



Inspiring youth
to
create a better world

2019 CONFERENCE CHARACTERISTICS



Choosing the Montessori Model United Nations Conference Right For You



CHICAGO



ROME



NYC

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CONFERENCES	Upper Elementary and Middle School MMUN Conference	Upper Elementary and Middle School MMUN Conference	Upper Elementary and Middle School MMUN Conference
TEACHER TRAININGS ONSITE	MMUN Teacher Certification Workshop with the possibility to see the Conference in action	N/A	N/A
DATES	May 1 ST - 4 TH 2019	May 20 TH - 23 RD 2019	Feb 13 TH - 16 TH 2019 March 20 TH - 23 RD 2019

2019 CONFERENCE CHARACTERISTICS

FACTS & FIGURES



CHICAGO



ROME



NYC



FACTS & FIGURES

MAX DELEGATES	500	700	1300
MAX TOTAL PARTICIPANTS	650	880	1800
LOCATION	Downtown Chicago	Outside of Rome	Times Square, NYC
CLOSING CEREMONY	The Murphy	FAO of UN	United Nations
MEALS	Not Included	Included	Not included
COSTS	Starting from \$535	Starting from €765	February Conference Starting from \$589 March Conference Starting from \$602
EXTRAS	Free guided walking tour of Chicago	Meals included	

2019 CONFERENCE CHARACTERISTICS

CHARACTERISTICS



CHICAGO



ROME



NYC



CHARACTERISTICS

EXPERIENCE

Smaller conference with higher bureau to delegate ratios. Opportunity to learn the process in a more supported environment. Delegates develop confidence to attend a larger conference in Rome or NYC. Truly an international experience as there is no majority group of delegates but rather smaller delegations from many countries. Get to know your fellow delegates in advance with a guided walking tour of Chicago the first day

Medium size conference, with a good mix of committee sizes, self-contained within the conference venue

Large conference with interesting special guests and external speakers, located in the hotel

LOGISTICS

Requires logistics planning for meals

Simple logistics (meals are included from welcome dinner before Opening Ceremony until breakfast before the Closing Ceremony)

Requires good logistics planning in NYC and within the conference venue

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CHARACTERISTICS

SPECIAL INTEREST

Exciting to visit the 3rd largest American city, with 60 international consulates, unique architecture, Broadway shows, improvisational comedy, music, impressionist art (largest collection outside of Paris). Opportunity for foreign consulate visits with support from MMUN

Possibility to connect to different UN agencies, international embassies, springboard for Europe. Delegates spend more time together due to the common meal space. A sense of community and solidarity develops with the sharing of meals and evening events, all at the conference hotel

Exciting opportunities to visit UN missions, international sites, Broadway shows, etc.

RECOMMENDED FOR PARTICIPANTS

Particularly beneficial for beginning delegates with smaller committees and more availability of MMUN and Bureau Support onsite

Beginning delegates and Expert delegates comfortable with a range of committee experiences

Expert delegates, comfortable with larger committees and the stimulation of Times Square

2019 CONFERENCE CHARACTERISTICS

ADD-ONS



CHICAGO

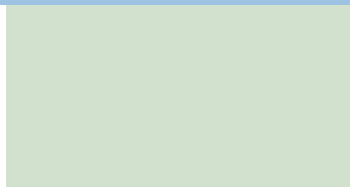


ROME



NYC

+ + ADD-ONS



Rome & Italy
Hands-On Tour;
Visit to the first *Casa dei
Bambini* (if of interest)

