



# PRE-REGISTRATION



## Advance Planning & Buy-In



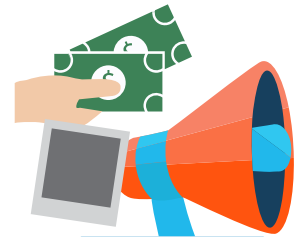
### GET CERTIFIED

- Only teacher coordinators who have taken the MMUN Workshop can prepare students and introduce MMUN to classroom;
- You can be certified by attending a **MMUN Teacher Workshop**, a two-day course that will enable teachers to prepare students to attend the MMUN Conferences as delegates;
- Only teacher coordinators have access to a user portal/profile.



### RETURNING TEACHERS

- Please ensure you are up-to-date with MMUN procedures, including reviewing the latest teacher manual;
- Contact: [info@montessori-mun.org](mailto:info@montessori-mun.org) for additional information.



### GET SCHOOL AND PARENT BUY-IN

- Provide information on program, student preparation, costs;
- Provide examples from previous conferences and testimonials;
- Determine Conference.



### CALCULATE DELEGATION SIZE

- Consider Delegates;
- Calculate sufficient chaperone numbers.



### GET STUDENT COMMITMENT

- Some schools ask students to sign the student contract;
- Teachers need to collect registration fees.

## Develop Your Committee and Country Strategy

### UNDERSTAND THE MATRIX

- Please view the 'conference matrix' to determine which countries are sitting on which committees.

### UNDERSTAND THE COMMITTEE

- Each individual delegate for a country is responsible for the specific committee and topics that are on the agenda for the duration of the conference.
- There are two topics per committee; one delegate is responsible for the first topic, and the other delegate is responsible for the second topic.
- Delegates must be familiar with both topics in order to support the committee debate and negotiations, as well as their partner delegate during the committee.
- Each delegate must produce a position paper for their respective topic. Delegates must be familiar with both topics as the topics do relate and this can support their debate/ negotiation, as well as, their partner delegate in the committee.

### GET THE RIGHT FIT FOR YOUR DELEGATES

- Advanced delegates typically are encouraged to choose countries with large delegations (so that the delegates can coordinate positions across committees) or spots in more specialized committees like the Security Council.
- Delegates which are less interested in the negotiation aspects tend to do very well in the Press Corps representing a news agency responsible for reporting on committee topics.

## Study the Fine Print



### UNDERSTAND THE FEES

- Schools are required to pay the Country Selection Fee at the beginning of the registration process.
- Each attending participant will need to pay the 'Participant Fee' for the conference package:
  - This fee includes conference participation, venue facilities, materials, UN facilities, transport to and from the UN (or Closing Session location), and hotel accommodations;
  - The participant fee varies based on the conference.
- Understand Registration Policies:
  - All student delegates, teachers, adult chaperones and observers (students and/or adults) must be registered and paid-in-full to attend any aspect of the conference.
- Understand Refunds & Surcharges:
  - Fees are not refundable after the deadline for step 2 (for 2019 conferences: 10<sup>th</sup> of December);
  - Late registration fees apply after the deadline for step 2 as well (for 2019 conferences: 10<sup>th</sup> of December);
  - Registration must be done in advance and will not be permitted on site at conferences.



### UNDERSTAND THE DIFFERENT DEADLINES

- Step 1 does not have a formal deadline for the selection of countries but NYC conferences usually sell out within a few days of registration opening (other conferences in a few weeks).
- Step 2 deadlines are for finalizing accommodations and rooming lists without levied late fees. It is also the deadline for refunds.
- Step 3 deadlines (different for each conference) are for submitting position papers, final logistics, design contest entries, and travel information. It is the final deadline for payment of registrations with late fees.



# REGISTRATION



## Registration Milestones and Key Dates

Registration for all the Steps Opens on the 10<sup>TH</sup> of September at 9:00 AM Eastern.





## STEP 1

School Registration  
and Country Selection

## RECOMMENDATION

Complete as soon as possible beginning September 10<sup>th</sup> as conferences usually fill up fast!



