



Inspiring youth
to
create a better world

VISITOR REGISTRATION **GUIDELINES**

COMPLETE MMUN
CONFERENCE
GUIDEBOOK

2018 - 2019



STEP 1

Visitor Information



HOW LONG YOU NEED

If you have the information below, Step 1 can be completed rather quickly (approximately 10-15 minutes).

WHAT YOU NEED



- **Log-in credentials** for your user portal.

If not already created, you will need to first create the credentials which is part of the registration process.



- **Personal information**

Please indicate any schools/institutions/organizations you belong to.



- You must know **if/how many visitors** will be accompanying you.



- You will also need to indicate which **section of the Closing Ceremony** you (and any eventual accompanying visitors) wish to attend.

• Due to capacity issues at the UN Headquarters for the NYC Conferences, and the FAO/WFP for the Rome Conference, you must select the section you wish to attend (either Upper Elementary, or Middle School). You cannot attend both closing ceremonies.



STEP 2

STEP 2A

Room-Type/Occupancy Selections and Payment of Participant Fees



RECOMMENDATION

Please note, room types are based on a first-come, first-serve basis.



HOW LONG YOU NEED

If you have the information below, Step 2a can be completed rather quickly (approximately 10 minutes), depending on the size of your group and how many payments you are making.

WHAT YOU NEED



- You will need to know your **total numbers** you entered in **Step 1** that will be attending the conference.
 - The numbers entered into **Step 1** must match the occupancy selections you make in the grid within **Step 2a**.



Room Choices

- You will need to know your **group's room type selections** and **occupancies** to make your selections smoothly.
- Please note, **room types are based on a first-come, first-serve basis**. MMUN does contract enough rooms to satisfy the number of participants. For larger conferences, there is more than **1** contracted hotel, so you may need to select a different hotel than the host hotel. These selections can be visible in the grid.
- Participant Fees** are based on this selection and are generated within the room grid. To view pricing prior to completing this step, please visit the conference information page of the conference you are attending.



Payment

- Credit card to initiate payment process for the **Participant Fees** based on the number of participants that are registering as **Visitors**.



STEP 2A

Payment Details

RECOMMENDATION

- Please note, late fees apply after the first payment deadline (early bird), which increases your conference fees. Late fees apply after a certain date (please see **Conference Deadlines** within the conference information page you are attending), as costs also rise after the first deadline (hotel rates included).
- Please also note, conference registration is based on a **first-come, first-serve basis**, and once a sell-out is achieved, no other participants can be added.



PAYMENT CONFIRMATION

- If you are paying via a wire transfer, you must send the **wire-confirmation from your bank** to: info@montessori-mun.org proving the funds have been transferred. This must be done in a timely manner. There is a \$15 USD (or euro for Rome Conference) fee for each wire transfer that is sent, which you must add to your total when sending your wire.
- If this confirmation is not sent to: info@montessori-mun.org **your rooming selections will be released back** into the inventory pool for other participants to choose.



STEP 2

STEP 2B

Participant Data Entry



RECOMMENDATION

- Please ensure that name spelling is correct in this section of the website (double and triple check).
- Please also take note of the refund deadline posted within the conference information pages.



HOW LONG YOU NEED

If you have the information below, Step 2b can be completed rather quickly (approximately 15 minutes), depending on the size of your group.

WHAT YOU WILL NEED



- You will need **all of your participant data** to complete this step.



- **Name as on passport or legal documentation.**
 - This is needed for **security purposes**, as well as, **UN-Security clearance** (or **FAO/WFP security**).
 - These names are also used on the official **MMUN badges** and will be verified against government ID by our on-site security. Security is of the utmost importance to MMUN.
 - **Please also ensure that spelling is correct in this section of the website (double and triple check).** This minimizes any issues you may have on-site with badges allows the conference to run smoother.
 - You are able to swap out participants prior to the posted deadlines. **Please also take note of the refund deadline posted within the conference information pages.** Only participant “swaps” are allowed after the refund deadline. However, these swaps will not be valid for the closing ceremony once the UN security lists have been submitted (which is generally 8 weeks before the conference date – please contact info@montessori-mun.org with any questions).
- **Gender** and **date of birth** for each participant.



STEP 2

STEP 2C

Rooming List Assignment



RECOMMENDATION

Please note: you are only considered as registered once you have completed all these steps before the conference deadline.



HOW LONG YOU NEED

If you have the information below, Step 2c can be completed rather quickly (approximately 5 minutes).

WHAT YOU WILL NEED



- You will need to know **who will be housed in each room** that was selected in Step 2a of the registration process.
- Now that you have entered all the participant name information in Step 2b, you will be able to **assign those names to the appropriate rooms**.
- Please note in most cases, people registering as **Visitors** will only be registering one (1) individual, thus only one person will be assigned to the room selected in Step 2a.

ON-SITE PROCESS



- You will receive your conference credentials by visiting the **on-site registration area**. There will be a **Visitor line** for you to pick up your **welcome packet**.



- Your conference credentials** allow you access to all aspects of the conference including opening and closing ceremonies.