NYC Tour

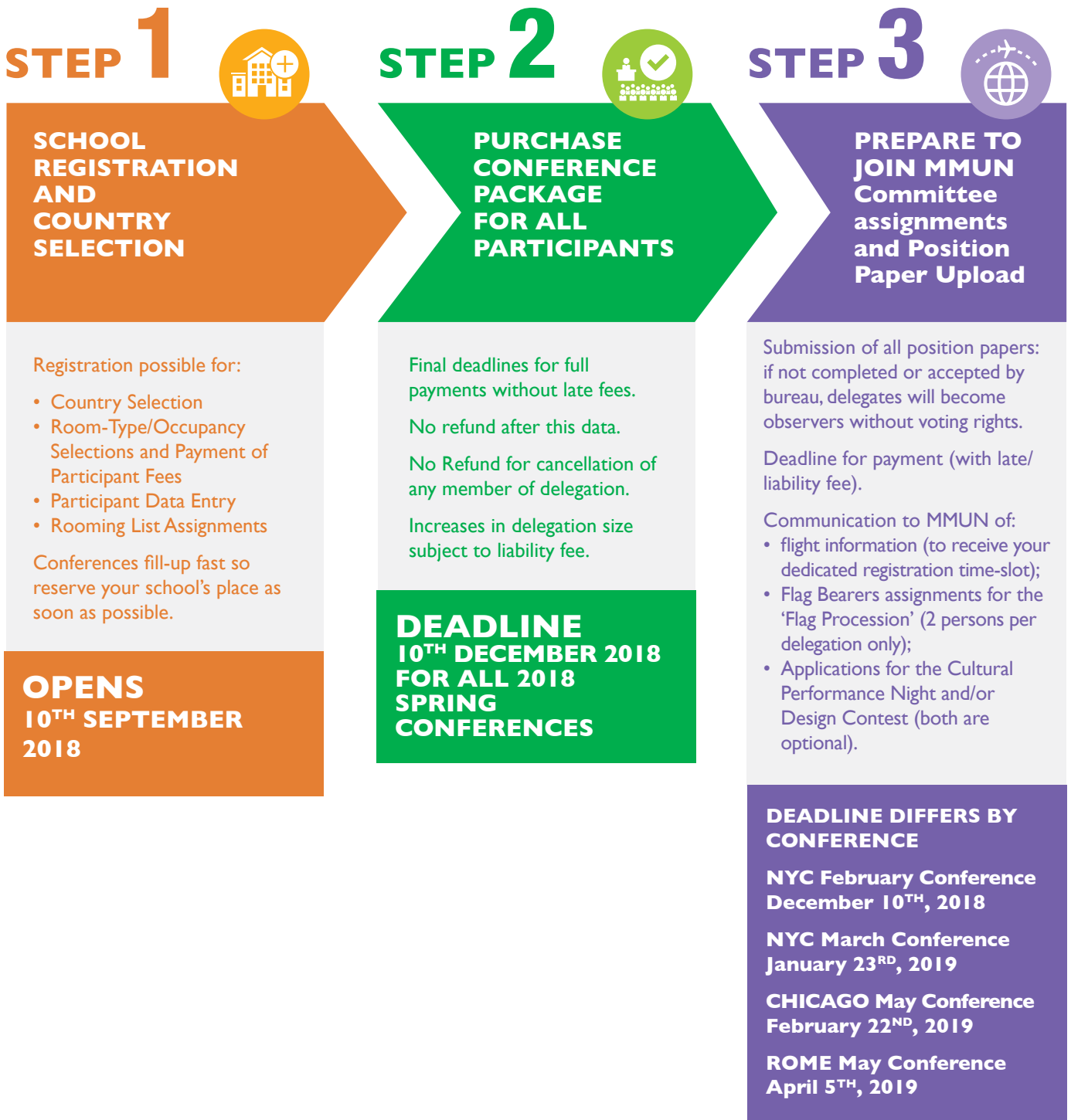


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MMUN TERMS OF SERVICE



Key Registration Dates



Conference Fees

CURRENCIES USD / EUROS



Country Selection Fee (Per School Group)

\$260 for US conferences
€260 for Rome conference

This fee reserves your place in the conference by allocating countries appropriate for your delegation. This fee must be paid immediately to block your country selection.



