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2020 COMPLETE REGISTRATION GUIDELINES

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2020 COMPLETE REGISTRATION GUIDELINES



QUICK OVERVIEW OF POLICY CHANGES



Why we are changing our policies

SCHOOLS PRESUME THAT ANY AND ALL CHANGES CAN BE MADE TO DELEGATIONS BEFORE PAYMENT DEADLINES WITHOUT CONSEQUENCES TO THE CONFERENCE

MMUN cannot adapt to major changes, given the fixed capacity of the conferences due to both venue constraints and to our defined standard for quality of delegate experience.

THIS YEAR WE ENCOUNTERED A NUMBER OF PROBLEMS WITH LARGE PORTIONS OF DELEGATIONS (OR THE ENTIRE DELEGATION) DROPPING OUT AT THE LAST MINUTE

It is very hard to accommodate wait list requests because dropouts happen too late in the process.

WE GENERALLY ARE INFORMED OF ACCOMMODATION SELECTIONS AT THE FINAL PAYMENT DEADLINE, CREATING DELAYS IN DETERMINING ADDITIONAL OF ROOM AVAILABILITY FOR CONFERENCES.

This situation is applicable to all conferences, even 9 months prior to the conference. Our Rome conference, for instance, requires us to pay for most rooms before the traditional Dec. 10TH deadline.

Hotels dictate the schedule of payments for our conferences. This begins one year in advance, and includes required minimum room nights to access the meeting and conference facilities.



Our Answer



Encourage schools to reserve “credible” delegation sizes from the beginning (instead of optimistic/maximum)



Earlier financial commitment for delegations: 14 OCT. 2019

- Require financial commitment for full delegation within portal, in terms of participants as well as hotel conference package preferences early - Midnight Eastern Time, 14 Oct. 2019.
- No refunds after 14 Oct. 2019 for any conference.



Penalties for land grabs

- Instituting a land grab fee of 100\$/€ per participant for reductions in delegation sizes of more than 20% from their original registration in September to their Final Financial Commitment on 14 Oct. 2019.



Better management of waitlist

- Replenishing of matrix, based upon single date of release of spaces, allowing a more transparent management of waitlist (so schools will know if they can attend or not).

Ultimate Recipe for Success

Is there anything else that MMUN can provide to enable schools to promote/recruit earlier?



SCHOOLS RECRUIT EARLIER AND CONFIRM COMMITMENT EARLIER (OCT. 2019)

- Get school and parent buy-in by using available resources: yearbook, videos, social media, YouTube, case studies, sample resolutions, etc.
- Get student buy-in by getting students to tell about their experiences, activities, NGOs, etc.
- Develop a student contract to formalize student commitment.
- Don't wait for registration before starting fundraising. Fund raising resources are included on website.



Overview of registration changes

Summary for Veteran Teachers



NEW FINANCIAL POLICIES

- Earlier Financial Commitment for delegations: 14 Oct. 2019 (not payment)
 - Require financial commitment for full delegation within portal, in terms of participants as well as hotel conference package preferences early (14 Oct. 2019 Midnight Eastern Time)
 - Payment deadline remains the same: 10 Dec. 2019 for all conferences
- No refunds after 14 Oct. 2019 for any conference



DIFFERENT PENALTY CHARGE

- Instituting a land grab fee of 100\$/€ per participant for reductions in delegation sizes of more than 20%, from their original registration in September to their Final Financial Commitment on 14 Oct. 2019.
- Late Fees of 250\$/€ per participant after Step 3 payment deadline.



BETTER MANAGEMENT OF WAIT LISTS

- Replenishing of matrix based upon single date of release of spaces, allowing a more transparent management of waitlist (so schools will know if they can attend or not).



GENERAL POLICIES AFFECTING PARTICIPATING SCHOOLS

- Underage non-delegate children.
- Adult credentialing with wristbands.
- On-site group leaders.



Terminology regarding fees



CONFERENCE PACKAGE

- Cost for participating in conference, any age; includes all conference events, activities, and accommodations (as well as meals in Rome).



NEW! BINDING FINANCIAL COMMITMENT FOR CONFERENCE PACKAGE

- 14 Oct. 2019 is the deadline for schools to be responsible for the full conference package for all school dashboard participants (i.e. binding financial commitment for conference package).



NEW! LAND GRAB FEE

- When greater than 20% attrition occurs from original school delegation registration, as compared to the binding financial commitment portal delegation size indicated as of 14 Oct. 2019, a cost of 100\$/€ per participant is incurred. This fee is to encourage schools to register "realistic" delegation sizes.



NEW! LATE/LIABILITY FEE

- A fee of 250\$/€ per participant is incurred when payment is not received by the Step 3 deadline – 10 Dec. 2019 for all conferences.



NEW! REFUND

- Refunds are subject to a 10% processing fee before the indicated dates.
- Refund deadline is 14 Oct. 2019 midnight eastern time zone for all conferences.
- Any delegation changes after 14 Oct. 2019 are not refundable.



Related Policies with implications on registration

Policies affecting adult credentialing

All participating adults (e.g. teacher coordinators, chaperones, observers and visitors) will be required to follow these guidelines:



- Register individually with Security to receive a one-time-only issue of a security wristband, which will be worn for the duration of the conference.
- All badges will continue to be issued to the Teacher Coordinator or Visitor during their onsite check-in.
- Carry ID at all times for security spot-checks at any time during the conference.

Our goal is that these security steps will be hassle-free, while ensuring the overall safety of the conference participants.

Policies affecting delegation size: Chaperone participation



Required chaperone ratios

- 1 chaperone for every 8 students for upper elementary.
- 1 per 15 students for middle school.



Only chaperones are authorized for student pickup (not observers).

- Student delegates will not be released from their committee rooms without a school chaperone (vs. a school observer) present to collect them.

Policies affecting non-delegate children

ALL NON-DELEGATE CHILDREN MUST BE ON THE MMUN DASHBOARD TO ACCESS THE VENUE



Children Under age 1

Children under 1 year of age will be admitted to all evening events at the hotel venue including the Opening Ceremony, Cultural Performance Night, and MMUN Celebration Night.



Children between ages 1 to 7

Children between ages 1 and 7 are not permitted to attend committee sessions or the UN Closing Ceremony; however, they will be admitted to all evening events at the hotel venue including the Opening Ceremony, Cultural Performance Night and MMUN Celebration Night, if they are registered for the conference as an underage non-delegate child (1-7).



Children ages 8 and up

Children ages 8 and up will be admitted to all events including Opening Ceremony, Committee Sessions, Cultural Performance Night, and the Closing Ceremony at the UN/FAO. Although the UN reserves the right to refuse any children under 9, it has been our experience that 8- year-olds have not been denied entry.

MMUN has no control over UN/FAO actions and takes no responsibility if a child who is below 9 years old is refused entry.



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2020 COMPLETE REGISTRATION GUIDELINES



STEP BY STEP REGISTRATION



Choosing the right conference for you

	 NYC		 CHICAGO	 ROME
	FEBRUARY	MARCH		
CONFERENCE DATE	19-22 Feb 2020	4-7 March 2020	14-17 May 2020	26-29 May 2020
STEP 1: SCHOOL REGISTRATION, COUNTRY SELECTION	Opening of Registration: 10 Sept. 2019	Opening of Registration: 12 Sept. 2019	Opening of Registration: 16 Sept. 2019	Opening of Registration: 16 Sept. 2019
OVERVIEW	Large conference with interesting special guests and external speakers, located in the hotel		Opportunity to learn the process in a more supported environment. International conference with smaller delegations from many countries	Medium size conference, with a good mix of committee sizes, self-contained within the conference venue
EXTRAS	-	-	Pre Conference Tour (Free)	Meals included



Conference Package: What Does It Include?



COMMITTEE AND CEREMONIAL SPACE

Use of venue space and facility fees.



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

- 5 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 cannot be guaranteed.



HOTEL ACCOMMODATIONS

- Rooming accommodations for participants (quadruple through single, depending upon choice) for all the conference nights:
 - NYC February Conference*
Check-in on February 19TH
Check-out on February 22ND;
 - NYC March Conference*
Check-in on March 4TH
Check-out on March 7TH;
 - CHICAGO Conference*
Check-in on May 14TH
Check-out on May 17TH;
 - ROME Conference*
Check-in on May 26TH
Check-out on May 29TH.
- Round Trip Portage fees for 1 luggage piece per person.
- For extra accommodation choices see the "ROOM OPTIONS & PRICING".



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 participants.
- Badges for all participants.
- Certificates for all participants.
- Conference Books for all participants.
- Number Paddle for the Teacher Coordinator.



PARTICIPATION IN THE CONFERENCE EVENTS/ACTIVITIES

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



Conference Package: What Does It Include?



