



## GUIDE TO PAYING FOR HNMUN 2012

Dear Harvard National Model United Nations Delegate or Advisor,

Thank you for your interest in Harvard National Model United Nations 2012. I am pleased to offer an annotated Guide to Paying for the Conference to assist our delegations in paying conference fees and navigating the website. For your convenience, this Guide will feature hyperlinked instructions, easy-to-understand descriptions, and annotated screenshots.

Reaffirming the conference's mission in maximizing accessibility and transparency, we are also offering Spanish and Chinese translations of this guide. We do not guarantee that these translations exactly match those of the English version and you should refer to the latter, if there are any discrepancies. Moreover, we must stress that these translations were provided first and foremost for your ease of use. Proficiency in English is still required for participation at HNMUN. Finally, all material found herein, on our website, and otherwise produced by HNMUN or its affiliates is the exclusive property of Harvard National Model United Nations. Unauthorized reproduction or dissemination of these materials is strictly prohibited.

If you have any questions, comments, or concerns, please do not hesitate to contact me. As this is the first time we are preparing translations of our work, we would also appreciate any suggestions you may have in improving them. We look forward to meeting you and your delegates in February and, until then, best of luck in your preparation!

Sincerely,

Madhavi V. Duvvuri  
 Under-Secretary-General for Finance  
 Harvard National Model United Nations 2012  
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 [P] +1 617-495-5828 (3-5PM EST)

## PART A. PRELIMINARY CHECKLIST

- Have you registered your school using our innovative MUNBase registration system?
- Have you read our Conference Policies in their entirety?
- Have you made note of our Conference Fees and the penalties for late payments?

## PART B. BEGINNING PAYMENT FOR HNMUN

This Guide will help you navigate the online payment system. Before explaining those processes, however, it may be prudent to review the various options that are open to you with regards to submitting your delegation's or individual conference fees.

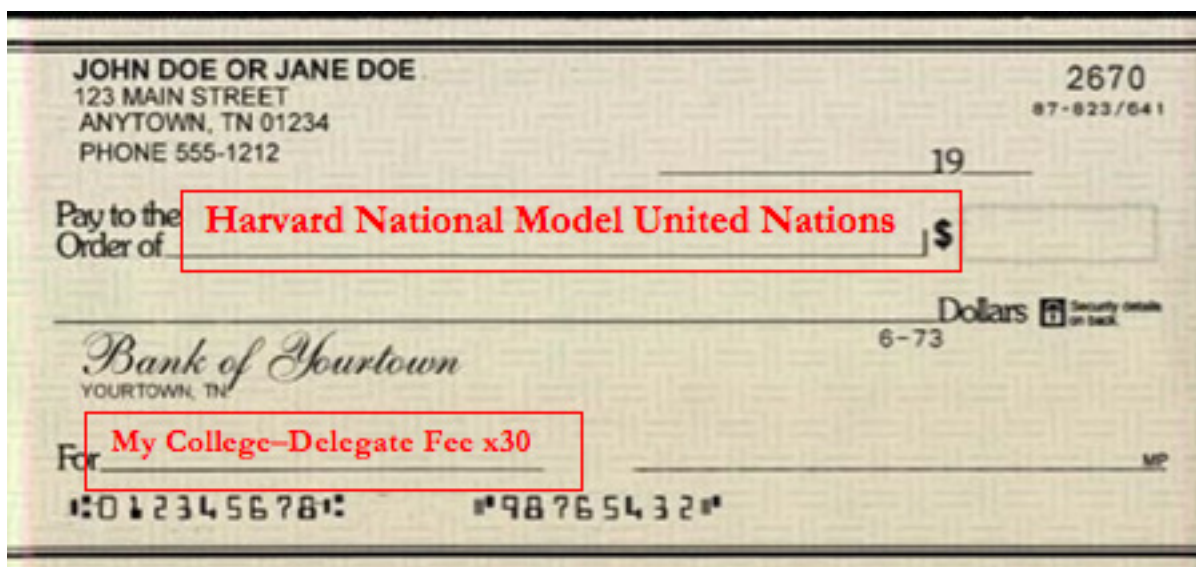
We strongly prefer delegations pay online, through the system that will be described later in this Guide. This electronic payment system via PayPal is the most convenient method, with zero fees for you (we pay a small amount on each transaction). Since payment is sent electronically, we can track monies expediently and nearly instantaneously.

If you are unable to pay online, reside in a location not covered by PayPal's services (please refer to the PayPal website), or do not have access to a credit card, we also accept checks. Please address the check to "Harvard National Model United Nations" and note in the check's memo field the exact fees the check payment is for. (e.g. "School Name – Registration Fee + Delegate Fees x 15") It is imperative that somewhere on the check or in an accompanying letter, we are able to determine: (1) the school, and (2) which fees the check is intended to cover.