Conference Package Participant Fee

- **NYC FEBRUARY 2019: Starting at \$589 for quadruple occupancy**
- **NYC MARCH 2019: Starting at \$602 for quadruple occupancy**
- **CHICAGO MAY 2019: Starting at \$535 for quadruple occupancy**
- **ROME MAY 2019: Starting at €765 for triple occupancy**

This fee covers your participation in the conference, the venue costs, personnel costs, and hotel costs (see the paragraph "Conference Package: What is included and What is not included?"). Cost is per person for ALL participants (delegates, observers, chaperones, teachers, visitors). See following pages for details per conference. Services included in conference fees will not be sold or booked separately.



Conference Package Participant Fee for Local Residents

- **US CONFERENCES: \$400**
- **ROME CONFERENCE: €400**

Option available ONLY to those schools with registered locations within 50 mile radius of the venue.



Visitor Fee

- **NYC FEBRUARY 2019: Starting at \$589 for quadruple occupancy**
- **NYC MARCH 2019: Starting at \$602 for quadruple occupancy**
- **CHICAGO MAY 2019: Starting at \$535 for quadruple occupancy**
- **ROME MAY 2019: Starting at €765 for triple occupancy**

If you are not a member of a school group and would like to attend a MMUN conference, you can register yourself as a visitor paying the participant registration fee.

Conference Package: What Does It Include?



COMMITTEE AND CEREMONIAL SPACE

Use of venue space and facility fees.



HOTEL ACCOMMODATIONS

- Rooming accommodations for participants (quadruple through single, depending upon choice) for all the conference nights:
NYC February Conference
Check-in on February 13TH
Check-out on February 16TH;
NYC March Conference
Check-in on March 20TH
Check-out on March 23RD;
CHICAGO Conference
Check-in on May 1ST
Check-out on May 4TH;
ROME Conference
Check-in on May 20TH
Check-out on May 23RD.
- Round Trip Porterage fees for 1 luggage piece per person.
- For extra accommodation choices see the “ROOM OPTIONS & PRICING”.



PARTICIPATION THE CONFERENCE EVENTS/ACTIVITIES

- Opening Ceremony.
- MMUN Celebration Night.
- Cultural Performance Night.
- Committee Rooms.



CLOSING CEREMONY AT THE UN IN NYC (OR FAO IN ROME)

- 14 USD of the delegate fee covers the estimated direct costs of services provided with regard to the closing ceremony at the UN, which may include security, facility services, and sound and video technicians. If the fee is less than that, you will be refunded the difference (please note that the fee is applicable to delegates only).
- Please note: The UN is an organization in constant operation and therefore the use of the UN GA Hall can not be guaranteed.



WORKSHOPS

- Teacher and Parent workshops (facilities, organization).



TRANSPORT

- Round-trip transportation to and from the UN General Assembly Hall in NYC (alternate location Marriott Marquis Hotel Times Square).
- Round-trip transportation to and from the FAO Headquarters in Rome (alternate location Rome Marriott Park Hotel).



SCHOOL AND PARTICIPANT MATERIALS

- Bag/s for the Teacher Coordinator.
- Lanyards for all the participants.
- Badges for all the participants.
- Certificates for all the participants.
- Conference Books for all the participants.
- Number Paddles for the Teacher Coordinator.

Conference Package: What Does It Include?



MMUN ORGANIZATION

- MMUN Staff.
- MMUN Angels.
- Bureau Members.
- Additional Conference Staff.
- Special Guests.



SECURITY

- Hired additional security for venue to ensure only registered participants are circulating in the conference area.



TECHNOLOGY INFRASTRUCTURE

- AV equipment.
- Lighting.
- Electrical.
- Onsite admin and tech team.



COMMITTEE ROOM SUPPLIES

- Stationery.
- Water.



CONFERENCE SERVICES OFFICE

- Our staff and volunteers (MMUN Angels) will be available on the floors and in conference services to provide assistance and/or information to participants for the duration of the conference.



FIRST AID STATION

- Basic first aid supplies.
- For the larger conferences, trained medical staff is available as an additional support.
- For the smaller conferences, the hotel staff is available 24/7 to assist MMUN participants with emergency needs.

Conference Package: What Is Not Included?