MMUN ORGANIZATION

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



SECURITY

- Additional hired 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?



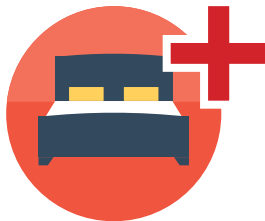
TRAVEL COSTS TO VENUE

- 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.

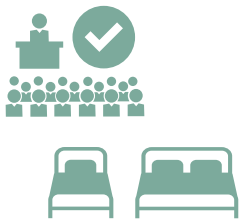


Registration Process



1

**SCHOOL
REGISTRATION
AND COUNTRY
SELECTION**



2^A

**CONFERENCE DELEGATION
PARTICIPATION CONFIRMATION
AND HOTEL
REQUIREMENTS**

Content of the Registration Steps is not new (although the financial commitment is new) but rather it has different deadlines for the sub-steps to better reflect the key decisions.



2<sup>A
B
C</sup>

**PAYMENT OF CONFERENCE
PACKAGE AND ROOMING LIST
GENERATION**



3

**FINAL DETAILS TO JOIN
MMUN**



Conference Deadlines by Phase

	NYC		CHICAGO	ROME
CONFERENCE DATE	FEBRUARY 19-22 Feb 2020	MARCH 4-7 March 2020	14-17 May 2020	26-29 May 2020
STEP 1: SCHOOL REGISTRATION, COUNTRY SELECTION	Opening of Registration: 10 Sept. 2019	Opening of Registration: 12 Sept. 2019	Opening of Registration: 16 Sept. 2019	Opening of Registration: 16 Sept. 2019
STEP 2A: CONFIRMATION OF DELEGATION, SELECTION OF ACCOMMODATIONS	SAME FOR ALL CONFERENCES Opening of Accomodations: 7 Oct. 2019 NEW! Deadline for dropping delegates, refunds: 14 Oct. 2019			
STEP 2A-2C: PAYMENT AND GENERATE ROOM LIST	SAME FOR ALL CONFERENCES Opening of payments for step 3: 7 Oct. 2019 Deadline for Payment: 10 Dec. 2019			
STEP 3: POSITION PAPER, COMMITTEE ASSIGNMENT AND LOGISTICS	10 Dec. 2019	10 Jan. 2020	13 March 2020	27 March 2020



STEP 2A DEADLINE:

Locked financial commitment for full participants, as well as conference package selection

(i.e. accommodation selection is required, not payment)



Terminology regarding fees



CONFERENCE PACKAGE

- Cost for participating in conference, any age; includes all conference events, activities, and accommodations (as well as meals in Rome).



BINDING FINANCIAL COMMITMENT FOR CONFERENCE PACKAGE

- 14 Oct. 2019 is the deadline for schools to be responsible for the full conference package for all school dashboard participants (i.e. binding financial commitment for conference package).



LAND GRAB FEE

- When greater than 20% attrition occurs from original school delegation registration, as compared to the binding financial commitment portal delegation size indicated as of 14 Oct. 2019, a cost of 100\$/€ per participant is incurred. This fee is to encourage schools to register "realistic" delegation sizes.



LATE/LIABILITY FEE

- A fee of 250\$/€ per participant is incurred when payment is not received by the Step 3 deadline – 10 Dec. 2019 for all conferences.



REFUND

- Refunds are subject to a 10% processing fee before the indicated dates.
- Refund deadline is 14 Oct. 2019 midnight eastern time zone for all conferences.
- Any delegation changes after 14 Oct. 2019 are not refundable.



NYC – Feb. 2020: Planning Example

KEY DEADLINES

10 SEPT. 2019	14 OCT. 2019	10 DEC. 2019	JAN 2020	FEB 2020	MARCH 2020	APRIL 2020	MAY 2020
Opening of Registration	<ul style="list-style-type: none"> • Deadline for Dropping Delegates, Refund Deadline • Full Financial Commitment for Dashboard • Selection of Accommodation Packages (or waitlist for options being verified) 	<ul style="list-style-type: none"> • Payment of Conference Package • Position Paper Upload • Confirmation of onsite Group Leader, Flag bearers, cultural performance application, design contest application • Communication of flight information to receive a dedicated registration time-slot 		NYC Feb. Conference			
REGISTRATION POSSIBLE (WHILE SPACE LASTS)							
DROPPING DELEGATES POSSIBLE WITHOUT PAYMENT OF CONFERENCE PACKAGE							
ADDING DELEGATES POSSIBLE (NO LATE FEES)							
PAYMENTS							
PAYMENT WITHOUT LATE FEES							



Rome - May 2020: Planning Example

KEY DEADLINES

10 SEPT. 2019	14 OCT. 2019	10 DEC. 2019	JAN 2020	FEB 2020	MARCH 2020	APRIL 2020	MAY 2020
Opening of Registration	<ul style="list-style-type: none"> • Deadline for Dropping Delegates, Refund Deadline • Full Financial Commitment for Dashboard • Selection of Accommodation Packages (or waitlist for options being verified) 	<ul style="list-style-type: none"> • Payment of Conference Package 			<ul style="list-style-type: none"> • Position Paper Upload • Confirmation of On-Site Group Leader, Flag bearers, cultural performance application • Indication on on-site hotel check-in 		Rome Conference
REGISTRATION POSSIBLE (WHILE SPACE LASTS)							
DROPPING DELEGATES POSSIBLE WITHOUT PAYMENT OF CONFERENCE PACKAGE							
ADDING DELEGATES POSSIBLE (NO LATE FEES)							
					ADDING DELEGATES POSSIBLE (WITH LATE FEES)		
PAYMENTS							
PAYMENT WITHOUT LATE FEES							
					PAYMENT WITH LATE FEES (250\$ USD PER PARTICIPANT)		



Ultimate Recipe for Success



MMUN publishes pricing, topics, and matrices early
JUNE 2019

Schools recruit earlier and confirm commitment early
OCTOBER 2019



Is there anything else that MMUN
can provide to enable schools
to promote/recruit earlier?



Get school and parent buy-in by using available resources: yearbook, videos, social media, YouTube, case studies, sample resolutions, etc.



Get student buy-in by getting students to tell about their experiences, activities, NGOs, etc.



Develop a student contract to formalize student commitment.



Don't wait for registration before starting fundraising. Fund raising resources are included on website.



Available Tools

- Teacher Manual
- www.montessori-mun.org
- Conference page includes:
 - complete conference guidebook
 - registration guidelines
 - accommodation options and pricing
 - key dates with deadlines
 - VISA request form
- Newsletters:
 - Coordinator Corner
 - Parents Corner (Coming Soon)
- Facebook teacher support group
- Webinars - require access code, available upon request at: info@montessori-mun.org
 - topic & country selections
 - registration system
 - navigating the UN website



Let us know if you think you need something else too!



Understanding Committees



The delegation as a whole is responsible for both committee topics.
(No matter the authorship of the position papers).



MMUN suggests that the delegates work together on creating the position papers, since delegates must be familiar with both topics and be involved throughout the negotiation process.

MMUN does not control the amount of time spent on each topic, therefore both delegates need to be equally invested in both topics.



In the case of a delegation with only one delegate, this single representative must submit two position papers. All single delegates must be declared in Step I.



- It is a really critical to make sure your students are working on the “right” topic;
- Swaps between committees are problematic/impossible if the student has erroneously worked on the topics of a different committee;
- Resulting effects: wrong bureau reviews paper, badge and certificate incorrect, no seat for the delegate, committee's roll call list is incorrect, etc.



STEP BY STEP REGISTRATION

RELATED POLICIES WITH IMPLICATIONS ON REGISTRATION

Policies affecting adult credentialing

All participating adults (e.g. teacher coordinators, chaperones, observers and visitors) will be required to follow these guidelines:



- Register individually with Security to receive a one-time-only issue of a security wristband, which will be worn for the duration of the conference.
- All badges will continue to be issued to the Teacher Coordinator or Visitor during their onsite check-in.
- Carry ID at all times for security spot-checks at any time during the conference.

Our goal is that these security steps will be hassle-free, while ensuring the overall safety of the conference participants.

Policies affecting delegation size: Chaperone participation



Required chaperone ratios

- 1 chaperone for every 8 students for upper elementary.
- 1 per 15 students for middle school.



Only chaperones are authorized for student pickup (not observers).

- Student delegates will not be released from their committee rooms without a school chaperone (vs. a school observer) present to collect them.

Policies affecting non-delegate children

ALL NON-DELEGATE CHILDREN MUST BE ON THE MMUN DASHBOARD TO ACCESS THE VENUE

0-1

Children Under age 1

Free of charge

Children under 1 year of age will be admitted to all evening events at the hotel venue including the Opening Ceremony, Cultural Performance Night, and MMUN Celebration Night.

