

## CONFERENCE POLICIES



**\*PLEASE SIGN AND DATE THIS SHEET AND RETURN WITH YOUR COMPLETED APPLICATION\***  
(The Conference Policies can be found and accepted online at [www.hnmun.org](http://www.hnmun.org))

The Head Delegate or Faculty Advisor of each participating school should read these policies in their entirety. Your signature will indicate acceptance of all policies outlined on this form and in our Conference Handbook. Delegates are also expected to abide by all municipal, state, and federal laws while at HNMUN 2012.

### **GENERAL POLICIES**

The Secretary-General, the Director-General, the USG-Administration, and the USG-Finance of the conference are the only staff members empowered to grant exceptions to any conference policies or other general HNMUN practices. HNMUN is not liable for any erroneous statements made by other staff members regarding exceptions to fees or policies.

**All fees are owed to HNMUN by Midnight EST on the dates outlined below.** Schools will not be allowed to register at conference until they have paid any outstanding debts to HNMUN. If a school withdraws from the conference, the school is liable for all fees charged up to the date of withdrawal.

Please clearly label all forms and checks sent to the HNMUN office. All checks should make out to "Harvard National Model United Nations." Checks should note in the Memo field the exact fees that are being paid (e.g. "School Name - registration fee + 15 delegate fees"). Please note that our mail often takes 3-4 days longer than normal mail, because it is processed through the Harvard University mail system, so please mail any forms or checks well in advance of the final deadlines. Please note that PayPal, through the HNMUN website, is the preferred method of payment.

### **REGISTRATION FEE**

A registration fee of US\$70 is due with the initial application for the conference. No school will be assigned a country or any delegate spots until the registration fee has been paid. The Secretary-General retains final authority over whether a school can be granted an exception that would temporarily postpone payment of the registration fee until after a country has been assigned. The registration fee is non-refundable.

### **DELEGATE FEES**

By 1 December 2011, a school must confirm its country assignment(s) and the number of delegates that it will bring to the conference. At this time, the delegate fees of US\$70 per delegate are due. After 1 December 2011, a late fee of US\$25 per delegation will be assessed for each week or part thereof that these fees have not been paid.

A school may choose to amend the number of delegates it will bring to the conference from the number stated in the application at no cost until 1 December 2011, provided that it meets the minimum delegate requirements for the country it has been assigned. Between 1 December 2011 and 12 December 2011, a school may reduce the number of delegates it will bring to the conference and will be eligible for a 50% refund on the fees for the dropped delegates. However, at no time will a school be granted a refund on delegate fees if it is unable to meet the minimum number of delegates required for the country/countries to which it has been assigned. The names of the delegates - given that the numbers are changed according to the above criteria - can be changed without penalty until 1 February 2012. After 1 February 2012, a US\$10 fee will be charged to replace printed materials for each delegate.

After 12 December 2011, no refunds on delegate fees will be given.

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### **FACULTY ADVISOR FEES**

A fee of US\$60 will be charged per faculty advisor. Each delegation is required to have either a head delegate or a faculty advisor. This does not apply to single delegates in the NGO Program or Crisis Committees. The refund and name change deadlines and policies for faculty advisors are the same as outlined for delegates in the section above.

### **COUNTRY ASSIGNMENTS**

The first round of country assignments will take place after the closure of the priority registration deadline on 12 October 2011. The next round of country assignments will take place after the closure of the final registration deadline on 10 November 2011.

All decisions of the HNMUN Secretariat with regard to country assignments are final. The registration fee will not be refunded even if a school does not accept its country assignment. Schools should pay close attention to the minimum and maximum number of delegates for each country. Schools will not be assigned any countries whose minimum delegate spots exceed the number of delegates in each delegation at the time of application. Schools can also be assigned to countries by organs only. In such cases, delegates representing the same country on different organs and from different schools do not need to confer when representing national policies.

The HNMUN Secretariat reserves the right to remove spots from an already assigned country after 1 December 2011 in the event that the delegation fails to fill all the assigned spots. **Delegations are required to assign at least one delegate to all assigned committees.** This is crucially important to ensure that all country perspectives are represented in each committee.