TRAVEL COSTS TO VENUE

- Airfare/Travel to and from Conference city.
- Airport transfer to and from the hotel.



INDIVIDUAL COSTS FOR PARTICIPATION

- VISA fees (if needed).
- Insurance (Health, Travel, Trip Cancellation, etc.).
- Passport (make sure the expiration date falls within the requirements, generally at least six months after the conference dates).
- Meals are not included for conferences (with the exception of the Rome Conference).



SHOULDER NIGHTS

- Any additional room nights outside the dates included in the conference package.
- See details on room configuration and pricing for the shoulder nights.



TOUR PACKAGES

- Participation in our post-conference tour packages.

NYC Conferences Room Options & Pricing

CONFERENCE	ROOMING ARRANGEMENTS	ROOM FEATURES	COST PER PARTICIPANT (based on room occupancy)
NYC FEBRUARY Marriott Marquis and Hyatt Centric Times Square	QUADRUPLE ACCOMMODATION	Room type: Double Full Room Configuration: 2 full size beds + 1 twin size sofa bed Occupancy: 4 people	\$589
	TRIPLE ACCOMMODATION	Room type: Double Full OR King Room Configuration: 2 full size beds + 1 twin sofa bed OR 1 king bed + 1 twin size sofa bed Occupancy: 3 people	\$692
	DOUBLE ACCOMMODATION	Room type: Double Full or King Room configuration: 2 full size beds + 1 twin sofa bed OR 1 king bed + 1 twin size sofa bed Occupancy: 2 people	\$901
	SINGLE ACCOMMODATION	Room Type: King Room configuration: 1 king bed + 1 twin size sofa bed Occupancy: 1 person	\$1,530
NYC MARCH Marriott Marquis and Hyatt Centric Times Square	QUADRUPLE ACCOMMODATION	Room type: Double Full; Room Configuration: 2 full size beds + 1 twin size sofa bed Occupancy: 4 people	\$602
	TRIPLE ACCOMMODATION	Room type: Double Full OR King Room Configuration: 2 full size beds + 1 twin sofa bed OR 1 king bed + 1 twin size sofa bed Occupancy: 3 people	\$714
	DOUBLE ACCOMMODATION	Room type: Double Full or King Room configuration: 2 full size beds + 1 twin sofa bed OR 1 king bed + 1 twin size sofa bed Occupancy: 2 people	\$938
	SINGLE ACCOMMODATION	Room Type: King Room configuration: 1 king bed + 1 twin size sofa bed Occupancy: 1 person	\$1,612

NYC Conferences Shoulder Nights

CONFERENCE	ROOMING ARRANGEMENTS	ROOM COST
<p>NYC FEBRUARY</p> <p>Marriott Marquis and Hyatt Centric Times Square</p> <p>Available Shoulder Nights:</p> <p>02/11/2019 02/12/2019 02/16/2019</p>	<p>QUADRUPLE TRIPLE DOUBLE SINGLE ACCOMMODATION</p>	<p>\$419</p>
<p>NYC MARCH</p> <p>Marriott Marquis and Hyatt Centric Times Square</p> <p>Available Shoulder Nights:</p> <p>03/18/2019 03/19/2019 03/23/2019</p>	<p>QUADRUPLE TRIPLE DOUBLE SINGLE ACCOMMODATION</p>	<p>\$449</p>

CHICAGO Conference Room Options & Pricing

CONFERENCE	ROOMING ARRANGEMENTS	ROOM FEATURES	COST PER PARTICIPANT (based on room occupancy)
CHICAGO Sheraton Grand	QUADRUPLE ACCOMMODATION	Room Type: Quadruple Room Configuration: Double Queen Occupancy 4 people	\$535
	TRIPLE ACCOMMODATION	Room Type: Triple Room Configuration: Double Queen Occupancy 3 people	\$603
	DOUBLE ACCOMMODATION	Room Type: Double Room Configuration: Double Queen or King Occupancy 2 people	\$741
	SINGLE ACCOMMODATION	Room Type: Single Room Configuration: King Occupancy 1 person	\$1,153

