

CONFERENCE POLICIES



HARVARD NATIONAL MODEL UNITED NATIONS THE SEVENTY-FIRST SESSION

*The policies outlined in this document are **subject to change** at the sole discretion of the HNMUN Secretariat.*

Conference attendees will be notified when these policies are finalized, at which point they will sign to affirm their understanding of, agreement to follow, and acceptance of the conditions in these conference policies.

The Head Delegate or Faculty Advisor of each participating school should ensure that **all of their delegates** read these policies in their entirety. Signatures of all participants are required to be uploaded to MUNager after acceptance to conference to indicate acceptance of all policies and conditions outlined in this document and in our Conference Handbook. Delegates are also expected to abide by all municipal, state, and federal laws while at HNMUN 2025.

The Conference Policies can be found and accepted at www.hnmun.org when you submit an online application.

HNMUN 2025 CONFERENCE POLICIES

General Policies

The Secretary-General and the Director-General of the conference are the only staff members empowered to grant exceptions to any conference policies or other general HNMUN practices. All exceptions made must be requested and granted in writing by email to info@hnmun.org with secgen@hnmun.org and dg@hnmun.org cc'd. HNMUN is not liable for any erroneous statements made by other staff members, including other members of Secretariat, regarding exceptions to fees or policies.

All fees are owed to HNMUN by 11:59 PM ET on the dates outlined below. Schools will not be allowed to register at conference until they have paid any outstanding debts including but not limited to registration fees, delegate fees, hotel fees, and any outstanding charges (e.g. late fees). If a school withdraws from the conference, the school is liable for all fees charged up to the date of withdrawal. Our hotel partner The Boston Marriott at Copley Place has separate deadlines for hotel payments and names which are defined in the "Conference Timelines and Deadlines" section below.

Please note that HNMUN cannot receive any other letters or forms sent to our office. The preferred payment method is via our online payment platform, Stripe. This platform can be accessed via digital invoices that will be sent to delegations via email. If there is a discrepancy between the conference policies and the information contained in the digital invoices, please note that the fees, deadlines, and policies listed below take precedence. All forms, such as position papers and conference policy agreement forms, must be submitted via our online registration platform, MUNager, which can be found on the HNMUN website.

Registration Fee

A registration fee of US\$95 for the priority registration cycle, US\$110 for the regular registration cycle, and US\$120 for the late registration cycle is due with the initial application for the conference. No school will be accepted as a competing delegation at the conference or assigned a country or delegate spots until this fee has been paid. The registration fee is non-refundable.

Delegate Fees

On 1 December 2024, the delegate fees of US\$95 for the priority registration cycle, US\$110 for the regular registration cycle, and US\$125 for the late registration cycle are due. After this date, delegations are expected to pay the late fee prices described later in these policies. For HNMUN 2025, we will be instituting a discounted rate for new delegations that have not previously attended HNMUN in the form of a 15% discount on delegate fees (not including registration fees or faculty advisor fees). To request this discounted rate, you must email info@hnmun.org.

A school may choose to reduce the number of delegates it will bring to the conference from the number stated in the application at no cost until 15 November 2024. Between 16 November 2024 and 1 December 2024, 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. The names of the delegates - given that the numbers are changed according to the above criteria - can be changed without penalty until 7 February 2025. After 7 February 2025, a US\$5 fee for each day after the deadline will be charged for each delegate whose name was not provided on MUNager prior to 7 February 2025, or whose name is changed after 7 February 2025. Delegations may increase their size at any point but will be charged the delegate fee for the date by which the delegates are added.

After 1 December 2024, no refunds on delegate fees will be given. However, one exception may apply: in recognition of the fact that visa rejection(s) may prevent some international delegates from attending conference, the USG-Finance retains final authority over whether a school can be granted a 50% refund on the delegate fees for delegates who are dropped after 1 December 2024. To qualify for this partial refund, the school must have requested visa letters for those delegates from HNMUN prior to the deadline of 1 December 2024, informed HNMUN about the rejection within one calendar week of the rejection, and submitted proof of rejection for each dropped delegate. To avoid denial of a partial refund, schools and delegates are encouraged to apply for visas as early as possible. No refunds on delegate fees will be given for any other reason after 1 December 2024.