1-7

Children between ages 1 to 7

Reduction of 300\$ USD for NYC and Chicago and 300 € for Rome from full conference package fees

Children between ages 1 and 7 are not permitted to attend committee sessions or the UN Closing Ceremony; however, they will be admitted to all evening events at the hotel venue including the Opening Ceremony, Cultural Performance Night and MMUN Celebration Night, if they are registered for the conference as an underage non-delegate child (1-7).

8+

Children ages 8 and up

Full cost of participation

Children ages 8 and up will be admitted to all events including Opening Ceremony, Committee Sessions, Cultural Performance Night, and the Closing Ceremony at the UN/FAO. Although the UN reserves the right to refuse any children under 9, it has been our experience that 8- year-olds have not been denied entry.

MMUN has no control over UN/FAO actions and takes no responsibility if a child who is below 9 years old is refused entry.



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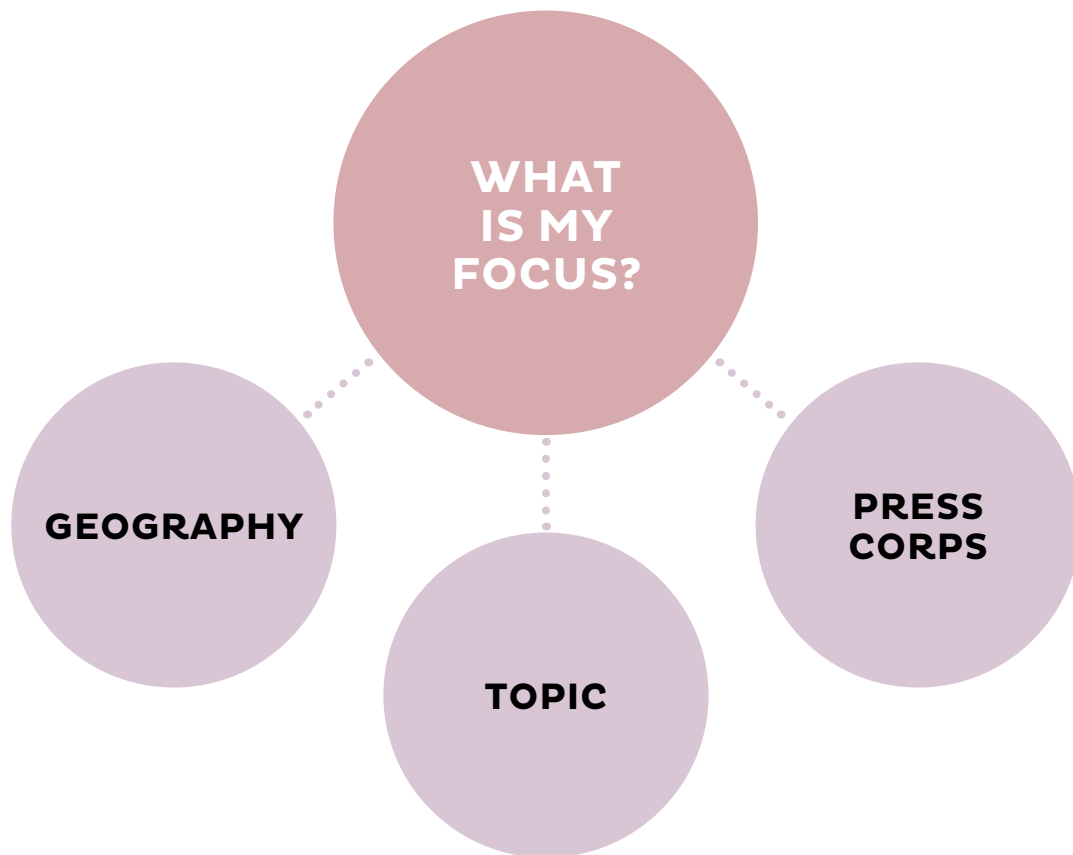
2020 COMPLETE REGISTRATION GUIDELINES



DEVELOPING A REGISTRATION STRATEGY



First Question



How shall I decide on a country?

- Student Interest?
- Country or region with high interest in the news?
- Countries in the same region?
- Countries in a different region?
- Specific topics to be covered, including Security Council?
- Personal connection with/families from a region?
- Country or region aligned with school curriculum?
- Region similar to one we chose last year?
- Country or region similar to our own?



Country Selection

Silver Lining

The value of your experience should be determined by the process itself and not by the country. In fact, many teachers have told us that their most surprisingly interesting experiences have been associated with smaller, lesser known countries.

Caution

Be prepared with a number of options, as your first choices may not be available at the time of your registration. Seconds count when registration opens for many conferences. Do not make any promises to students or appointments at embassies until your registration for step 1 has been finalized.

Country selection from topic considerations





Details on the topics

- You can obtain topic descriptions from the website for committees on the relevant conference page.
- Full background guides will be available AFTER you reserve your country.



First Committee
Disarmament and International Security
DISEC



This committee aims to create a more peaceful world. Talks in this committee center around reducing weapons in the world. It also identifies threats to peace and finds solutions to international security.

This committee believes the world can become stable through cooperation. Countries can protect their people better if they work together for peace. For example, this committee might discuss how to keep weapons from terrorists. Or, how less weapons can make the world safer. Also, countries talk about policing weapons and finding ways to reduce the weapons they have.

First Committee works closely with **United Nations Disarmament Commission and Conference on Disarmament**. They have passed resolutions on ammunition, military spending and missiles.

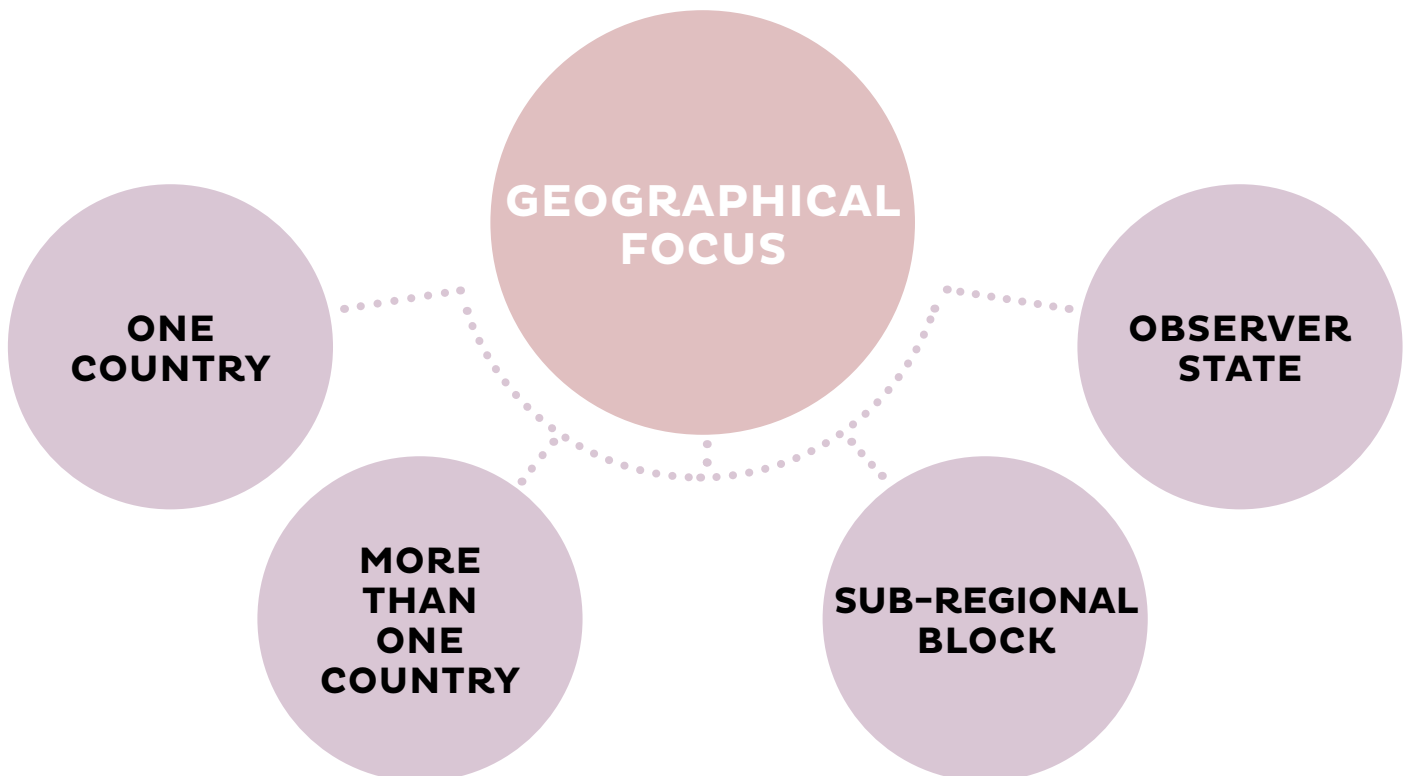
Agenda Item 95.E
Prohibition of the dumping of radioactive wastes

Radioactive materials can be positive for human development. However, when it becomes waste it is a human health problem. With your fellow delegates you need to find a solution to the problem of radioactive wastes.