## HOW LONG YOU NEED

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

## WHAT YOU NEED



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

If not already created, you will need to first create the credentials as part of the registration process;



- **School and teacher coordinator information** (address, phones numbers, etc.);



- **Providing the correct mobile number** for the teacher coordinator onsite is **CRITICAL** – as this number is printed on student badges and used by MMUN for any problems, emergencies or queries.

Please let us know if you have additional back-up school numbers you would like to use onsite.



- **Delegation Size:**

- Number of participants (**delegates**) to be able to properly select your country;
- Number of other participants (**chaperones, observers**) associated to Upper Elementary or Middle School delegations;
- Please be aware chaperone-delegate ratios suggested to ensure that your full and correct delegation size is reflected in Step 1.



- **Country Selection:**

- Please consult the pull down menu (and associated matrix with committee representation) to identify potential matches between your student delegation size and the available countries with indicated number of delegates.

You can reserve any combination of countries to match your total delegates (plus '1' if you have an odd number of delegates).



- **Pay the Country Selection Fee** either by credit card, pay pal or wire transfer;
- Please note, your country selections are not secured until your payment is received;
- Please note that if your delegation size is reduced by more than 25%, you will be charged a "land grab fee" for each dropped delegate (i.e. \$50/50€ per delegate).



## STEP 1

### Chaperone Details

|   |   |   |
|---|---|---|
|  |  |  |
| 35  | 8   | 15  |
| TEACHER<br>COORDINATOR  | CHAPERONE<br>UPPER<br>ELEMENTARY  | CHAPERONE<br>MIDDLE<br>SCHOOL   |

#### RATIOS

- **No more than 35 delegates** are allowed to one certified **teacher coordinator**.
- Chaperone ratios: **1 chaperone for each 8 students for upper elementary** and **1 to 15 students for middle school**.



#### CHOOSING A SECTION

- Please also note when selecting chaperones and observers, the level selected (i.e. **upper or middle school**) **directly impacts which closing ceremony** level they are allowed to attend (i.e. at the United Nations in NYC or the FAO in Rome).
- Due to capacity issues at these locations, **participants will not be able to attend both levels** (upper and middle school session at the UN or FAO/WFP). This applies when a school brings both sections/age groups to a conference.



#### AVAILABILITY

- **Chaperones must be onsite** for the duration of the conference, in order to ensure appropriate movement of delegates and to address any problems/emergencies or queries onsite.
- MMUN recommends a **mix of male and female** chaperones for all delegations with male and female delegates.



#### MMUN RECOMMENDATION

- A **preparation session** for chaperones to help them understand the full ramifications of their responsibilities, duties and accountability to your students.
- MMUN has developed a **chaperone document** that schools can review with their chaperones.





## STEP 1

### Details On Sizing Your Delegation



#### CHOOSING THE RIGHT SIZE

- The declared numbers from **Step 1** determine the necessary accommodation requirements for **Step 2a**. Therefore, if you have subsequent changes to your delegation size, you will need to edit **Step 1** before purchasing **Step 2**.
- Please note that if your delegation size is reduced by **more than 25%**, you will be charged a **land grab fee** for each dropped delegate (i.e. \$50 per delegate).

#### IMPLICATIONS OF AN ODD NUMBER OF DELEGATES

- If you have an **odd number of delegates**, one of your delegates will be in a committee on their own and will be required to research and present a **position paper on both topics**.

#### CHANGING THE DELEGATION SIZE=CHANGING REPRESENTED COUNTRY

- Please note, **if your delegation size changes**, you will be required to **also change your country selection** to match your delegate numbers.
- **Original delegate number confirmation is extremely important** for this reason because, unfortunately, this does happen and **delegations will then be forced to begin researching a new country**.
- If you are **adding participants**, you will need to select additional countries (if countries are not available, the conference is sold out and you will be unable to add delegates to your delegation), to satisfy your numbers.
- If you are **decreasing participants**, unfortunately, **you will need to release the country or countries you had originally chosen**, and then make new country selections to match your new delegate numbers.

#### EXAMPLE ON CHANGES TO COUNTRY SELECTION

- For example, if you originally had **10 delegates**, and you were holding a **10-spot country**, and now your delegation has decreased to **8 delegates**, **you will need to release that 10-spot country and select countries that total 8-spots**. This is done so that we do not run out of spots/countries for schools to choose, as MMUN must fill up every delegate spot.