Faculty Advisor Fees

A fee of US\$65 for the priority registration cycle, US\$75 for the regular registration cycle, and US\$85 for the late registration cycle will be charged per faculty. Each delegation is required to have either a head delegate or a faculty advisor. The refund and name change policies for faculty advisors are the same as outlined for delegates in the section above. Faculty advisors are permitted to observe the conference but are not permitted to interact with delegates while committee is in session or compete in the conference. Secretariat retains the discretion to place restrictions on the access of faculty advisors to committee if it becomes disruptive to the function of the conference.

Miscellaneous Fees

Replacement badges and placards may be purchased at the conference for a fee of US\$5 each. 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 at the hours to be specified in the conference schedule, certificates can be requested for a fee of US\$10 each (an additional mailing fee may apply).

Refunds

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Registration fees are non-refundable. Delegate fees and faculty advisor fees may be refundable according to the conditions described in the “Delegate Fees” and “Faculty Advisor Fees” sections above. HNMUN cannot make any exceptions to the policies described above. Please note that once a refund-related decision has been made by the Secretary-General or the USG-Finance, it is final and cannot be appealed.

Summary of Conference Fees

Registration Round	Priority	Regular	Late
Registration Fee	US\$95	US\$110	US\$120
Delegate Fee	US\$95	US\$110	US\$125
Faculty Advisor Fee	US\$65	US\$75	US\$85

Cancellation Due to Weather Conditions

HNMUN 2025 will take place from 20-23 February 2025 regardless of the weather conditions. HNMUN 2025 is unable to provide refunds to delegations that choose not to attend due to inclement weather.

Special Circumstances

If meeting the requirements for payment is impossible for any reason, please contact HNMUN staff at info@hnmun.org, 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 our email response rate may be delayed during national and school holidays. Delegates requiring special assistance, such as those mandated by the Americans with Disabilities Act (ADA), must notify HNMUN by 1 December 2024.

Country Assignments

The first round of country assignments will take place after the closure of the priority registration deadline on 1 October 2024. The next round of country assignments will take place after the closure of the regular registration deadline on 1 November 2024. Following these deadlines, country assignments will be made on a rolling basis.

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. Delegations will have the opportunity to indicate their committee and position preferences via a form sent out after a delegation is accepted. Delegations wishing to receive allocations in Crisis Committees must indicate this on the application as spots are limited and will be assigned on a first-come, first-serve basis.

The HNMUN Secretariat reserves the right to remove spots from an already assigned country after 1 December 2024 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.

HNMUN and the Boston Marriott at Copley Place

The Boston Marriott at Copley Place is the conference venue for HNMUN 2025. HNMUN 2025 group rates are available at this venue only. Delegations choosing not to stay in the Boston Marriott Copley Place will be charged an additional \$50 per delegate per night to be verified upon registration at conference.

Please note that the Boston Marriott at Copley Place 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 Marriott at Copley Place staff are the only individuals authorized to discuss hotel-related issues with delegations. The specific Boston Marriott at Copley Place policies are outlined in the Hotel Reservation Form, which is available at our website (www.hnmun.org/hotel). The Boston Marriott at Copley Place maintains a 72-hour cancellation policy whereby cancellations of reservations must be made more than 72 hours in advance for a refund. Check in to the hotel occurs at 4:00PM ET and check out occurs at 12:00PM ET.

Valuables

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

Hotel Courtesy

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

Suspension Policy

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For 71 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 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 Marriott Copley Place, our policy requires that any school whose delegates violate the outlined 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 serve as a reminder to everyone that our primary goal at HNMUN is to provide all participants with a meaningful academic and social experience. The outlined rules are a combination of Massachusetts state law, Boston Marriott at Copley Place 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.

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 Marriott at Copley Place. 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 by law enforcement.

Smoking Policy

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

Curfew Policy

Out of consideration for other guests, the Boston Marriott Copley Place 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.

