depends on us getting a better idea of the exact number of delegates to expect for this year, we have decided to defer the release of position and committee assignments until November 1st. Since an additional GA will add many more positions to assign, this is a necessary decision to assure that we assign positions and committees in the most logical, balanced, and fair way possible. That being said, we will still be taking into account the date that you have paid your School Fee for your delegation when assigning positions and committees. This is not a change to the way in which we assign positions, but rather a simple deferment of release pending registration numbers due to the potential for an additional committee. After November 1st, the process detailed above in point 3 will continue as usual.

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 your hotel room number, the names of all delegates you intend to bring to our conference, the positions you have assigned them, their committees, as well as their hotel room numbers. We require your hotel room number should any contact issues arise during the conference and delegate hotel room numbers for the purposes of Midnight Crisis wake ups. This list must be submitted through the Delegate Assignment Roster form within the Advisor Network on our website. All Delegate Fees must be postmarked by the deadline listed within the MUNI XXII Registration Table and your invoice and the Delegate Assignment Roster must be submitted by 11:59 pm on the deadline date. You may add or drop delegates from the roster you submit up until December 31st. After that date, we will charge a \$25 Delegate Drop Fee per delegate you remove from your roster. As you will see, this means that if you register at any point during the late registration period, you will automatically have to pay the Delegate Drop Fee should you remove delegates from the submitted roster. There are no exceptions to this policy, so we encourage you to register as early as possible and make any changes to your roster as soon as you learn of them. We will not be sending out a separate invoice for the Delegate Drop Fee. Since you will have already submitted your Delegate Fees and Delegate Assignment Roster, we will simply deduct \$25 from the amount of the Delegate Fee we refund to you. You can make all necessary changes to your Delegate Assignment Roster through the Advisor Network. For schools that register under both the early and regular periods, if we do not receive your Delegate Fees and Delegate Assignment Roster by the

specified deadline of Saturday, December 31st, your school will then be charged at the late registration period's rate for Delegate Fees and a new invoice will be sent to you via email within two days after the deadline. Schools who register under the late period and do not submit their Delegate Fees and Delegate Assignment Roster by the specified deadline of February 14th will be dropped from the conference without the option to re-register and your spots will be given to those on the wait list. If you were a school who originally registered under the early or regular period, then missed your original deadline of Saturday, December 31st, and then missed your new deadline of Tuesday, February 14th, you will also be dropped from the conference without option to re-register and your spots will be given to those on the wait list. After we have received your Delegate Fees, you will be sent an email with a receipt.

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 Tuesday, 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 Tuesday, February 7th. After we have received your Transportation Fee, you will be sent an email with a receipt.

6. After Tuesday, February 14th, all fees paid to Illinois Model United Nations will become completely non-refundable. There will be 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 XXII 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 XXII, Friday, March 10th, your first step will be to check into the Wyndham Garden Hotel and check in with MUNI XXII Registration Staff. If you choose to stay at a different hotel, you must still go to the Wyndham Garden Hotel to check in with MUNI XXII Registration Staff.
2. Upon checking in with MUNI XXII Registration Staff, you will be required to turn in the Student Liability Release Forms for your entire delegation. You can find the link to these forms on the registration page of our website. These forms must be printed out and completed by the students and their legal guardians. Staff will look through all of the forms handed to them 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 XXII activity. Any student who fails to

complete this form will also not be allowed on the busses used for MUNI XXII transportation. After a staff member has confirmed that all required forms have been handed in, they will then hand you the credentials for you and your delegation along with your Advisor Guide and padfolio for the weekend. You will also be given a stack of Delegate Guides for each one of your delegates. These two guides will contain logistical information, conference schedule, room assignments for committees and other services, helpful committee tips and rules for delegates, in addition to other information. During conference check-in, you are encouraged to ask any questions about the conference and voice any concerns you have to Registration Staff to assure you have all needed information before the conference starts and that all of your concerns are heard and resolved as early as possible.

3. After you have finished checking in, Registration Staff will then inform you of the time you and your delegation must report to the front entrance of the Wyndham Garden 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 and guides and securing transportation, you are then ready to report MUNI XXII Opening Ceremonies to kick off a fantastic conference!