### STEP 1 Payment Details



#### FULL PAYMENT OF COUNTRY SELECTION FEE REQUIRED

- Please note, your country selections are **not secured until your payment is received.**

#### PAYMENT CONFIRMATION

- If you are paying via a wire transfer, you must send the **wire-confirmation from your bank** to: [accounting@montessori-mun.org](mailto:accounting@montessori-mun.org) proving that the funds have been transferred within 3 business days.
- If this confirmation is not sent to: [accounting@montessori-mun.org](mailto:accounting@montessori-mun.org) **your countries will be automatically released back** into the pool for other schools to select. If this happens, you will not have any selected countries and thus risk not participating in the conference if a sell-out occurs.



## STEP 1

### What Next?

### Next Three Months



#### STUDENT ACADEMIC PREPARATION

- We suggest using the first three months to concentrate on **students' country and topic research**, including drafting, peer-editing, and final editing of the position papers. During this time, the delegates will build the foundation for their future negotiations. The more informed a delegate is the more impact they will make during committee session.
- Please note:
  - If you have a **committee with only one delegate**, we suggest asking for a volunteer who would be interested in this leadership opportunity. Successful past delegates in this situation have usually been articulate, strong communicators who enjoy challenges.
  - These single delegation representatives on a committee are responsible for **both position papers**.
  - Only delegates which have submitted position papers will be able to participate in committee session.
- The final deadline for **position papers** is the **Step 3 deadline** (which is 6-8 weeks before the conference).



#### RESOURCES

- **Coordinate finances and fundraising**, which may also include any payment plans.
- **Fundraising:**
  - If you are still compiling your fundraising options to offset costs for participation, please consult our website and infographic on fundraising options.
- **Organize meetings** for students and parents to go over logistics and finances.



#### LOGISTICS PREPARATION

- As you begin to plan your **delegation's travel plans**, please:
  - Note that MMUN will provide you with a **VISA letter** if needed.
  - Ensure that your travel plans are coordinated with the **conference schedule**, including the arrival date and departure times from the closing ceremony.



#### ADDITIONAL ADD-ONS

- Decide if you want to join our **post-conference tour packages**.



## STEP 2

## Purchase Conference Package for All Participants

## STEP 2A

## Pay Conference Package Fees and Select Room-Type/Occupancy



## RECOMMENDATION

To avoid extra charges: complete this step **prior to December 10<sup>TH</sup>** for:

- NYC Conference in February 2019
- NYC Conference in March 2019
- Chicago Conference in May 2019
- Rome Conference in May 2019

**Earlier completion** of this step ensures **maximum accommodation options**.



## HOW LONG YOU NEED

If you have the information below, 'Step 2a' can be completed rather quickly (approximately 15 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** that will be attending the conference including **teacher coordinator(s), delegates, chaperones, and observers**.
  - The system will only allow you to register the delegation accommodations as declared in Step 1 (see please adjust Step 1 as needed).

• **Room Choices**

- You will need to know your **group's room type selections** and **occupancy rates**.
- For **larger conferences**, there are more than enough contracted hotel rooms available to accommodate all the participants.
- **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 your attending conference.

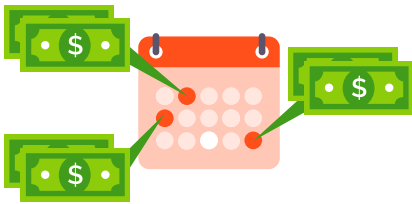
• **Payment**

- The Conference Package for all participants can be paid via three different payment methods (**credit card, PayPal, and wire transfer**). **Payment installments** are possible.
- Please note that **full fees must be settled by the Step 2 deadline** as indicated for each conference. After this date, if space remains, it may be possible to add delegates upon payment of late/liability fees per our hotel contract. **No refunds are possible after this date.**



## STEP 2

### Payment Details



#### PAYMENT INCREMENTS

- Full payment is not necessary at once; however, **the first payment towards your total amount owing is necessary** to secure your rooming selections.
- You are able to then **go back into this step to make another payment** subsequently. This also allows the teacher coordinator to collect **multiple credit cards** and make **multiple payments** towards the owed balance.
- Please note, **late/liability fees apply after the deadline** for completion of step 2, which increases your conference fees, as costs also rise after the first deadline (including our hotel contract fees).



