

Conference Policies



The Conference Policies can be found and accepted online upon registration at www.worldmun.org.

The Head Delegate or Faculty Advisor of each participating school should read these policies in their entirety. Your signature will indicate acceptance of all policies outlined on this form and in our Conference Handbook. Delegates are also expected to abide by all local laws and venue-specific regulations while at WorldMUN 2014.

GENERAL POLICIES

The Secretary-General, the Director-General, and the Under-Secretary-General of Administration of the conference are the only staff members empowered to grant exceptions to any conference policies or other general WorldMUN practices. WorldMUN is not liable for any erroneous statements made by other staff members regarding exceptions to fees or policies. All fees are owed to WorldMUN by the dates mentioned below. Schools will not be allowed to register at conference until they have paid any outstanding debts to WorldMUN. If a school withdraws from the conference, the school is liable for all fees charged up to the date of withdrawal.

PRIORITY FULL PAYMENT DEADLINE

Those delegations who make their full payment (Registration Fee, Delegate Fees, and Faculty Advisor Fees if applicable) by 1 December 2013 will qualify for priority payment. These delegations will receive priority as the WorldMUN team makes country assignments and will be able to bring up to 20 delegates to conference.

REGISTRATION FEE

A registration fee of US\$90 is due with the initial application for the conference. No school will be offered MyMUN log-in access (or, able to submit country preferences and eligible to be assigned a country or any delegate spots) until the registration fee has been paid. The Secretary-

General retains final authority over whether a school can be granted an exception that would temporarily postpone payment of the registration fee until after a country has been assigned. If WorldMUN reaches capacity before 1 November 2013, WorldMUN reserves the right to select delegations to attend WorldMUN based on: a) time of registration and payment; b) location of delegation to ensure the maximum diversity of countries represented at conference. Those delegations not selected will be informed in early December, and will be placed on the WorldMUN wait list. The registration fee is non-refundable, unless a delegation has been placed on the waitlist but is ultimately unable to attend due to capacity constraints.

DELEGATE FEES

By 15 November 2013, a school must pay its registration fee (\$100) in full along with at least 25% of its delegate fees of \$150 per delegate. After 1 November 2013, a late fee of US\$25 per delegation will be assessed for each week that these fees have not been paid by the appropriate deadlines.

Delegations who do not meet the priority full payment deadline (full payment of all fees by 15 December 2013) will only be able to bring up to a maximum of 15 delegates. After 15 December 2013, any delegation wishing to increase the number of delegates it brings to conference must contact the WorldMUN staff to add delegates to the waitlist.

By 15 December 2013, a school must submit its country preference(s). Between 15 November

2013 and 1 January 2014, a school may reduce the number of delegates it will bring to the conference and will be eligible for a 50% refund on the fees for the dropped delegates. After 1 January 2014, no refunds on delegate fees will be given. At no time will a school be granted a refund on delegate fees if it is unable to meet the minimum number of delegates required for the country/countries to which it has been assigned.

HEAD DELEGATES

Each delegation is required to have a head delegate, who is a student on the team (This does not apply to single or individual delegates, who act as head delegates by virtue of being the only person on their team). The head delegate will serve as the delegation 'captain' and will be the primary liaison for WorldMUN updates and administrative emails from the Secretariat. Head delegates will also attend Head Delegate & Faculty Advisor Meetings during conference where the Secretary-General will provide updates.

FACULTY ADVISOR FEES

A fee of US\$60 will be charged per faculty advisor. The refund and name change deadlines and policies for faculty advisors are the same as outlined for delegates in the section above. Each delegation can only bring up to two faculty advisors.

COUNTRY ASSIGNMENTS

Country assignments will take place after the closure of the final registration deadline on 1 November 2013 (with priority in assignments given to those schools who pay by the priority full payment deadline, 1 December 2013). Submitting a country preference is not a guarantee to receiving this country assignment, and all decisions of the WorldMUN Secretariat with regard to country assignments are final. The registration fee will not be refunded even if a school does not accept its country assignment.

Schools should pay close attention to the Country/Committee Matrix which lists which coun-

tries and actors are represented in each committee. Delegates from different Universities representing the same country on different committees do not need to confer when representing national policies.

The WorldMUN Secretariat reserves the right to remove spots from an already assigned country after 1 February 2014 in the event that the delegation fails to fill all the assigned spots.

Delegations are required to assign at least one delegate to all designated committees (ie: if a delegate cannot attend conference, another delegate from the same school in a double-delegate committee will be required to take up the open spot).

SPECIAL CIRCUMSTANCES

If meeting the requirements for payment is impossible for any reason, please contact WorldMUN staff at info@worldmun.org, as soon as it becomes evident that the requirements will not be fulfilled. The Secretary-General and the Director-General are more than happy to discuss individual circumstances with a school. Please note that the WorldMUN office is not staffed during national and school holidays.

Delegates requiring special assistance, such as those mandated by the Americans with Disabilities Act (ADA), must notify WorldMUN by 1 November 2013.

REFUNDS

Registration fees are non-refundable. Delegate fees and faculty advisor fees are refundable according to the conditions described in the "Delegate Fees" and "Faculty Advisor Fees" sections above. In the case of cancellation of the conference due to extreme circumstances (such as a natural disaster or health epidemic), conference payments will be nonrefundable.

