



HARVARD MODEL UNITED NATIONS 2012

May 21, 2011

Hunter M. Richard
SECRETARY-GENERAL

Dear Delegates and Faculty Advisors,

Stephanie N. Oviedo
DIRECTOR-GENERAL

It is again my pleasure to welcome you to the 59th session of Harvard Model United Nations. As you complete registration for the conference, we kindly ask you to review our conference policies and complete the following documents. The first two pages outline our security rules for the conference and regulations of the hotel. The third page is our Liability Release Form that is required for participation in our conference and must be submitted by November 11th, 2011. The final page is the Delegate and Faculty Advisor Location Form that is to be submitted upon arrival at the Sheraton Boston.

Ana Choi
UNDER-SECRETARY-GENERAL
ADMINISTRATION

Ainsley Faux
UNDER-SECRETARY-GENERAL
BUSINESS

Alexandra M. Harsacky
COMPTROLLER

Sofia Hou
UNDER-SECRETARY-GENERAL
INNOVATION AND TECHNOLOGY

Juliana Cherston
UNDER-SECRETARY-GENERAL
GENERAL ASSEMBLY

S. Ethan Lyle
UNDER-SECRETARY-GENERAL
ECONOMIC AND SOCIAL COUNCIL

Charlene S. Wong
UNDER-SECRETARY-GENERAL
SPECIALIZED AGENCIES

The Liability Release Form is required for participation in the conference and must be completed and returned by November 11th 2011. Every delegate is required to complete a Liability Waiver Form. Delegations that do not submit all liability waivers for each of their delegates by this deadline may be assessed a late-fee of \$50.00. Forms may be scanned and e-mailed to info@harvardmun.org or returned by mail to our office: Harvard Model United Nations, 59 Shepard Street, Box 205, Cambridge MA, 02138.

If you have any questions or concerns, do not hesitate to contact our administration staff at info@harvardmun.org. I look forward to welcoming you to HMUN in January!

Sincerely,

Hunter Richard
Secretary-General
Harvard Model United Nations 2012



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HARVARD MODEL UNITED NATIONS 2012 CONFERENCE INFORMATION

SECURITY RULES

ALCOHOL POLICY

Consumption and/or possession of alcohol at the conference will not be tolerated under any circumstances. If a delegate is found to possess, consume and/or to have possessed or to have consumed alcohol at the conference, the participant's school will be immediately expelled from the conference and hotel; criminal complaints may be pursued against the delegate in question.

CONTROLLED SUBSTANCES POLICY

Controlled substances are likewise illegal and intolerable. The school of any participant found to unlawfully possess or use, or to have unlawfully possessed or used any controlled substance will be immediately expelled from the conference and hotel; criminal complaints may be pursued against the participant in question.

SMOKING POLICY

Cigarette smoking is NOT permitted in the Sheraton Boston Hotel ("Hotel").

HOTEL COURTESY

Participants will be held responsible for vandalism or any other damage that occurs in their rooms. Rowdiness in the hallways, excessive noise, roughhousing, throwing objects, accessing prohibited areas of the hotel premises, and/or other unruly behavior will not be tolerated. False fire alarms will be dealt with severely. The conference and hotel reserve the right to eject delegates for these or other disruptions to the safety and well-being of other hotel guests.

CURFEW POLICY

Curfew will be strictly enforced by the Harvard Model United Nations ("HMUN") staff and Hotel Security at the times indicated on the conference schedule. After curfew, delegates must remain quietly in their assigned rooms. After curfew, students will not be permitted to pass through hallways or to be in rooms to which they are not assigned. This includes departures from assigned rooms to accept food deliveries. HMUN staff monitors will remain on the floor and security patrols will continue throughout the night.

FACULTY ADVISOR RESPONSIBILITY

Upon registration, faculty advisors will have to submit the Delegate Location Form (see final page of this packet). Faculty Advisors will be required to conduct a bed-check ten minutes after curfew and to report any absences at that time to Harvard hall monitors. Advisors will be required to monitor the hallways in conjunction with the HMUN staff for thirty minutes after curfew. Otherwise, faculty advisors are to assist in achieving delegate compliance with conference rules and policies throughout the conference. Advisors are ultimately responsible for the conduct of their own delegates.

VALUABLES

If delegates must bring valuables, they are encouraged to place them in a hotel safe deposit box. Harvard Model United Nations and the Sheraton Boston Hotel are not responsible for belongings left in guest rooms or in meeting rooms.

DISPLAYS IN WINDOWS

The Sheraton Boston Hotel strictly prohibits the exhibition of any visible display in guest rooms or other hotel windows. Continued exhibition of any such display after an initial warning may be grounds for expulsion from the hotel and/or conference.