#### TEACHER COORDINATOR RESPONSIBILITY

- Please note, MMUN recommends the teacher coordinator be responsible for this as we have had issues in the past of **parents accidentally changing hotel assignments** which has affected hotel selection and pricing.
- MMUN is not responsible for any changes that are made within your user portal. **MMUN also does not make any changes to any user portal without the permission** of the teacher coordinator.



#### PAYMENT CONFIRMATION

- If you are **paying via a wire transfer**, you must send the **wire-confirmation** from your bank to: [accounting@montessori-mun.org](mailto:accounting@montessori-mun.org) proving that the funds have been transferred within 3 business days.
- If this confirmation is not sent to [accounting@montessori-mun.org](mailto:accounting@montessori-mun.org), your **room allocations will be automatically released back** into the pool for other schools to select.



## STEP 2

### Details On Sizing Your Delegation



#### CHOOSING THE RIGHT SIZE

- The declared numbers from Step 1 determine the necessary accommodation requirements for Step 2a. Therefore, **if you have subsequent changes to your delegation size, you will need to edit step 1** before purchasing step 2.

#### CHANGING THE DELEGATION SIZE

- Please note, if your delegation size changes, you will be required to **also change your country selection** to match your delegate numbers before the Step 2 deadline.
  - If you are adding participants, you will need to select additional countries (if they are remaining countries still available).
- Failure to honor this policy implies that **student delegate spots were held inappropriately**, and therefore could not be taken by other school.

#### EXAMPLE OF CHANGE

- For example, if you originally had 10 delegates, and you were holding a 10-spot country, and now your delegation has decreased to 8 delegates, you will need to release that 10-spot country and select countries that total 8-spots. This is done so that **we do not run out of spots/countries for schools to choose, as MMUN must fill up every delegate spot.**

#### CHANGING DELEGATE ASSIGNMENTS

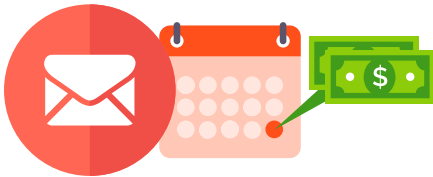
- You are able to swap out participants prior to the posted deadlines.
- Please also take note of the refund deadline posted within the conference information pages. **Only participant “swaps” are allowed after the refund deadline.**

- If you are **decreasing** participants, unfortunately, you will need to **release the country or countries** you had originally chosen, and now make new country selections to match your new delegate numbers (also dependent upon availability).
- Original delegate number confirmation is extremely important for this reason because, unfortunately, this does happen and **delegations will then be forced to begin researching a new country.**
- A **penalty** (i.e. **Land Grab Fee**) of **50\$ for each delegate position reduced** for any school with an attrition rate of **greater than 25%** from their original Step 1 country selection.

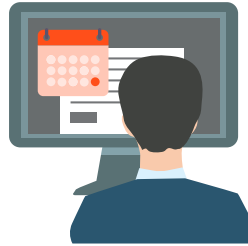


## STEP 2

## When Is My Registration Complete?

COMPLETED  
REGISTRATIONS

- Registration is complete **only when all conference fees are paid in full** and you have entered **all information for steps 1-3**.
- Registrations will be **canceled if remainder fees are not received** by the posted deadline for step 2.

MAKE SURE EVERYONE  
IS REGISTERED ON YOUR  
DASHBOARD IN TIME

- Only registered participants (i.e. students and adults whether part of a school delegation or as a visitor) will be **allowed entrance to the conference** facilities and its events.
- New registrations or payments will **not be accepted past the deadline**.
- **On-site registrations are not allowed**.

RIGHT  
OF REFUSAL

- MMUN reserves the right to deny access or cancel registration of any person or group of people that in its sole discretion deems to represent a likelihood of **causing harm to conference attendees**, to the **decorum** and the **integrity** of any of its conferences, or may put its confidential and copyrighted materials and information at risk of **unauthorized use**.