Checks should be sent to:

Harvard National Model United Nations  
 Harvard International Relations Council  
 Student Organization Center at Hilles  
 Box #205  
 59 Shepard Street  
 Cambridge, MA 02138

A sample check is provided below:



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We normally do not accept any payments other than electronically or via check. In an extraordinary circumstance that both options have been exhausted and cannot be completed, please immediately contact the Under Secretary General for Finance ([finance@hnmun.org](mailto:finance@hnmun.org)) to arrange a wire transfer. Please note that because of the steep fees charged by wire transfers on our banking institution, all wire transfers must be accompanied by a supplemental transaction fee owed to HNMUN.

## PART C. STEP-BY-STEP GUIDE TO PAYING ONLINE

1. On the homepage of HNMUN 2012, you will notice a link to pay on the top right.

**Welcome to HNMUN 2012!**

Dear Delegates, Faculty Advisors, Staff, and friends of HNMUN,

It is with great pleasure that I welcome you to the 58th session of Harvard National Model United Nations. The conference will be held from Thursday, February 16th to Sunday, February 19th, 2012, at the historic Park Plaza hotel in downtown Boston.

Founded just a few years after the San Francisco Conference on International Organization, HNMUN has always tasked itself with recreating the spirit of diplomacy that originally defined the United Nations. Every year for more than half a century now, university students from all around the world have gathered in Boston to participate in similar debates to those held at the UN Headquarters just 200 miles south. Looking back at the final resolutions from the past 57 sessions of the conference, one will notice that HNMUN delegates have often presented bold and creative solutions to some of the most important global issues of their day.

Now, in the fifty-eighth year of our attempt to model the UN, we are humbled by the prospect of bringing together 3,000 university students from over 35 nations throughout the world in order to engage in enlightening debate over the most pressing issues that face the international community today. Our staff of over 200 Harvard undergraduate students works tirelessly for over 11 months to create a conference that will promote instructive dialogue and cultural exchange. As delegates engage in discussion and diplomacy on behalf of the countries they represent, their skills in researching, writing, negotiating, and public speaking will be

**REGISTRATION**

Registration for HNMUN 2012 will open on May 1st. Please return here at that time to register for next year's conference. If you have any questions, please contact our administrative staff at [info@hnmun.org](mailto:info@hnmun.org).

**CONFERENCE FEES**

Conference Fees

Registration Fee \$70.00

**Add to Cart**

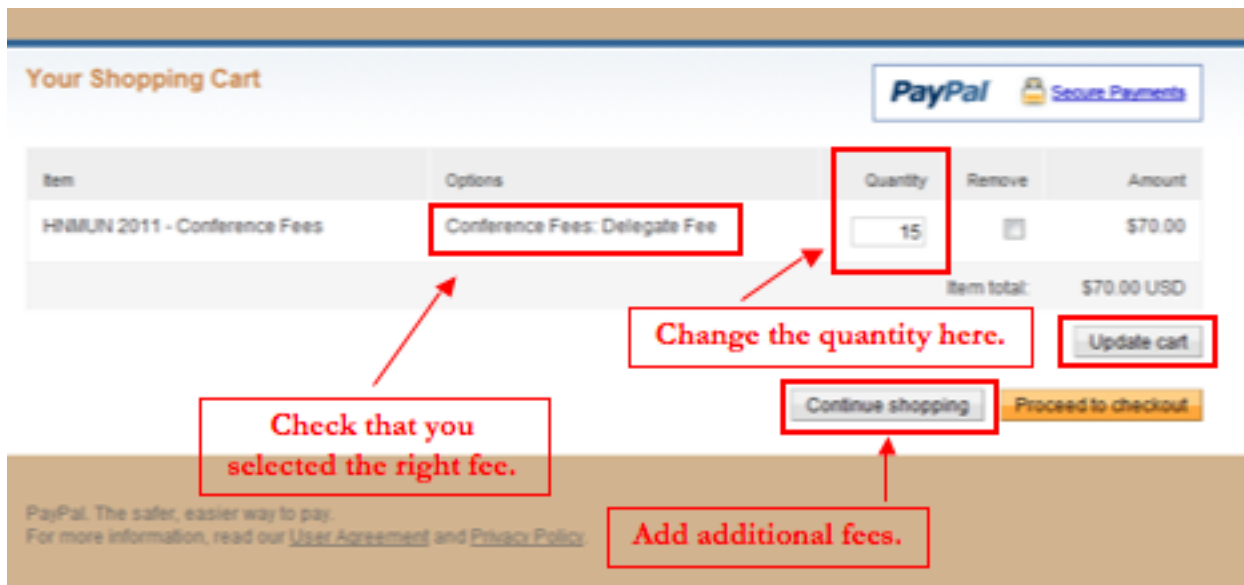
**CONFERENCE DATES**

HNMUN 2012 will be held from 16-19 February 2012.

Only **294 days** until HNMUN 2012!