- Can states agree on a plan in order to dispose of radioactive wastes safely?
- What steps can countries take to limit their production of radioactive wastes?
- How can countries support or encourage each other to live up to treaties?



Country selection from geographical considerations





Developing a strategy for country selection based on the committee/topic(s)



Selection Requirements

EACH COUNTRY, OBSERVER STATE OR PRESS CORPS AGENCY DELEGATE NUMBERS

- Matrix provides delegate numbers.
- Two delegates per committee for each country (incl. Observer States) or for each Press Agency.

EACH COMMITTEE HAS TWO TOPICS


- Both delegates in the committee must be familiar with both topics.

ALL THE DELEGATE SEATS MUST BE FILLED IN ALL THE COMMITTEES FOR THAT COUNTRY SELECTION

- If you have an odd number of delegates, one delegate must represent the country by her/ himself and write two position papers to cover both topics (declared in Step 1).

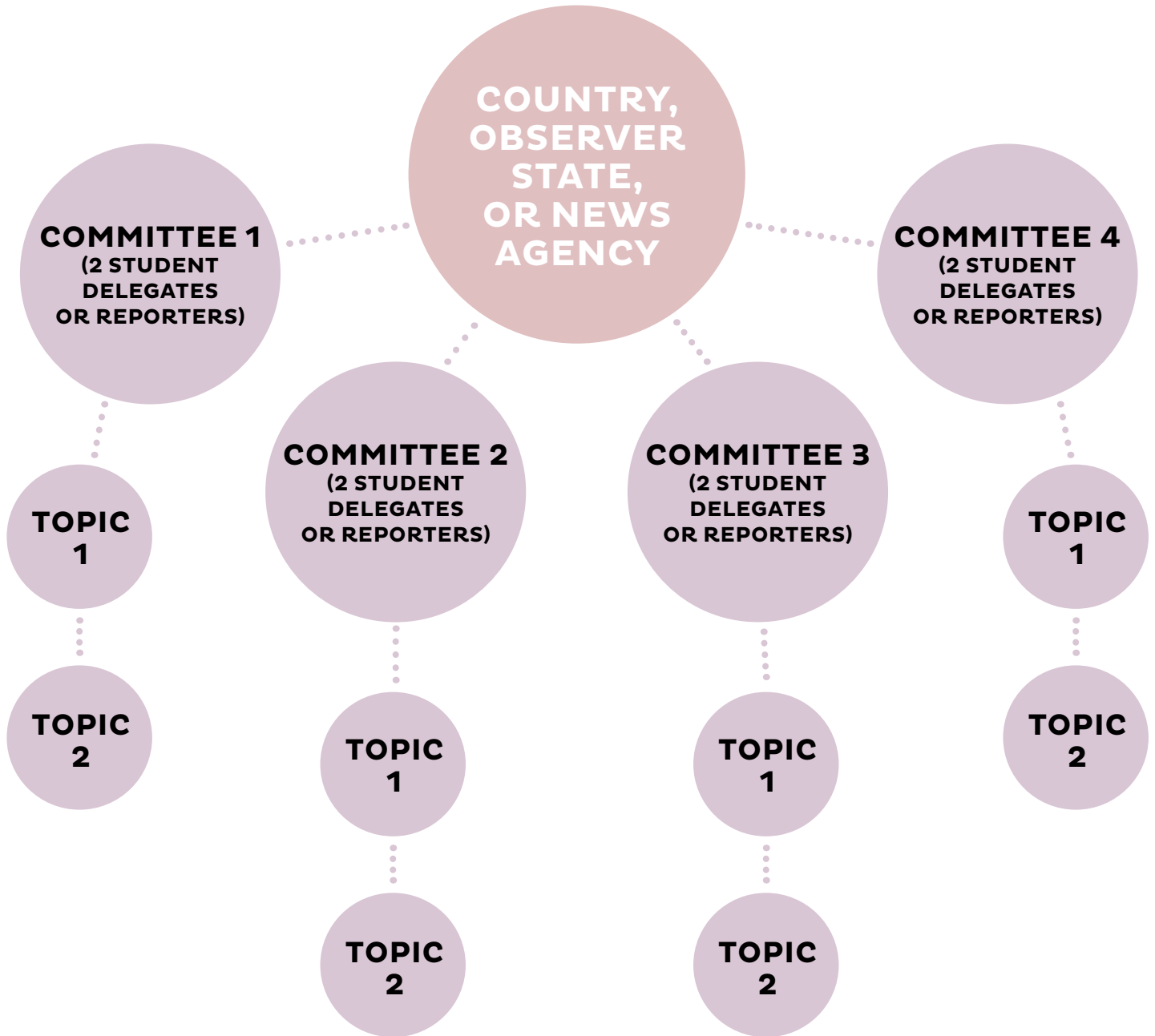


Understanding the Matrix

 Montessori Model United Nations NYC February Conference 2020		Upper Elementary										
Regional Groups	Countries	Committees										
		Number of Delegates per Committee										
		UE DISEC	UE ECOSOC		UE FAO		UE HRC		UE SOCHUM		UE UNSC	
		Section 1	Section 2	Section 1	Section 2	Section 1	Section 2	Section 1	Section 2	Section 1	Section 2	
African Group	Algeria	2	2		2							
	Angola			2		2						
	Botswana	2		2	2							
	Burkina Faso					2				2		
	Burundi										2	
	Cabo Verde	2	2		2							
	Cameroon			2		2						
	Central African Republic									2		
	Chad	2			2						2	
	Comoros		2			2						
	Côte d'Ivoire	2			2					2		
	Democratic Republic of the Congo					2					2	
	Egypt	2		2	2							
	Equatorial Guinea					2				2		
	Eritrea										2	
	Ethiopia	2	2		2		2					
	Gabon			2				2				
	Gambia									2		
	Ghana	2			2						2	
	Guinea		2					2				
	Guinea-Bissau			2				2				
	Kenya	2			2					2		
	Lesotho							2			2	
	Liberia		2						2			
	Libya	2			2							
	Madagascar							2		2		
	Malawi								2		2	
	Mali	2	2									
	Mauritania							2				
	Mauritius								2	2		
Morocco										2		
Mozambique		2					2					
Namibia								2				
Niger									2		2	
Nigeria							2		2			
Rwanda		2						2				
Senegal		2					2		2			
Seychelles								2				
Somalia							2					
South Africa								2	2		2	
Tunisia											2	



Navigating the Matrix





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2020 COMPLETE REGISTRATION GUIDELINES



STEP 1 DETAILS



Registration Process



1

**SCHOOL
REGISTRATION
AND COUNTRY
SELECTION**



2

A

**CONFERENCE DELEGATION
PARTICIPATION CONFIRMATION
AND HOTEL
REQUIREMENTS**



2

A

B

C

**PAYMENT OF CONFERENCE
PACKAGE AND ROOMING LIST
GENERATION**

+

3

**FINAL DETAILS TO JOIN
MMUN**



Overview: school registration and country selection



RECOMMENDATION

- Complete as soon as possible beginning 10 September 2019, as conferences usually fill up fast.



WHAT YOU NEED

- Log-in credentials for your user portal.
- Delegation size by age.
- Other participant numbers and category types.
- ALL non-delegate children must be on the MMUN dashboard to access the venue.
- Payment method (credit card, PayPal or wire transfer).



HOW LONG WILL YOU NEED?

- If you have all the information required, 'Step 1' can be completed rather quickly: approximately 10 minutes.