## STEP 2

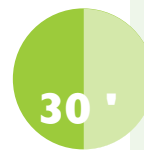
### STEP 2B

#### Participant Data Entry



#### RECOMMENDATION

Please ensure that name spelling is correct (double and triple check).



#### HOW LONG YOU NEED

If you have the information below, Step 2b can be completed rather quickly (approximately 30 minutes), depending on the size of your group. Please take the time to triple check this data to avoid problems in conference participation.

### WHAT YOU NEED



- You will need **all your participant data** to complete this step (**names, gender, date of birth**).



- All **full names as on passport or government identification** for **ALL participants** (**teacher coordinators, delegates, chaperones, and observers**).
  - This is needed for **MMUN security purposes**, as well as for **UN-Security clearance** (or **FAO/WFP security**).  
If this information is not correct, the **person will likely not be able to attend the closing ceremony**, as the UN security is very vigilant to ensure that badges match exactly government IDs.
  - These spellings will be used on the official **MMUN badges** (and certificates of completion) and will be verified against government ID by our on-site security. Security is of the up-most importance to MMUN.
  - Please also **ensure that spelling is correct** in this section of the registration (double and triple check).  
This minimizes any issues you may have on-site with badges or certificates for delegates and allows the conference to run more smoothly.
  - 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.
- **Gender** and **date of birth** for each participant (teacher coordinators, delegates, chaperones, and observers).





## STEP 2

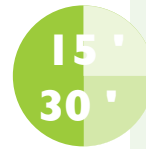
### STEP 2C

#### Rooming List Assignment



#### RECOMMENDATION

Ensure you already have a list of your selected room types and occupancies including each check-in and check-out date. This way, you will be able to easily slot each of your participants in the appropriate rooms in a timely manner.



#### HOW LONG YOU NEED

If you have the information below, Step 2c can be completed rather quickly (approximately 15-30 minutes), depending on the size of your group and how many rooms need to be specified.

#### WHAT YOU NEED



- You 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 b, you will be able to **assign those names to the appropriate rooms** using the pull-down menu.
- Please note, you are unable to proceed to Step 3 without having completed all of Step 2, including all the room assignments.



## STEP 2

## What Next?

## Last Three Months Before Conference

STUDENT  
ACADEMIC  
PREPARATION

- Finalizing student preparation, especially the **rules of procedure**.
- This practice helps delegates become **comfortable with the formality of the process** and assists them in honing their negotiation and public speaking skills.

OTHER  
STUDENT  
ACTIVITIES

- Students work together to **create Flags for the Parade of Nations** at the Opening Ceremony.
- **Country Display Board** of the country they will represent at MMUN.

PLEASE  
NOTE

- The **final deadline for position papers** is the deadline for Step 3.
- Only delegates who have submitted **position papers** will be able to participate in **committee session** (delegates representing their country alone during committee session, must complete both position papers).

DECISION ON  
OPTIONAL  
STUDENTS  
ACTIVITY  
PARTICIPATION

- **Student Performances** (solo or group) at the **Cultural Performance Night**.
  - Showcase either your native or your MMUN country's culture through a performance of music, theatre or dance.
- Design Contest:
  - Create an **original Design** which conveys how youth can contribute or lead to finding solutions to the UN SDG's.



## STEP 3

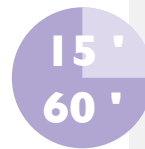
## Prepare to Join MMUN

COMMITTEE ASSIGNMENTS  
AND POSITION PAPER UPLOAD

## RECOMMENDATION

Complete ideally **two months before the conference**, and no later than:

- December 10<sup>TH</sup>, 2018  
for NYC Conference in February
- January 23<sup>RD</sup>, 2019  
for NYC Conference in March
- February 22<sup>ND</sup>, 2019  
for CHICAGO Conference in May
- April 5<sup>TH</sup>, 2019  
for ROME Conference in May



## HOW LONG YOU NEED

If you have the information below, Step 3 can be completed in approximately 15-60 minutes, depending on the size of your group and on how many of the below “optional” tasks are to be completed.

## WHAT YOU NEED



- **Committee Assignments:** You will need to assign each delegate to their country's committee (as per the **Conference Matrix**). This information is communicated to the bureau of the relevant committee and reflected on your conference credentials (MMUN Badge).