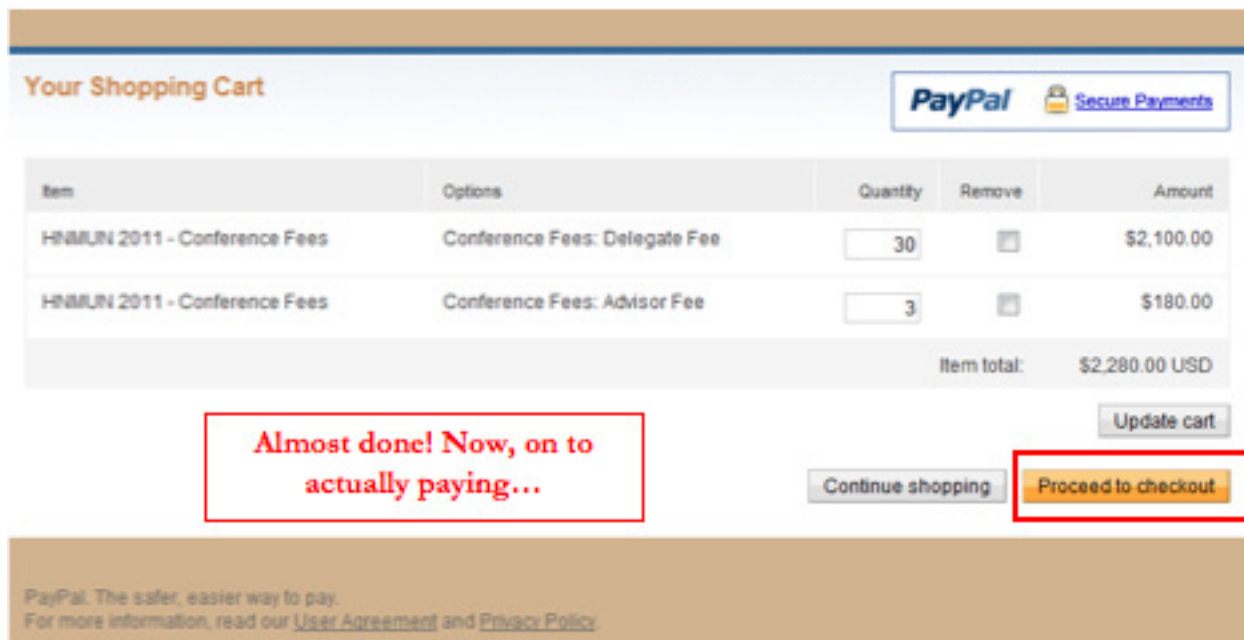
**REMINDERS**

2. Under “Conference Fees,” you can choose one of the following fees from the drop-down menu: Registration Fee (US\$70), Delegate Fee (US\$70), and Advisor Fee (US\$60).
3. Select the appropriate fee and click Add to Cart. You can pay for multiple fees (see below).
4. You will then be directed to the following screen.



- Verify that you have selected the right fee by looking under “Options.”
- If appropriate, change the Quantity. You can also click “Update cart” to see the newly calculated total. Note, all costs are listed in United States Dollars.
- For multiple fees, simply click on Continue Shopping. All previous changes will be saved and you will be redirected to our homepage. Select the appropriate fee from the drop-down menu again and you should be redirected to your updated shopping cart. (If you receive an error, simply pay for each category of fees individually or email us).
- When you are finished, click Proceed to checkout. You will be redirected to the payment page.

Here is a sample completed Shopping Cart page:



9. This is the payment screen:

33 Items, Total: \$2,280.00 USD

**Pay with Credit Card or Log In** PayPal Secure Payments

**A PayPal account is NOT necessary to pay. You only need a valid credit card.**

Learn more about PayPal - the safer, easier way to pay.

**Enter your billing information**

Country:

Credit Card Number:

Payment Type:  VISA  MasterCard  American Express  Discover

Expiration Date:  /  CSC:  [What's this?](#)

First Name:

Last Name:

Billing Address Line 1:

**Billing Address Line 2:**

City:

State:

ZIP Code:

Home Telephone:

Email:

**Review Order and Continue**

**Already have a PayPal account?**

Please log in

Email:

Password:

**Log In**

[Forgot email address](#) or [password?](#)

**Log in if you have a PayPal account.**

**Enter your school or delegation name here.**

**Cancel and return to [Harvard National Model United Nations](#).** **You can return to our homepage at any time.**

10. Verify that the itemized total is correct (in the top right-hand corner).

11. Enter your billing information in the left-hand spaces or log in to PayPal if you have a PayPal account and wish to pay via that account. Enter the appropriate country, credit card number (Note: PayPal/HNMUN only accepts Visa, MasterCard, American Express and Discover), expiration date, and CSC security code (click “What’s this?” for help on finding your CSC).

12. Provide the payer’s First and Last Name.

13. Enter your entire Billing Address in the Billing Address Line 1 space.

14. Enter your school or delegation’s name in the Billing Address Line 2 space. Important: It is imperative we are able to match your payment to your delegation, so if you are unable to provide the school/delegation name in the Billing Address Line 2 space, please email us an email confirmation of your payment with the appropriate school name.

15. Select Review Order and Continue to finish paying. Thank you for paying for HNMUN 2012! You will receive an email confirming receipt of your payment and with any further instructions.