FINANCIAL AID





The WorldMUN conference offers a limited number of fee waivers (waiving delegate fees) to those who would otherwise be unable to attend the conference due to limited school funding or personal constraints. The application for fee waivers is available to schools at our website (www.worldmun.org). Fee waivers will be distributed only upon the completion of all committee sessions at conference. Delegates must be in attendance at every session in order for the delegation to receive their financial aid award. Committee staff are the only individuals authorized to determine attendance. The Director-General has the discretion of refusing to reimburse delegates if the above conditions are not met.

Delegations are highly encouraged to apply for fee waivers by 15 November 2013. Fee waiver applications submitted after the registration deadline (15 November 2013) will not be accepted.

Fee Waiver decisions will be announced in December. Please contact the Director-General at directorgeneral@worldmun.org for more information about the fee waiver program or to discuss other fundraising options.

CANCELLATION

WorldMUN 2014 will take place from 17-21 March 2014 regardless of the weather conditions. WorldMUN 2014 is unable to provide refunds to delegations that choose not to attend due to inclement weather or due to a health epidemic. Additionally, WorldMUN reserves the right to cancel the conference in the case of extreme circumstances, such as a health epidemic or major natural disaster.

MISCELLANEOUS FEES

Replacement badges and placards, and replacements for lost or misplaced conference handbooks may be purchased at the conference for a fee. WorldMUN will have certificates of participation available to all delegates free of charge at conference. If certificates of participation are not picked up during the conference, cer-

tificates can be requested and mailed for a fee.

SUSPENSION POLICY

For the past 20 years, college students and faculty members have been coming to WorldMUN to take part in a realistic, accurate, and enjoyable simulation of the United Nations. While we realize that WorldMUN is a social as well as an academic forum, we must enforce certain security measures so that a safe atmosphere can be maintained at all times.

In order to maintain order at the conference as well as our relationship with our local hosts, our policy requires that any school whose delegates violate the following rules will be subject to a one-year suspension from the WorldMUN conference.

The following rules are a combination of local law, conference center regulations, and requirements of common courtesy and respect. Please have all delegates read these rules and those listed in the conference handbook carefully. Observing them is the collective responsibility of the entire delegation.

Alcohol and Drug Policy

Only those delegates age 18 or older may consume alcohol in Brussels, Belgium. Open containers of alcohol may not be carried in public areas, including committee rooms and hallways. Furthermore, delegates found possessing or using illicit drugs, as defined by local federal law, will be required to leave immediately and may be held criminally liable.

Smoking Policy

Belgian state regulations strictly prohibit smoking indoors in public spaces. Delegates will not be permitted to smoke inside the conference center or at social event venues.

Valuables

If delegates bring valuables, they are encouraged to place them in a hotel safe deposit box.

WorldMUN, The Hotel, Egmont Palace, and social event venue management are not responsible for belongings left in committee rooms or social event venues or busses.

Committee Session Policy

Delegates are expected to be in their respective committee rooms during committee sessions. In order for delegates to leave their committee rooms for an extended period of time, both their Chair and their Head Delegate/Faculty Advisor must be informed ahead of time. Furthermore, all delegates are expected to abide by committee dress code (western business attire, or national dress).

OTHER RULES

The Secretariat reserves the right to immediately expel delegates from both the conference and the conference center due to unacceptable behavior. Serious infractions on the part of even a single delegate may require the dismissal without refund of the individual involved and his or her delegation from the conference. If a delegate is dismissed from the conference, their delegation is automatically disqualified from conference awards. The Secretariat reserves the right to define appropriate conference behavior and is particularly sensitive to issues involving displays of disrespect to other delegates, conference staff, and conference center staff.

CONFERENCE FEES SUMMARY

Registration - US\$100	Faculty Advisor Fee – US\$60
Delegate Fee - US\$150	Late Fee \$25/delegation/wk

The Secretariat and staff of WorldMUN 2014 strive to work with you to achieve the most well-run, enjoyable, and productive conference possible. We thank you in advance for your cooperation, and please do not hesitate to email us at info@worldmun.org with any questions or concerns.

By signing this form, you are confirming that you have read the WORLDMUN 2014 Conference Policies and accept these conditions. Accepting the policies online through registration is tantamount to a digital signature, agreeing to abide by the policies set above.

Signature of Head Delegate or Faculty Advisor

Name of Head Delegate or Faculty Advisor

TIME-LINE & DEADLINES

Deadlines must be met by 23:59EST of that day.

1 September 2013	Registration Opens
15 November 2013	Financial Aid App. Due
15 November 2013	Registration Deadline Registration Fee + \$30/delegate FA/Head Del Contact Info Due Number of Delegates Due*
15 December 2013	Priority Full Payment Deadline Delegate Contact Info Due Country Preferences Due Financial Aid Notification
15 January 2014	Final Full Payment Deadline Hotel Forms Due <u>Sign-Ups Open:</u> Cabaret, Global Village, In-Conference Workshops, Visits, Post-Conference Trips Social Events Package on Sale Last day to remove delegates Committee Assignments Due** <u>Closing:</u> Social Events Package Sales, In-Conference Workshops/Visits Sign-Ups, Global Village & Cabaret Sign-Ups, and Post-Conference Trips
1 February 2014	Position Papers Due
15 February 2014	Delegations Informed of Global Village & Cabaret Selections
1 March 2014	Harvard WorldMUN 2014
17-21 March 2014	

*50% refund on delegate fee will be available if you remove a delegate after 15 November 2013 and before 1 January 2014.

**Any changes after this date incur a \$25 fee.