Committee Session Policy

Individual delegates are expected to be in their respective committee rooms during committee sessions. To qualify for a Certificate of Participation, a delegate must be present for all committee sessions. In order for delegates to be excused from a committee session or leave their committee rooms for an extended period of time during session, both their Committee Director and the respective Substantive USG must be informed prior to the session/departure. Furthermore, all delegates are expected to abide by committee dress code; delegates are permitted to wear Western Business Attire or the cultural attire of their country of origin (not the country the delegate is representing). Additionally, delegates are expected to treat all other conference attendees with the upmost respect and diplomacy.

For the safety and security of all those involved in HNMUN 2025, all participants, including delegates and faculty advisors, of HNMUN 2025 are required to wear their badges at all times while in the conference center portion of the hotel. If an individual cannot be identified as a participant of the HNMUN 2025 conference, they will be asked to leave the premise.

Substantive Policies

The full staff of HNMUN remains committed to excellent substantive quality of debate and to the integrity of our conference. Plagiarism, pre-writing, and other unfair maneuvers are serious offenses to this integrity and to the conference, and so will not be tolerated.

I. Plagiarism

All documents submitted by delegates including position papers, working papers, draft resolutions, directives, and crisis notes will be checked for plagiarism. Plagiarism can be defined as the representation of another person's work or ideas as one's own without proper attribution. This includes but is not limited to the copying/near-copying of text from other delegates, authors, sources, etc. Any delegates found to have engaged in plagiarism before or during conference will be disqualified from delegate awards, and any documents found to contain plagiarism will have the plagiarized clauses/sections removed. Additionally, the Secretariat reserves the right to disqualify a delegation from conference awards, should any of its delegates be found guilty of plagiarism.

II. Pre-Writing

Pre-Writing can be described as the drafting of committee documents outside of the time designated for committee session. This includes but is not limited to the writing of working paper and draft resolution clauses, directives, and/or crisis notes. For the purpose of HNMUN 2025 policies, we explicitly define pre-writing as the use of more than five consecutive words from a delegate's preparatory material in the committee documents, but Secretariat retains the right to use their discretion to identify pre-writing. Delegates found to be pre-writing will be disqualified from delegate awards, and any documents found to contain pre-writing will have the pre-written clauses/sections removed. Additionally, the Secretariat reserves the right to disqualify a delegation from conference awards, should any

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of its delegates be found guilty of pre-writing.

III. Other Unfair Maneuvers

At its core, Model UN is a competitive activity – but punitive action will be taken against delegates found using unfair tactics to gain an advantage over their peers. Unfair tactics include but are not limited to the assistance by other individuals of one’s delegation during committee session, lying to a committee staffer, working on committee documents outside of committee session, weaponizing policies against other delegates, and the use of Generative AI and Internet resources during committee session. Secretariat reserves the right to use their discretion to deem tactics as “unfair”. Delegate found using unfair maneuvers will be disqualified from delegate awards. Additionally, the Secretariat reserves the right to disqualify a delegation from conference awards, should any of its delegates be found guilty of using unfair tactics.

Technology Policy

All resolution-based committees will require delegates to draft their committee documents on their personal technological devices, and directive-based committees will draft committee documents on notepads provided by HNMUN. For the first time, HNMUN 2025 will run all General Assemblies on Slack.

In all committees, technology may only be used if delegates are given explicit permission by the Director. Delegates may only use their technology to access the committee Slack, documents, and folders. If delegates are found to be using their technology for other purposes, they will receive a warning. If delegates continually violate the technology policy, they will be disqualified from delegate awards. Additionally, the Secretariat reserves the right to disqualify a delegation from conference awards, should any of its delegates be found guilty of violating the technology policy.

ChatGPT and Generative AI Policy

All committee documents will be run through an AI-generated content detector to ensure that all of the verbiage is produced by the delegates themselves. The use of Generative AI is acceptable in assisting delegates’ research process prior to the conference. However, the use of Generative AI to produce text that is directly used in committee documents is strictly prohibited at HNMUN. If delegates are found to be misusing Generative AI, they will be disqualified from delegate awards. Additionally, the Secretariat reserves the right to disqualify a delegation from conference awards, should any of its delegates be found guilty of violating the ChatGPT and Generative AI policy.