- **Position Paper:** You will need to upload the completed **Position Paper** for each delegate in your delegation.



- **Student Design** (optional activity): entries need to be uploaded according to the specifics on the website.
  - Concept and designs must be **original**.
  - Please be aware of the plagiarism policy for design contests.



- **Flag Bearers:** You will need to assign 2 delegates for each country as **Flag Bearers** for the **Flag Procession** at the Opening Ceremony.
  - Please note, **only 2 flag bearers are allowed per country** that is held by your delegation. These delegates will need to be available for early line-ups and/or rehearsals before the opening ceremony - see the conference schedule for the details.



- **Cultural Performance Night** (optional activity): application details need to be uploaded.
  - Name, description, and number of delegates involved in the performance is necessary.
  - If music is required for your performance, this is required to be uploaded here.
  - Please ensure you follow the music file specifications to properly upload the file (including the time limit of the music).



- **Travel Details:** Please provide the details on your arrival. You will be asked to provide two times:
  - The **date and time of your arrival at the hotel** (this information will be provided to the hotel to properly prepare for your arrival although check-in times are likely to remain post 4:00PM on the day of your arrival).
  - The **date and time for your desired time for on-site conference registration** (we will confirm the final time-slots by email).



### STEP 3 Position Paper Details



#### POSITION PAPER UPLOAD

- Please note if you have an **odd number of delegates**, one of your delegates would have needed to research and complete both topics. This means 2 position papers for that delegate/committee will need to be uploaded.

#### POSITION PAPER ACCEPTANCE

- If position papers are **not accepted by the bureau**, you will be **contacted with suggestions** on revisions. Timely submission of the updated position paper is necessary to ensure that the delegate will maintain his/her voting status.
- Delegations who fail to submit a position paper(s) which is accepted by their Committee Bureau within the proposed deadline, will **lose their “delegate” status**.
- These students will **attend the conference as observers** and will not have voting rights.

#### ADDITIONAL SUPPORTING MATERIALS ON POSITION PAPERS

- Student preparation and position paper(s) for **additional details** see your teacher manual.
- Conference Deadlines for the cut-off date for position paper submission.

#### PLAGIARISM

- Please review our **plagiarism policy for position papers**.



## STEP 3

### User Portal Reminders



#### ACCESSING

- You are able to access your conference registration by clicking on **'My Records'** through your user profile.

#### FUNCTIONALITY

- You are also able to either **'VIEW'** or **'EDIT'** your conference once you are in **'My Records'**.
- Please note, you are only able to make changes while in the **'EDIT'** portion of your registration.
- If you have clicked on **'VIEW,'** any changes you make here will **NOT** be saved in your registration (it is for you to simply view your steps).
- All portions of your registration are editable prior to the final step 3 deadline.**

#### MAKING PAYMENTS

- To make additional payments, you will need to re-enter **'Step 2a'** of the registration process by clicking on the **'Edit'** button next to your conference registration, and then clicking on **'Edit Step 2a'**.

#### QUESTIONS

- If you have any questions of the registration process, please contact [info@montessori-mun.org](mailto:info@montessori-mun.org) for **assistance**.



# POST-REGISTRATION



## What Next? Final Details



### ON-SITE REGISTRATION SLOT

- MMUN will be in contact with additional details on the conferences, **as well as your reserved time for on-site check-in registration.**



### CONFERENCE LOGISTICS

- Create an **itinerary** for the students that includes their **travel schedule** and the **conference schedule**.
  - In most cases, this includes determining where **meals** will be handled during the conference (except for Rome).
- Make or coordinate **reservations** for **flights, hotel,** and **ground transportation.**



### PRE-DEPARTURE REMINDERS

- Bring your **country's flag** for the flag procession.
- Your **country boards** will have assigned locations by MMUN at the conference venue.
- Your assigned **check-in time for on-site registration** will provide you with dedicated attention with MMUN Staff to ensure that you have **all your appropriate materials** and any updates **without unnecessary lines.** Please respect the assigned time.



### QUESTIONS

- If you need additional information please contact us: [info@montessori-mun.org](mailto:info@montessori-mun.org)
- Join the **Facebook Private Group** "MMUN Teacher Support".