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CONFERENCE INFORMATION

SECURITY RULES - CONTINUED

EXPULSION FROM THE CONFERENCE

The Secretary-General reserves the right to expel any delegate, delegation, school, or group thereof from the conference at any time for violating or failing to comply with conference regulations, or for any other reason. HMUN has a zero-tolerance policy concerning alcohol and controlled substances, and violations of the alcohol and/or controlled substance policies will always result in expulsion. Expulsions take effect immediately at the time they are issued. All conference registration materials (i.e. conference badges and placards) must be surrendered to conference staff upon expulsion.

DRESS CODE AND CONFERENCE BADGES

The safety of conference participants is of paramount importance to HMUN. To maintain and enhance delegate security, HMUN requires all conference participants to visibly wear conference badges at all times during the conference; all delegates are required to adhere to the conference dress code as outlined in the Guide to Delegate Preparation and other conference publications. Participants who fail to adhere to these rules may be excluded from conference proceedings and events. HMUN staff reserves the right to check conference badges of any participant at any time, for any reason whatsoever.

PHOTOGRAPHY AND VIDEO

Throughout the conference, HMUN staff and representatives of the conference may take photographs, videos, and interviews that show conference participants both during and in between committee sessions, and which may be used for promotional, educational, or other purposes by HMUN. By attending the conference and signing the liability release form, participants consent to be photographed, videotaped and/or interviewed and authorize HMUN to use those photographs, videos, and/or interviews in any manner of HMUN's choosing.

OTHER RULES

These rules are in addition to those established by federal, Massachusetts, and Boston laws and ordinances, participating schools' policies, and common sense. Serious infractions will result in dismissal from the conference of individuals and/or delegations/schools involved.

ENTRY TO ROOMS

The Sheraton Boston Hotel has authorized conference security staff, including HMUN and hotel staff, to exercise appropriate supervision of delegates and to enforce security rules, which may entail entry into delegate rooms by the Secretariat, HMUN staff, or Hotel staff.

ADDITIONAL RULES AND POLICIES

The Secretary-General reserves the right to issue additional rules or to alter existing rules at any time at his discretion.

INTERPRETATION OF RULES

The authoritative determinations of fact and interpretations of conference rules and policies are those of the Secretary-General.



HARVARD MODEL UNITED NATIONS 2012 CONFERENCE REGISTRATION

STUDENT/PARENT/FACULTY ADVISOR LIABILITY RELEASE FORM

By signing this liability release form, each participant agrees to abide by the rules of HMUN and the Sheraton Boston Hotel. These rules are established for the participants' safety, as well as for that of the hotel and its other guests. Rules will be strictly enforced by the Hotel security team, the HMUN security team, and all other HMUN staff.

Every student and faculty advisor participating in HMUN must sign and return a copy of this form to HMUN before registering at the conference. Please return a signed form for each participant by November 11, 2011. Students must also obtain a signature from a parent or legal guardian. Original signatures (not photocopies) are required on all forms. Students or faculty advisors without a completed release form on file prior to HMUN will not be permitted to register at the conference, and will thus be unable to participate in any conference activities.

I, the undersigned participant from _____ (name of school or organization) hereby indemnify and hold harmless, to the fullest extent permitted by law, Harvard Model United Nations ("HMUN") and the Harvard International Relations Council, Inc. ("the IRC"), their directors, officers, employees, staff, volunteers, and any agents from and against any and all claims, liabilities, losses, costs, or obligations including, but not limited to, attorneys' fees and expenses, which may arise out of my traveling to, participating in, or returning from Harvard Model United Nations, but excluding liability for injury, death, or damage caused solely by gross negligence of HMUN and the IRC. I take full personal responsibility for all charges and damages to my hotel room.

I also declare that I have read, understood, and will adhere to the Security Rules of Harvard Model United Nations, and will adhere to the applicable laws of the Commonwealth of Massachusetts, the United States of America, and any other pertinent laws or regulations in force at the conference location. I declare that I will adhere to any additional rules promulgated by HMUN before and during the conference, including but not limited to those published in the conference handbook, and those announced to faculty advisors.

I give my consent to be photographed, videotaped, and/or interviewed by HMUN and for said photographs, videos, and interviews to be used by HMUN in any manner of their choosing.

I understand that refunds or other consideration will not be granted for any reason except as provided for by HMUN policy and procedure, and agree that I may be expelled from the conference at any time for violating this agreement with no expectation of refund. Refunds or other consideration will not be granted to those registered participants unable to attend the conference for any reason, including but not limited to inclement weather, travel delays, or illness.

I agree that this agreement is enforceable to the fullest extent of the law, and that any provisions herein found invalid as a matter of law will be deemed severable from the balance of the agreement.

Participant Name (print): _____

Participant Signature: _____ Date: _____

Parent/Guardian Name if Participant is a Student (print): _____

Parent/Guardian Signature: _____ Date: _____

RETURN THIS PAGE TO HMUN BY NOVEMBER 11, 2011