### **SPECIAL CIRCUMSTANCES**

If meeting the requirements for payment is impossible for any reason, please contact HNMUN staff at (617) 495-5828 during our office hours, Monday-Friday, 3-5PM EST, as soon as it becomes evident that the requirements will not be fulfilled. The Secretary-General, the Director-General, the USG-Administration, and the USG-Finance are more than happy to discuss individual circumstances with a school. Please note that the HNMUN office is not staffed during national and school holidays.

Delegates requiring special assistance, such as those mandated by the Americans with Disabilities Act (ADA), must notify HNMUN by 12 December 2011.

### **REFUNDS**

Registration fees are non-refundable. Delegate fees and faculty advisor fees are refundable according to the conditions described in the "Delegate Fees" and "Faculty Advisor Fees" sections above.

### **FINANCIAL ASSISTANCE**

The HNMUN conference offers limited financial assistance to those who would otherwise be unable to attend the conference due to limited school funding or personal constraints. The application for financial assistance will be made available to schools at our website ([www.hnmun.org](http://www.hnmun.org)). Delegations are highly encouraged to apply for financial assistance by our priority deadline (12 October 2012). Financial assistance applications submitted after the priority deadline will be assessed on a first-come, first-served basis. Financial assistance applications submitted after our final registration deadline (10 November 2011) will not be accepted. Financial assistance decisions will be announced in early December. Please contact the USG-Finance at [info@hnmun.org](mailto:info@hnmun.org) for more information about the financial assistance program or to discuss other fundraising options.

Financial assistance will be distributed only upon the completion of all committee sessions at conference. Delegates must be in attendance at every session in order for the delegation to receive their financial assistance award. The committee staff are the only individuals authorized to determine attendance. Receipts detailing the nature of the expenses spent for conference are required. The Secretary-General and USG-Finance have the discretion of determining what expenses qualify for reimbursement. The USG-Finance has the discretion of refusing to reimburse delegates if the above conditions are not met.

### **CANCELLATION DUE TO WEATHER CONDITIONS**

HNMUN 2012 will take place from 16-19 February 2012 regardless of the weather conditions. HNMUN 2012 is unable to provide refunds to delegations that choose not to attend due to inclement weather.

### **MISCELLANEOUS FEES**

Replacement badges may be purchased at the conference for a fee of US\$5. Replacement placards may be purchased at the conference for a fee of US\$5. Lost or misplaced conference handbooks may be purchased at the conference for a fee of US\$5. HNMUN will have certificates of participation available to all delegates free of charge at conference. If certificates of participation are not picked up during the conference, certificates can be requested and mailed for a fee of US\$5 each.

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### SUSPENSION POLICY

For over 50 years, college students and faculty members have been coming to HNMUN to take part in a realistic, accurate, and enjoyable simulation of the United Nations. While we realize that HNMUN is a social as well as an academic forum, we must enforce certain security measures so that a professional atmosphere can be maintained at all times. Unfortunately, in past years, a few schools have violated these security measures, showing disrespect towards other delegates and the conference as a whole. In order to maintain order and safety at the conference as well as continuing a close relationship with the Boston Park Plaza Hotel, our policy requires that any school whose delegates violate the following rules will be subject to at least a one-year suspension from the HNMUN conference.

The suspension policy is not intended to threaten students, but rather to serve as a reminder to everyone that our primary goal at HNMUN 2012 is to provide all participants with a meaningful academic and social experience. The following rules are a combination of Massachusetts state law, Boston Park Plaza regulations, and requirements of common courtesy and respect. Please have all delegates read these rules carefully. Observing them is the collective responsibility of the entire delegation.

### HNMUN AND THE BOSTON PARK PLAZA

The Boston Park Plaza is the conference venue for HNMUN 2012. Please note that the Boston Park Plaza maintains a distinct registration and check-in system from that of the conference, so delegations need to contact them directly to make their reservations. The Boston Park Plaza staff are the only individuals authorized to discuss hotel-related issues with delegations. The specific Boston Park Plaza policies are outlined in the Hotel Reservation Form, which will be available at our website ([www.hnmun.org](http://www.hnmun.org)).