PLEASE ONLY REGISTER "REALISTIC" DELEGATION NUMBERS

- Today, we are asking schools to pay close attention to this element, as last-minute changes in delegation size have previously had a very disruptive effect on the space use and delegations who are able to attend.
- **There will be NO on-site registration.**



Details on the topics

STEP	WHAT HAPPENS?	KEY INFORMATION NEEDED
<p>I: School registration and country Selection</p>	<ul style="list-style-type: none"> • Put in your delegation size and obtain an available country for the relevant conference. • Pay non-refundable country selection fee of 260\$ USD/€ NEW! • You will receive access to your background guide after you have completed this step. • Please note: your country selections are not secured until your payment is received. 	<ul style="list-style-type: none"> • DELEGATION SIZE: <ul style="list-style-type: none"> • Decision on delegation size is critical as it determines the countries that can be simulated (based upon the matrix). • Numbers indicated in Step 1 will become binding in Step 2, unless modified before the 14 Oct. 2019 deadline. • Odd-numbered delegations must distinguish the country and committee to which their single extra delegate will be assigned at time of completing step 1: Form 1B. • IMPORTANT DECISION ON PARTICIPANT CATEGORIES: <ul style="list-style-type: none"> • Chaperones vs. observers: Only chaperones are authorized for student pickup, not observers. • Visitors vs. observers: Visitors are NOT on the school portal and are therefore completely independent of the school. • Middle School Vs. Upper Elementary references for nondelegates signifies which Closing Plenary they will attend. <ul style="list-style-type: none"> • UN tickets are single entry for one or the other closing sessions. • If there is a unique situation, please notify us as soon as you register, so we can verify whether the UN will provide an exception for a parent with children in both closing sessions. • ALL TEACHER COORDINATORS SHOULD BE LISTED IN STEP 1, OR THEY WILL NOT RECEIVE A TEACHER COORDINATION CERTIFICATE (SOME TCS WERE INPUT AS CHAPERONES THIS PAST YEAR). • BE SURE THAT ALL CONTACT INFORMATION IS CORRECT, AS ALL NOTIFICATIONS, COMMUNICATIONS AND QUERIES WILL BE SENT TO THE PROVIDED ADDRESS/PHONE NUMBER.



How to Start Registration

Upcoming Events

MMUN Conferences	Bureau Leadership Courses	MMUN Teacher Coordinator Courses
2019 Rome Conference May 20th - 23rd, 2019	MMUN Bureau Leadership Course in New York City June 27th - 28th, 2019	FREE MMUN Teacher Coordinator Course in Chicago, Illinois May 2nd - 3rd, 2019
2019 Hangzhou Conference November 15th - 21st, 2019	MMUN Bureau Leadership Course in Lima, Peru August 19th - 20th, 2019	MMUN Teacher Coordinator Course in Toronto, Canada June 15th - 16th, 2019
2020 NYC February Conference February 19th - 22nd, 2020		MMUN Teacher Coordinator Course in Moraga, California
2020 NYC March Conference		





Choosing Your Portal

Welcome to the MMUN Registration Process!

Registration possible for:

- Country Selection (Step 1)
- Room-Type/Occupancy Selections and Payment of Participant Fees (Step 2)
- Participant Data Entry (Step 2)
- Rooming List Assignments (Step 2)
- Conferences fill-up fast so reserve your school's place as soon as possible (Step 2)
- Step 3 of the registration process depends upon the submission of your delegation's position papers and other final preparations. Therefore, you can complete this step based upon when your preparations are complete, given that you have completed the step before the deadlines for your conference (see montessori-mun.org for more details).

Conferences fill-up fast so reserve your school's place as soon as possible with your country selection(s) and ensure your first choice of accommodations.

Please note that:

- *A school group may consist of: a teacher coordinator, delegates, chaperones (i.e. teachers and parents), observers (adults and children/students).*
- *Visitors are any conference participants not associated/coordinated directly with a school delegation.*

Conference registration for a school group consists of three steps:

STEP 1 – SCHOOL REGISTRATION AND COUNTRY SELECTION enroll school, obtain simulation country and pay country selection fee (estimated time required: 10 minutes)

STEP 2 – PURCHASE CONFERENCE PACKAGE FOR ALL PARTICIPANTS

- STEP 2A Pay Conference Package Fees and Select Room-Type/Occupancy (estimated time required: 15 minutes)
- STEP 2B Participant Data Entry (estimated time required: 30 minutes)
- STEP 2C Rooming List Assignment (estimated time required: 15-30 minutes)

STEP 3 – PREPARE TO JOIN MMUN assign delegates to committees, upload Position Papers and other final details (estimated time required: 15-60 minutes depending upon size of delegation)

Please note that traffic on the site may require you to wait to complete your selection, especially for country selections.

Conference registration for 'Visitors' consists of two steps:

STEP 1 register 'Visitor(s)' participant profiles (estimated time required: 10-15 minutes)

STEP 2 finalize accommodations

- STEP 2A (room-type/occupancy selections and payment of Participant Fees) (estimated time required: 10 minutes)
- STEP 2B Participant Data Entry (estimated time required: 15 minutes)
- STEP 2C Rooming List Assignments (estimated time required: 5 minutes)

Click on the icon that best represents your case – feel free to contact us with any questions info@montessori-mun.org

SCHOOL GROUP

VISITORS



VISITORS ARE INDEPENDENT PARTICIPANTS - NOT ASSOCIATED WITH A SCHOOL GROUP



Portal Screen Shot



PLEASE NOTE THAT ONLY TEACHER COORDINATORS HAVE ACCESS TO USER PORTAL/PROFILES – GIVEN THAT FINANCIAL, LOGISTIC AND OTHER SENSITIVE DATA COULD BE INADVERTENTLY CHANGED (HOTEL, BADGE, PAYMENTS, ACCESS TO CLOSING CEREMONY, ETC.).



Conference Deadlines by Phase

	 NYC		 CHICAGO	 ROME
	FEBRUARY	MARCH		
CONFERENCE DATE	19-22 Feb 2020	4-7 March 2020	14-17 May 2020	26-29 May 2020
STEP 1: SCHOOL REGISTRATION, COUNTRY SELECTION	Opening of Registration: 10 Sept. 2019	Opening of Registration: 12 Sept. 2019	Opening of Registration: 16 Sept. 2019	Opening of Registration: 16 Sept. 2019
STEP 2A: CONFIRMATION OF DELEGATION, SELECTION OF ACCOMMODATIONS		SAME FOR ALL CONFERENCES Opening of Accomodations: 7 Oct. 2019 NEW! Deadline for dropping delegates, refunds: 14 Oct. 2019		
STEP 2A-2C: PAYMENT AND GENERATE ROOM LIST		SAME FOR ALL CONFERENCES Opening of payments for step 3: 7 Oct. 2019 Deadline for Payment: 10 Dec. 2019		
STEP 3: POSITION PAPER, COMMITTEE ASSIGNMENT AND LOGISTICS	10 Dec. 2019	10 Jan. 2020	13 March 2020	27 March 2020



STEP 2A DEADLINE:

Locked financial commitment for full participants, as well as conference package selection

(i.e. accommodation selection is required, not payment)



Step 1 Screen Shots

Select the Grade Level of your Student Delegates *

- Upper Elementary
- Middle School

of Delegates (Upper Elementary Level)

If you have an odd number of students, you need to choose a country with the higher even number of delegates. In this case, you will have a single delegate for one committee and that delegate will be responsible for preparing on both committee topics.

of MMUN Chaperones (Upper Elementary Level)

(i.e. any adult (teacher or parent)) which has oversight responsibilities for the school delegation onsite. The chaperone to delegate ratio is 1:3.

of Upper Elementary Observers

(i.e. any adult or child which accompanies the school delegation. A child observer can include an accompanying family member or a school student who wishes to experience the conference without participating as a full delegate)

of Delegates (Middle School Level)

Middle level has been sold out. Click here to add yourself to the waitlist.

of MMUN Chaperones (Middle School Level)

(i.e. any adult (teacher or parent)) which has oversight responsibilities for the school delegation onsite. The chaperone to delegate ratio is 1:15.

of Middle School Observers

(i.e. any adult or child which accompanies the school delegation. A child observer can include an accompanying family member or a school student who wishes to experience the conference without participating as a full delegate)

of Teacher Coordinators

Ratios of Teacher Coordinators and Chaperones (Check Box Only To Request Exemption)

Please check here if you request an exemption from the ratio policy. The ratios are listed above, as well as, under the "MMUN Policies" section of the website. You must send an email to info@mentessori-mun.org with the details of your exempt request for review. MMUN reserves the right to refuse any exemption request.

Select Country and Committees for your Upper Elementary School Level Delegates

Countries

Select Country and Committees for your Middle School Delegates

Step 1 Screen Shots Con't

Select Country and Committees for your Upper Elementary School Level Delegates

Countries

Select Country and Committees for your Middle School Delegates

Countries

School Fee

Pay the school fee (flat fee per school group) *

Price: \$260.00

Choose A Payment Option

- PayPal
- Credit Card
- Wire Transfer

Cardholder Phone *



Details on the topics

- You can obtain topic descriptions from the website for committees on the relevant conference page.
- Full background guides will be available AFTER you reserve your country.



First Committee
Disarmament and International Security
DISEC



This committee aims to create a more peaceful world. Talks in this committee center around reducing weapons in the world. It also identifies threats to peace and finds solutions to international security.