Awards Policy

Delegates who exhibit exemplar performances in their designated committee will be eligible for an individual award. HNMUN recognizes delegates with Best Delegate (5 points), Outstanding Delegate (4 points), Honorable Mention (3 points), and Diplomatic Commendation (2 points) awards to be given at the Directors’ discretion. See the Delegate Evaluation Criteria for more information on how delegates are evaluated.

HNMUN gives out the following delegation awards: Best Large Delegation, Outstanding Large Delegation, Best Small Delegation, Outstanding Small Delegation, and Best International Delegation. For HNMUN 2025, “Large” delegations will be those with a size of 13 or more delegates competing at the conference, and “Small” delegations will be those with a size of 12 or fewer delegates competing at the conference. Delegation awards will be awarded to the delegations with the highest ratio of points to total size of the delegation per the point allocation scheme outlined above. Delegates that are disqualified from awards considerations will still be considered in the total size of the delegation.

Policies Regarding Harassment, Violence, and Discrimination

Harvard National Model United Nations, in accordance with the International Relations Council and Harvard University, is dedicated to creating and maintaining a conference environment in which all delegates, faculty advisors, and staff members feel safe and included. We are committed to ensuring that no person at conference faces discrimination on the basis of sex, sexual orientation, gender identity, or race in a manner that inhibits one’s ability to fully participate in any part of conference, both in and outside of the committee room. 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. Delegates may be issued a verbal warning should their conduct violate conference policies. However, delegates may be expelled without a prior warning at the discretion of the Secretariat.

Under Harvard’s Title IX Policy, which may apply to all Harvard students as well as participants in Harvard-affiliated events, sexual discrimination and harassment is defined via their Sexual and Gender-Based Harassment Policy, which may

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be found linked on our website.

As a Harvard-affiliated event, and in order to ensure all delegates have a positive and safe experience, the Secretariat expects all conference attendees and staff to follow the Harvard Title IX Policy. Delegations should thoroughly read this policy prior to attending conference. Violations of these policies may warrant consequences to the individual and/or delegation, at the discretion of the HNMUN Secretariat. Please note that while we expect delegations to follow Harvard Title IX Policies, any actions taken in response at conference are at the sole discretion of HNMUN and not the Harvard Title IX Office. The Harvard Title IX Office may conduct their own response actions, separate from HNMUN, should the infraction be brought to their attention. Examples of other inappropriate behavior that may warrant consequences to the individual and/or the delegation include, but are not limited to:

- Sexual assault
- Harassment of any kind
- Cyber-bullying
- Displays of racism or sexism
- Physical violence
- Possession or use of illicit substances (as defined under Massachusetts state law)
- Possession and/or display of weapons

Conference Timeline and Deadlines



May 31, 2024: Registration Opens

September 1, 2024: Priority Conference Registration Deadline

September 1, 2024: Priority Financial Assistance Deadline

November 1, 2024: Regular Conference Registration Deadline

November 1, 2024: Final Financial Assistance Deadline

December 1, 2024: No Refunds After

December 1, 2024: Visa Letter Requests Due

January 15, 2025: Hotel Payments Deadline

January 15, 2025: Final Delegate and Faculty Advisor Fees Due

February 1, 2025: Delegate Names, Faculty Advisor Names, and Signed Conference Policies Agreement Forms Due
(Every Delegate and Faculty Advisor Must Sign and Submit via MUNager)

February 10, 2025: Delegate Names Due to Hotel

February 19, 2025: Position Papers Due

February 20-23, 2025: Harvard National Model United Nations 2025

Closing Remarks

The goal of the Secretariat and staff of HNMUN 2025 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 with any questions or concerns.

All conference participants must read and accept these policies upon acceptance to conference and submit the policy acceptance waiver via our online registration system (MUNager) prior to 7 February 2025 to acknowledge that they have read, understood, and agree to follow all of the conference policies and their conditions.