### ALCOHOL AND DRUG POLICY

Only those delegates age 21 or older may consume alcohol in Massachusetts. Open containers of alcohol may not be carried in public areas, including committee rooms and hallways. Massachusetts state law also requires that all food and beverages consumed in the hotel be purchased from the Boston Park Plaza. Furthermore, delegates found possessing or using illicit drugs, as defined by United States federal law, will be required to leave immediately and may be held criminally liable.

### SMOKING POLICY

The City of Boston prohibits smoking indoors in public spaces. Delegates will not be permitted to smoke inside the hotel.

### HOTEL COURTESY

Individuals will be held responsible for vandalism or any other damage that occurs in their room. The hotel reserves the right to eject individuals for any disruptions to the safety and well-being of other hotel guests without refund.

### CURFEW POLICY

Out of consideration for other guests, the Boston Park Plaza imposes a curfew every night. We ask that no delegates be found in the hallways after 1:00AM Thursday night and 2:00AM Friday and Saturday nights. No visitors are permitted in the guest room area of the hotel after 11:00PM. Please additionally keep in mind that many guests are already asleep when committee adjourns on Thursday and Friday nights. Large crowds can be quite noisy, and 11:00PM is a prime time for complaints. Please be considerate by remaining quiet in the hallways.

### VALUABLES

If delegates bring valuables, they are encouraged to place them in a hotel safe deposit box. HNMUN and the Boston Park Plaza are not responsible for belongings left in guest rooms or in committee rooms.

### COMMITTEE SESSION POLICY

Individual delegates are expected to be in their respective committee rooms during committee sessions. In order for delegates to leave their committee rooms for an extended period of time, both their Director and their Head Delegate/Faculty Advisor must be informed ahead of time. Furthermore, all delegates are expected to abide by committee dress code.

### OTHER RULES

The Secretariat reserves the right to **immediately** expel delegates from both the conference and the hotel due to unlawful and/or unacceptable behavior. Serious infractions on the part of even a single delegate may require the dismissal without refund of the individual involved **and** his or her delegation from the conference. If a delegate is dismissed from the conference, their delegation is automatically disqualified from conference awards.

The Secretariat reserves the right to define appropriate conference behavior and is particularly sensitive to issues involving displays of disrespect to other delegates, conference staff, and hotel staff.

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### SUMMARY OF CONFERENCE FEES

Registration Fee	US\$70
Delegate Fee	US\$70
Faculty Advisor Fee	US\$60
Late Fee	US\$25 per delegation per week

### CONFERENCE TIMELINE AND DEADLINES

Registration Opens	1 May 2011
Priority Conference Registration Deadline	12 October 2011
International Schools Final Deadline	12 October 2011
Priority Financial Assistance Deadline	12 October 2011
Special Applications Deadline (NGO Program and Crisis Committees)	1 November 2011
Final Conference Registration Deadline	10 November 2011
Final Financial Assistance Deadline	10 November 2011
Confirmation of Country Assignment and Number of Delegates Due	1 December 2011
Final Delegate and Faculty Advisor Fees Due	1 December 2011
Refunds Issued without Penalty Until	1 December 2011
Refund of 50% for Delegations Dropping Delegates Above the Minimum	1 December-12 December 2011
No Refunds After	12 December 2011
Visa Letter Requests Due	15 January 2012
Delegate and Faculty Advisor Names Due	1 February 2012
Position Papers Due	1 February 2012
Harvard National Model United Nations 2012	16-19 February 2012

The goal of the Secretariat and staff of HNMUN 2012 is to work with you to achieve the most well-run, enjoyable, and productive conference possible. We thank you in advance for your cooperation, and please do not hesitate to email us at [info@hnmun.org](mailto:info@hnmun.org) or call our office at (617) 495-5828 with any questions or concerns.

By signing this form, you are confirming that you have read the HNMUN 2012 Conference Policies and accept these conditions. Please note that if you are registering through the online system at [hnmun.org](http://hnmun.org), you are not required to submit a signed copy of this form.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

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