This committee believes the world can become stable through cooperation. Countries can protect their people better if they work together for peace. For example, this committee might discuss how to keep weapons from terrorists. Or, how less weapons can make the world safer. Also, countries talk about policing weapons and finding ways to reduce the weapons they have.

First Committee works closely with **United Nations Disarmament Commission and Conference on Disarmament**. They have passed resolutions on ammunition, military spending and missiles.

Agenda Item 95.E
Prohibition of the dumping of radioactive wastes


Radioactive materials can be positive for human development. However, when it becomes waste it is a human health problem. With your fellow delegates you need to find a solution to the problem of radioactive wastes.

- Can states agree on a plan in order to dispose of radioactive wastes safely?
- What steps can countries take to limit their production of radioactive wastes?
- How can countries support or encourage each other to live up to treaties?





STEP 1 DETAILS

	 NYC		 CHICAGO	 ROME
	FEBRUARY	MARCH		
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STEP 2A DEADLINE: Locked financial commitment for full participants, as well as conference package selection

(i.e. accommodation selection is required, not payment)



Terminology regarding fees



CONFERENCE PACKAGE

- Cost for participating in conference, any age; includes all conference events, activities, and accommodations (as well as meals in Rome).



BINDING FINANCIAL COMMITMENT FOR CONFERENCE PACKAGE

- 14 Oct. 2019 is the deadline for schools to be responsible for the full conference package for all school dashboard participants (i.e. binding financial commitment for conference package).



LAND GRAB FEE

- When greater than 20% attrition occurs from original school delegation registration, as compared to the binding financial commitment portal delegation size indicated as of 14 Oct. 2019, a cost of 100\$/€ per participant is incurred. This fee is to encourage schools to register "realistic" delegation sizes.



LATE/LIABILITY FEE

- A fee of 250\$/€ per participant is incurred when payment is not received by the Step 3 deadline – 10 Dec. 2019 for all conferences.



REFUND

- Refunds are subject to a 10% processing fee before the indicated dates.
- Refund deadline is 14 Oct. 2019 midnight eastern time zone for all conferences.
- Any delegation changes after 14 Oct. 2019 are not refundable.



Inspiring youth
to
create a better world

2020 COMPLETE REGISTRATION GUIDELINES



STEP 2 DETAILS

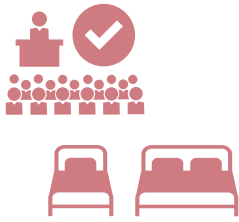


Registration Process



1

**SCHOOL
REGISTRATION
AND COUNTRY
SELECTION**



2

A

**CONFERENCE DELEGATION
PARTICIPATION CONFIRMATION
AND HOTEL
REQUIREMENTS**



2

A

B

C

**PAYMENT OF CONFERENCE
PACKAGE AND ROOMING LIST
GENERATION**

+

3

**FINAL DETAILS TO JOIN
MMUN**



Overview: Finalization of Conference Package: 2A



KEY DEADLINES

- 14 Oct. 2019: Ensure that your selections are appropriate by 14 Oct. 2019, as you will be responsible for the full cost of participation for the portal numbers for your preliminary reservation from this date forward. Only a minimum payment is required to reserve (even 1\$ USD).
- 10 Dec. 2019: Rooms are only CONFIRMED when FULL payment has been received. 10 Dec. 2019 is the deadline for ALL conferences.
- Earlier final confirmation of room selections increases your ability to secure your room choices at your preferred conference hotel (vs. an overflow hotel).



WHAT YOU NEED

- Confirmed Step 1 numbers (or the most current, accurate numbers)
- Desired occupancy and room types for all dates for full delegation (including conference package dates and extra nights)
- Determine whether visas are needed
- Credit card, PayPal or wire transfer.



HOW LONG WILL YOU NEED?

- If you have all the information required, 'Step 2A' can be completed rather quickly: approximately 5 minutes



Details on the topics

STEP	WHAT HAPPENS?	KEY INFORMATION NEEDED
2: Finalization of delegation numbers and conference package desired	<ul style="list-style-type: none">• Financial Commitment Locked In.• Portal lock on dropping delegates and participants including odd-numbered delegations.• You are responsible for all delegates, even if you have not fully paid.• Accommodation Selection.• Selection of hotel, occupancy and dates desired for delegation	<ul style="list-style-type: none">• DESIRED OCCUPANCY AND ROOM TYPES• MINIMUM PAYMENT OF AT LEAST 1 \$ USD/€ TO SAVE FORM BY 14 OCT. 2019



Step 2A. Finalization of conference package (not payment)

FINANCIAL COMMITMENT LOCKED IN

- Confirmation of delegation size in Step 1 (or updated Step 1 data).
- From the 14 Oct. 2019 deadline onward, schools are responsible for the costs of all participants on their dashboards (conference package with accommodations), whether full payment has been applied or not.
- Financial commitment is incurred at this step but full payment is not required until 10 Dec. 2019. This additional time is given to ensure maximum fundraising opportunities, not for flexibility in delegation commitment numbers.
- Schools may continue to add delegates if space permits - with the non-refundable delegate deposit.
- No refunds will be given after 14 Oct. 2019, including any cancellations for any member of the delegation.
- Land grab fees are applicable when greater than 20% attrition occurs between the original delegation size at registration and the delegation size on 14 October 2019.

SELECTION OF ACCOMMODATIONS FOR ALL CONFERENCES

- Room-Type/occupancy selections for desired hotel
 - or waiting list with room type indications if desired selection is not possible.
- Please also note for security purposes, an entire school group must be placed at one hotel and cannot be split.



Important Notes 2A

WHY SUCH AN EARLY COMMITMENT REQUIREMENT?

- This deadline, with an early financial obligation, comes from the necessity to provide realistic numbers to the hotel.
- We make payments, and have full commitments to hotels long before the payment deadline for schools.
- Therefore, we need to be sure we are committing to the right delegation sizes.
- In addition, we often have to negotiate additional rooming blocks, given schools' final preferences and the sooner this is done, the higher probability that we will be able to satisfy your requests.

BACKSTORY

- We have witnessed an alarming increase in the number of schools which register early with significantly more delegates than they finally confirm to bring to the conference, making significant reductions at the last minute before the payment deadline.
- Schools over projecting their numbers makes it impossible to provide an opportunity to many of those wanting to participate.
- The ripple effect of these over estimates and under registration at the last minute also impacts our guarantee of the hotel room block (as we have paid for rooms that were dropped in December before the payment deadline).
- Although last minute cancellations is common practice in the consumer arena (e.g. booking.com), it is not manageable for a not-for-profit organisation like ourselves, which has to guarantee and pay for the room blocks, a year in advance in order to secure all the meeting and conference facilities.
- These late cancellations would ultimately require us to raise our fees to offset the risk of dropped rooms.



STEP 2 DETAILS

Step 2A: Screen Shot

Room Selection and Payment

Accommodations

Please define the different room types you want for all your participants. Room type selection includes: hotel, bed type, and occupancy type. For NYC conferences, accommodations are offered by both the Marriott as well as the Hyatt (3 Mock away from the main conference venue).

You need to add a different room type for each portion of your delegation with different check-in and check-out dates.

Please note that the system will not allow for you to:

- Allocate accommodations for a different number of participants than those indicated in Step 1 (i.e. you must define ALL of your housing needs before proceeding and any variations in number must be tied to changes in Step 1)
- divide your delegation across the two different hotels and will return an error message if this accidentally occurs.

In addition, please note that the Hyatt Accommodations (for NYC conference only) do not have sofa beds. Therefore, for double occupancy kings, double queen triples and quadruples, bed sharing is required.

The total cost for all room types and the total number of participants allocated are shown at the bottom of the table. Pricing is in USD, except for the Rome Conference where Euros are listed in the pricing total when you scroll down to the page (please ignore the '€' sign in the grid for the Rome Conference as the pricing is in Euros).

If you qualify as a local for our WMLN conference, you can choose to not stay onsite by paying the exemption fee located below the grid or you can pay the regular conference package participant fees to stay onsite. You can divide your delegation across both options. The system will automatically recognize local participants, and your exemption option will be visible. For participants registering through the "visitor" portal, you will need to present valid photo-ID indicating the local address in order to be registered. If this is not provided during on-site registration, you will be charged the non-exempt price plus the applicable late fees.

If you have any questions about prices (inclusions and exclusions), payment deadlines, refunds/late fees, other terms and conditions or the registration process, please consult our Registration Guidebook for additional information.

Select Accommodation Type

Room Type	Quantity	Participant Fee Per Person	Check In Date	Check Out Date	Shoulder Night Fees	Total Price
MARSHOTT Dlx	1	\$589.00	02/13	02/16	\$0.00	\$589.00
MARSHOTT Kin	1	\$901.00	02/13	02/16	\$0.00	\$901.00
MARSHOTT Kin	1	\$1,530.00	02/13	02/16	\$0.00	\$1,530.00
						\$589.00

If you need more than one of the exact same room configuration (this includes exact dates), then simply add to the "Quantity" column to make your selections faster.