CHICAGO Conference Shoulder Nights

CONFERENCE	ROOMING ARRANGEMENTS	ROOM COST
CHICAGO Sheraton Grand Available Shoulder Nights: 04/30/2019 05/04/2019	QUADRUPLE TRIPLE DOUBLE SINGLE ACCOMMODATION	\$275

ROME Conference Room Options & Pricing

CONFERENCE	ROOMING ARRANGEMENTS	ROOM FEATURES	COST PER PARTICIPANT (based on room occupancy)
ROME Rome Marriott Park Hotel	TRIPLE ACCOMMODATION	Room Types: Executive Suite Room Configuration: 1 king bed + 1 cot bed Occupancy 3 people	€765
	DOUBLE ACCOMMODATION	Room Types: Double Twin or King Room Configuration: 2 twin size beds or 1 king bed Occupancy 2 people	€815
	SINGLE ACCOMMODATION	Room Types: King Room Configuration: 1 king bed Occupancy 1 person	€1,130

ROME Conference Shoulder Nights

CONFERENCE	ROOMING ARRANGEMENTS	ROOM COST
ROME Rome Marriott Park Hotel Available Shoulder Nights: 05/19/2019 05/23/2019 05/24/2019 05/25/2019	TRIPLE ACCOMMODATION	€325
	DOUBLE ACCOMMODATION	€250
	SINGLE ACCOMMODATION	€230

Refund and Penalties





Refund Deadline

December 10TH, 2018 for All Conferences

- Refunds are subject to a 10% processing fee before the indicated dates.
- Refund requests must be submitted prior to the posted deadline to accounting@montessori-mun.org with the electronic payment receipt (email receipt) or the last 4 digits of the card used to process the payment transaction(s) along with names of school and participant(s) whose registration(s) need to be canceled.
- After these dates, NO refunds are possible.

Please note:

We are required to pay the hotel for the rooms even if they remain empty.

PENALTIES	CURRENCIES USD / EUROS	
 <p>Liability / Late Registration Fee</p>	<p>\$150 or 150€ depending upon conference</p>	<ul style="list-style-type: none"> • Late registrations are subject to a \$150USD (for the US Conferences) supplemental fee per participant. It is 150€ for Rome Conference. • MMUN incurs additional costs for logistics defined later than the step 2 deadline.
 <p>Land Grab Fees</p>	<p>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 or 50€ per delegate).</p>	<ul style="list-style-type: none"> • We had several schools which significantly overestimated their delegation size in 2018 and occupied inappropriate countries (and hence conference spots) which were not released until after other schools were turned away due to a lack of availability.

Note About Closing Ceremony & UN Participation

CORRECT NAMES

- Please ensure that the formal full name of each participant is specified (as written on legal documentation).
- This information is used to generate both the name badges for the conference as well as the security clearance for the UN (New York City Conference) and for the FAO/WFP (for Rome Conference).
- All names are submitted at the conference registration deadline (see individual conference information page for exact dates).
- Name changes that are received after this date will not affect conference attendance (swap of participant); however, the participant will be unable to attend the UN or FAO/WFP (if applicable depending on conference).

UN AVAILABILITY

- The UN is an organization in constant operation and therefore use of the UN GA Hall cannot be Guaranteed.

SELECTING THE APPROPRIATE DELEGATION DESIGNATES WHICH CLOSING CEREMONY THE CHAPERONE WILL ATTEND

- Chaperones and observers need to be allocated to either the Middle School or Upper Elementary and will only be allowed to attend the relevant Closing Ceremony.
- If a Chaperone or Teacher has to oversee delegates in both sessions, they must submit two UN/FAO Ground Pass requests (and they need to know how to do this).

CLOSING SCHEDULE

- Schedule of the closing ceremony at the UN is highly variable based upon onsite indications from security and UN staff. We strongly recommend that you only travel on the MMUN buses to make sure you are onsite at the appropriate time.