Total Participants From Step 1 (Includes: Teacher Coordinator + Delegates + Chaperones + Observers)

Total Participant Allocated to Rooms Above

Hotel Information:



Conference Deadlines by Phase

	 NYC		 CHICAGO	 ROME
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STEP 2A: CONFIRMATION OF DELEGATION, SELECTION OF ACCOMMODATIONS	<p>SAME FOR ALL CONFERENCES</p> <p>Opening of Accomodations: 7 Oct. 2019</p> <p>NEW! Deadline for dropping delegates, refunds: 14 Oct. 2019</p>			
STEP 2A-2C: PAYMENT AND GENERATE ROOM LIST	<p>SAME FOR ALL CONFERENCES</p> <p>Opening of payments for step 3: 7 Oct. 2019</p> <p>Deadline for Payment: 10 Dec. 2019</p>			
STEP 3: POSITION PAPER, COMMITTEE ASSIGNMENT AND LOGISTICS	10 Dec. 2019	10 Jan. 2020	13 March 2020	27 March 2020



STEP 2A DEADLINE:

Locked financial commitment for full participants, as well as conference package selection

(i.e. accommodation selection is required, not payment)



Terminology regarding fees



CONFERENCE PACKAGE

- Cost for participating in conference, any age; includes all conference events, activities, and accommodations (as well as meals in Rome).



NEW! BINDING FINANCIAL COMMITMENT FOR CONFERENCE PACKAGE

- 14 Oct. 2019 is the deadline for schools to be responsible for the full conference package for all school dashboard participants (i.e. binding financial commitment for conference package).



NEW! LAND GRAB FEE

- When greater than 20% attrition occurs from original school delegation registration, as compared to the binding financial commitment portal delegation size indicated as of 14 Oct. 2019, a cost of 100\$/€ per participant is incurred. This fee is to encourage schools to register "realistic" delegation sizes.



NEW! LATE/LIABILITY FEE

- A fee of 250\$/€ per participant is incurred when payment is not received by the Step 3 deadline – 10 Dec. 2019 for all conferences.



NEW! REFUND

- Refunds are subject to a 10% processing fee before the indicated dates.
- Refund deadline is 14 Oct. 2019 midnight eastern time zone for all conferences.
- Any delegation changes after 14 Oct. 2019 are not refundable.

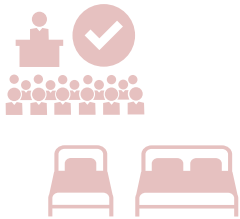


Payment Completion Step 2A + Step 2B -2C Details (Before December 10TH 2019)



1

SCHOOL
REGISTRATION
AND COUNTRY
SELECTION



2

A

CONFERENCE DELEGATION
PARTICIPATION CONFIRMATION
AND HOTEL
REQUIREMENTS



2

A

B

C

PAYMENT OF CONFERENCE
PACKAGE AND ROOMING LIST
GENERATION



3

FINAL DETAILS TO JOIN
MMUN



Payment (Finalization of 2A) & Generating Rooming Lists (2B, 2C)

STEP	WHAT HAPPENS?	KEY INFORMATION NEEDED
<p>2A-2C. Payment of conference package and rooming list generation</p>	<ul style="list-style-type: none"> • Payment for conference package for full delegation (delegates, chaperones, observers) • Rooming list/ configuration for each purchased room for all individuals on portal 	<ul style="list-style-type: none"> • PAYMENTS (2A): <ul style="list-style-type: none"> • Payment details: the payment schedule can be managed in multiple increments and using different credit cards. • If you are paying via a wire transfer, you must send the wire confirmation from your bank to accounting@montessori-mun.org • PAYMENT MUST BE RECEIVED BEFORE THE DEADLINE, WHICH IS 10 DEC. 2019 FOR ALL CONFERENCES. • AFTER THAT DATE, LATE FEES OF 250\$ USD/€ PER PARTICIPANT WILL BE INCURRED. • NOTHING IS FINALIZED UNTIL FINAL PAYMENT IS RECEIVED. • ROOMING LISTS: <ul style="list-style-type: none"> • Step 2B: All participant names as they appear on government issued IDs, as they are used to generate badges and security lists for UN/FAO. Mistakes will mean the student or adult can not participate in the closing ceremony and that their badge will be incorrect. • Step 2B: Gender and date of birth for each participant. • Step 2C: Rooming list/configuration for each purchased room for all individuals on portal.



VISA LETTERS WILL BE ISSUED AFTER FULL PAYMENT HAS BEEN RECEIVED



Overview: Participant Data Entry 2B and 2C



RECOMMENDATION

- Please ensure that name spelling is correct (double and triple check), as your entry to the closing ceremony, badges and certificates are based upon this data.
- These steps are available after you have finalized 2A and **MUST** be completed before you can begin Step 3, so please make sure to have all the information available and the necessary time before the Step 3 deadline.



WHAT YOU NEED

- Names, gender, date of birth for all participants: teacher coordinators, delegates, chaperones, and observers.
- All full names as on passport or government identification for all participants (teacher coordinators, delegates, chaperones, under-age delegates and observers).
- You need to know who will be housed in each room that was entered in Step 2a of the registration process.



HOW LONG WILL YOU NEED?

- If you have the information above, Step 2b can be completed rather quickly depending on the size of your group (approximately 5-30 minutes).
- Please take the time to triple check this data to avoid issues with conference participation.



STEP 2 DETAILS

Step 2B: Screen Shot

Total Participants From Step 1 (Includes: Teacher Coordinator + Delegates + Chaperones + Observers)

Total Participant Allocated to Rooms Above

Hotel Information:

New York Marriott Marquis

1535 Broadway New York, NY 10036 USA

Hyatt Centric Times Square

135 W 43th St New York, NY 10036 USA

Extras

3-Day New York City Tour

This tour package from February 17th-19th includes: guided tours, entrance fees to all attractions and venues, transportation between attractions (including ferry boat and subway), bus tour on-board mini-coaches, and entrance ticket to a Broadway show on day 3. For additional details please visit <https://montessori-mun.org/inman-official-tour-nyc-2019/>

Number of People	Cost Per Person	Extra Total
	\$509.00	\$0.00

Digital Version of the MMUN Teacher Manual

New digital version of the 'MMUN Teacher Manual.' If you make this purchase you will need to email info@montessori-mun.org for your copy!

Number of People	Cost Per Person	Extra Total
	\$75.00	\$0.00

Late Fees

Late Fee Assessed On Unpaid Amount

Late fees have been assessed on the unpaid portion of your total by assessing the percentage of unpaid participants and multiplied by the \$150 per person late fee.

Late Fee Assessed On New Participants Added After Early Bird Deadline

Late fee of \$150 per person is also assessed for any new participant added to your registration in 'Step 1.' If you had not completed any portion of this step (Step 2A) prior to the early bird deadline, then all participants listed in 'Step 1' have been assessed the \$150 per person 'Late Fee.' Both above 'Late Fees' (if applicable) have been automatically added to your 'Total' below.

Pay Participant Fees

Total

Paid

Purchase Email *

Step 2B: Screen Shot

Participant Names

Please enter names as written on government issue photo-ID. Also, if there are participants that have the same name, the middle name entered must be different, making the participant unique.

Enter Participant Information

Teacher Coordinator Or Group Leader

First Name	Middle Name	Last Name	Sex	Date of Birth	Group Leader
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Upper Elementary (Delegates)

First Name	Middle Name	Last Name	Sex	Date of Birth
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Upper Elementary (Chaperones)

First Name	Middle Name	Last Name	Sex	Date of Birth	Group Leader
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Middle School (Delegates)

First Name	Middle Name	Last Name	Sex	Date of Birth
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>



Step 2C. Screen Shot 1: School

Room Assignments To All Participants

Room #1

Room Type: MARBOTT Double Full for 4

Occupancy: 4

Check In Date: 02/13/2019

Check Out Date: 02/14/2019

Select People For This Room

Room #2

Room Type: MARBOTT King For 2

Occupancy: 2

Check In Date: 02/13/2019

Check Out Date: 02/14/2019

Select People For This Room

Room #3

Room Type: MARBOTT King For 1

Occupancy: 1


Check In Date: 02/13/2019

Check Out Date: 02/14/2019

Select People For This Room



Conference Deadlines by Phase

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STEP 2A DEADLINE:

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Inspiring youth
to
create a better world

2020 COMPLETE REGISTRATION GUIDELINES



STEP 3 DETAILS

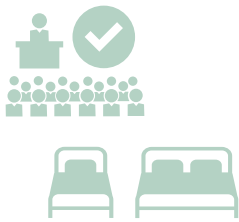


Registration Process



1

SCHOOL
REGISTRATION
AND COUNTRY
SELECTION



2

A

CONFERENCE DELEGATION
PARTICIPATION CONFIRMATION
AND HOTEL
REQUIREMENTS



2

A

B

C

PAYMENT OF CONFERENCE
PACKAGE AND ROOMING LIST
GENERATION

+

3

FINAL DETAILS TO JOIN
MMUN



Overview: Final Logistics – Step 3



KEY DEADLINES

- Complete ideally two months before the conference, and no later than the respective deadline for each conference:
 - NYC Feb. Conference: 10 Dec 2019
 - NYC March Conference: 10 Jan. 2020
 - Chicago May Conference: 13 March 2020
 - Rome May Conference: 27 March 2020



WHAT YOU NEED

- Committee Assignments
- Position Paper
- Student Design (optional)
- Songwriting (optional)
- Flag Bearers
- Cultural Performance Night (optional)
- Travel details



HOW LONG WILL YOU NEED?

- If you have the information above, Step 3 can be completed rather quickly depending on the size of your group (approximately 5-30 minutes).
- Please take the time to triple check this data to avoid problems in conference participation.



Overview of Step 3

STEP	WHAT HAPPENS?	KEY INFORMATION NEEDED
<p>3: Final details to Join MMUN</p>	<ul style="list-style-type: none"> • Committee Assignments and Position Paper Upload. • If position papers require revisions, you will be contacted by the bureau. If issues are not resolved, delegate will become an observer delegate. • Submission of all outstanding logistics for participation in the conference. 	<ul style="list-style-type: none"> • ASSIGNMENT OF DELEGATES TO RELEVANT COMMITTEES <ul style="list-style-type: none"> • 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 FOR ALL DELEGATES • CONFIRMATION OF ON-SITE GROUP LEADER, WITH CONTACT INFORMATION (TO BE PRINTED ON BADGES) PHONE NUMBER, EMAIL, WHATSAPP, WECHAT, ETC. MUST BE FUNCTIONAL ON-SITE. • IDENTIFICATION OF FLAG BEARERS <ul style="list-style-type: none"> • Please note, only two 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 APPLICATION (OPTIONAL) <ul style="list-style-type: none"> • 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 running time of the music).



Overview of Step 3 Con't

STEP	WHAT HAPPENS?	KEY INFORMATION NEEDED
3: Final details to Join MMUN	<ul style="list-style-type: none">• Submission of all the outstanding logistics for participation in the conference	<ul style="list-style-type: none">• DESIGN CONTEST ENTRIES<ul style="list-style-type: none">• 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.• DELEGATION FLIGHT INFORMATION (TO RECEIVE YOUR DEDICATED REGISTRATION TIME-SLOT).• Please provide the details on your arrival. You will be asked to provide two times:<ul style="list-style-type: none">• The date and time of your arrival at the hotel. This information will be provided to the hotel to prepare for your arrival, although checkin times are likely to remain post 4:00 PM 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 DETAILS

Step 3: Screen Shots

Upper Elementary					
Country	Committee	Delegate	Upload Papers	Design Contest Entry (Optional)	Delegate Attending?
<input type="text" value="Myanmar"/>	<input type="text" value="COOP/USA"/>	<input type="text"/>	<input type="text" value="REMOVE"/>	<input type="text" value="Yes"/>	<input type="text" value="Yes"/>
<input type="text" value="Myanmar"/>	<input type="text" value="COOP/USA"/>	<input type="text"/>	<input type="text" value="REMOVE"/>	<input type="text" value="Yes"/>	<input type="text" value="Yes"/>

Middle School					
Country	Committee	Delegate	Upload Papers	Design Contest Entry (Optional)	Delegate Attending?
<input type="text" value="Czech Republic"/>	<input type="text" value="Peace Corps"/>	<input type="text"/>	<input type="text" value="REMOVE"/>	<input type="text" value="Yes"/>	<input type="text" value="Yes"/>
<input type="text" value="Czech Republic"/>	<input type="text" value="Peace Corps"/>	<input type="text"/>	<input type="text" value="REMOVE"/>	<input type="text" value="Yes"/>	<input type="text" value="Yes"/>
<input type="text" value="The Korea Herald"/>	<input type="text" value="Peace Corps"/>	<input type="text"/>	<input type="text" value="REMOVE"/>	<input type="text" value="Yes"/>	<input type="text" value="Yes"/>
<input type="text" value="The Korea Herald"/>	<input type="text" value="Peace Corps"/>	<input type="text"/>	<input type="text" value="REMOVE"/>	<input type="text" value="Yes"/>	<input type="text" value="Yes"/>

ASSIGN FLAG BARBERS

Upper Elementary		
Assigned Country	Delegate #1	Delegate #2
<input type="text" value="Myanmar"/>	<input type="text"/>	<input type="text"/>
Middle School		
Assigned Country	Delegate #1	Delegate #2
<input type="text" value="Czech Republic"/>	<input type="text"/>	<input type="text"/>
<input type="text" value="The Korea Herald"/>	<input type="text"/>	<input type="text"/>

Cultural Event Performance Application and Requirements (OPTIONAL)

- Duration of performances must be no longer than 2 minutes for group performances, and 1 minute long for solo performances.
- If any sound track is needed, the acceptable file formats are MP3 or M4A and please attach the file below. Please note the file size must not exceed 10MB (megabytes). EACH school must fill out one application form per performance.
- ONLY ONE application form is acceptable per school. Schools registered for both grade levels (Upper Elementary and Middle School) can submit information and soundtrack files for up to 2 performances.
- Applications will NOT be accepted after the deadline or on-site.

Elementary

Name of Performance

Step 3: Screen Shots

Cultural Event Performance Application and Requirements (OPTIONAL)

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- ONLY ONE application form is acceptable per school. Schools registered for both grade levels (Upper Elementary and Middle School) can submit information and soundtrack files for up to 2 performances.
- Applications will NOT be accepted after the deadline or on-site.

Elementary

Name of Performance

Description of Performance

Number of Participants Involved in Performance:

Upload Audio File (if needed, see requirements above):

Middle

Name of Performance

Description of Performance

Number of Participants Involved in Performance:

Upload Audio File (if needed, see requirements above):



Conference Deadlines by Phase

	 NYC		 CHICAGO	 ROME
CONFERENCE DATE	FEBRUARY 19-22 Feb 2020	MARCH 4-7 March 2020	14-17 May 2020	26-29 May 2020
STEP 1: SCHOOL REGISTRATION, COUNTRY SELECTION	Opening of Registration: 10 Sept. 2019	Opening of Registration: 12 Sept. 2019	Opening of Registration: 16 Sept. 2019	Opening of Registration: 16 Sept. 2019
STEP 2A: CONFIRMATION OF DELEGATION, SELECTION OF ACCOMMODATIONS	SAME FOR ALL CONFERENCES Opening of Accomodations: 7 Oct. 2019 NEW! Deadline for dropping delegates, refunds: 14 Oct. 2019			
STEP 2A-2C: PAYMENT AND GENERATE ROOM LIST	SAME FOR ALL CONFERENCES Opening of payments for step 3: 7 Oct. 2019 Deadline for Payment: 10 Dec. 2019			
STEP 3: POSITION PAPER, COMMITTEE ASSIGNMENT AND LOGISTICS	10 Dec. 2019	10 Jan. 2020	13 March 2020	27 March 2020



STEP 2A DEADLINE:

Locked financial commitment for full participants, as well as conference package selection

(i.e. accommodation selection is required, not payment)



Terminology regarding fees



CONFERENCE PACKAGE

- Cost for participating in conference, any age; includes all conference events, activities, and accommodations (as well as meals in Rome).



BINDING FINANCIAL COMMITMENT FOR CONFERENCE PACKAGE

- 14 Oct. 2019 is the deadline for schools to be responsible for the full conference package for all school dashboard participants (i.e. binding financial commitment for conference package).



LAND GRAB FEE

- When greater than 20% attrition occurs from original school delegation registration, as compared to the binding financial commitment portal delegation size indicated as of 14 Oct. 2019, a cost of 100\$/€ per participant is incurred. This fee is to encourage schools to register "realistic" delegation sizes.



LATE/LIABILITY FEE

- A fee of 250\$/€ per participant is incurred when payment is not received by the Step 3 deadline – 10 Dec. 2019 for all conferences.



REFUND

- Refunds are subject to a 10% processing fee before the indicated dates.
- Refund deadline is 14 Oct. 2019 midnight eastern time zone for all conferences.
- Any delegation changes after 14 Oct. 2019 are not refundable.