



# Harvard Model United Nations 2024

## Conference Terms & Conditions

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By registering for Harvard Model United Nations 2024 (hereafter referred to as “HMUN”), you agree to the following-terms and conditions:

### ELIGIBILITY

1. All individuals registered as delegates at HMUN must be 13 years of age or older and enrolled in—or graduated within the past academic year from—a high school during the period of January 25 to January 28, 2024.
  - a. The staff and Secretariat of HMUN reserve the right to investigate the eligibility of any delegate and expel without refund any individual determined to be ineligible for participation as a delegate. Any individual who does not meet the above criteria, who registers in affiliation with a high school the individual does not attend, or who is otherwise found to be in violation of HMUN terms and conditions will be considered ineligible for participation. Delegates may not be enrolled full-time at a college/university institution.
  - b. Delegations attempting to falsify the eligibility of delegates or otherwise found to be in violation of the HMUN terms and conditions will be considered ineligible for participation at HMUN in the year following the infraction(s), pending consultation with the Secretariat.
2. Teachers, university students, parents, administrators, and other adults 18 years of age or older are eligible to serve as faculty advisors. Any individual eligible to participate at HMUN as a delegate is ineligible to serve as a faculty advisor.

### CONDUCT

1. All delegates should dress in Western Business Attire (WBA) while at HMUN. As a general rule, WBA requires that delegates dress in a suit jacket, slacks or skirt, dress shirt with tie, and dress shoes. National Attire, from a delegate’s personal country of origin, is also permitted.
2. All delegates are expected to remain “in character” while at HMUN by consistently advocating the interests and representing the policies of the country assigned. To act “in character” also entails displaying respect for the opinions and ideas of fellow delegates, even if these opinions and ideas conflict with a given delegate’s own country’s priorities. Delegates are expected to prepare adequately for active participation in committee sessions; delegates in committees with two topic areas are expected to prepare for both, with the understanding that the committee will discuss one or both topic areas during HMUN.
  - a. Delegates found to be in violation of HMUN’s Security Policies may be barred from further participation at HMUN and/or expelled from the conference without refund at the discretion of the Secretary-General.
  - b. Delegates who disrupt committee sessions or other conference events may be barred from further participation at HMUN and/or expelled from the conference without refund at the discretion of the Secretary-General.
  - c. Delegates who antagonize hotel guests or otherwise “disturb the peace” may be barred from further participation at HMUN and/or expelled from the conference without refund at the discretion of the Secretary-General.
3. All faculty advisors are responsible for the safety, wellbeing, and conduct of their delegates.
  - a. The educational quality of HMUN is primarily dependent on all delegates’ active and professional participation. Faculty advisors can ensure this by monitoring their students’ attendance at committee sessions and helping them understand the skills of diplomacy as practiced at HMUN.
  - b. During the conference, faculty advisors are encouraged to attend faculty advisor meetings and feedback sessions, to observe their students from the back of committee rooms, and even to advise students on substantive issues. However, participation in the committee process must be left to the delegates and the HMUN staff. Faculty advisors may not participate in the writing of resolutions or in caucusing activities.
  - c. Faculty advisors are required to assist the HMUN staff in enforcing Security Policies, Dress Code, and the HMUN Terms and Conditions with regards to their school’s delegates. Faculty Advisors are responsible for ensuring that their students follow the Terms and Conditions.

4. HMUN will not tolerate any instances of harassment or discrimination, including but not limited to those based on race, gender, sexual orientation, national origin, religion, age, or disability status. Further, HMUN will not tolerate any instances of inappropriate behavior or unwelcome advances of a sexual nature. If any delegate, staff member, or advisor believes they have encountered harassment or discrimination, they are encouraged to bring it to the attention of the Secretary-General, another member of the Secretariat, or the Response Director. The Secretary-General, the Director-General, and the Response Director will then evaluate the report and involve the appropriate personnel which may include Faculty Advisors. Based on their findings, HMUN may:
- Issue a verbal reprimand;
  - Expel the offending individual from HMUN without refund;
  - Bar the delegation of the offending individual from future participation at HMUN; and/or,
  - Take other actions as deemed necessary and appropriate.

#### COUNTRY ASSIGNMENTS

- All delegations are responsible for paying for and filling all slots assigned through our country assignment process. Additionally, the following terms apply to slots assigned:
  - Delegations must assign one delegate to each committee in their country assignment before placing a second delegate in any committee.
  - Any slot originally assigned to a delegate who can no longer attend HMUN should nonetheless be filled by a replacement delegate affiliated with the delegation to which that slot has been assigned.
  - Any assigned slot that cannot be filled must be brought to the immediate attention of the HMUN staff. The delegation to which that slot has been assigned is still obliged to pay the delegate fee associated with that slot.
  - If a delegation sends fewer than the minimum number of delegates allotted for its assigned country, HMUN reserves the right to switch the school to a different assignment with fewer spots.
- All delegations registered by our PRIORITY DEADLINE OF JUNE 15, 2023, will be given preference for country assignments. This year, HMUN will also have a SECOND PRIORITY REGISTRATION DEADLINE OF SEPTEMBER 1, 2023. All applications received between June 15 and September 1 will be considered for acceptance on a rolling basis. Country assignments will be issued in early September for schools applying by the second Priority Registration Deadline. All applications received after that date will be processed and assigned on a rolling basis. REGULAR REGISTRATION closes on OCTOBER 1, 2023. Once all countries have been assigned or no seats remain, schools that have completed registration will be placed on the wait-list and receive country assignments as they become available. No delegation is guaranteed acceptance to HMUN, even if the delegation registers before the Priority Registration Deadline.

#### FEES, PAYMENT & DEADLINES

- The following priority fees and deadlines apply to all delegations of HMUN:
  - A Delegation Fee of US\$90.00 per school (if paid by September 15, 2023)
  - A Delegate Fee of US\$90.00 per delegate (if paid by September 15, 2023)
  - A Faculty Advisor Fee of US\$70.00 per faculty advisor (if paid by September 15, 2023)
- The following general fees and deadlines apply to all delegations of HMUN:
  - A Delegation Fee of US\$100.00 per school (if paid by November 15, 2023)
  - A Delegate Fee of US\$100.00 per delegate (if paid by November 15, 2023)
  - A Faculty Advisor Fee of US\$80.00 per faculty advisor (if paid by November 15, 2023)
  - Financial aid applications are due October 15, 2023
  - Delegate names and liability waivers are due November 15, 2023. Names and waivers submitted after this deadline will incur a fee of US\$50.00 per person.
- Fees not paid by the above deadlines are as follows:
  - A Delegation Fee of US\$180.00 per school (if paid by beginning of conference)
  - A Delegate Fee of US\$180.00 per delegate (if paid by beginning of conference)
  - A Faculty Advisor Fee of US\$130.00 per faculty advisor (if paid by beginning of conference)

4. Any delegation that chooses to pay at conference will incur an additional fee of US\$200.00 per delegation. If your delegation is having financial difficulty meeting this timeline and would like to request an exemption, this must be made before January 18, 2024 at 11:59 PM EST by emailing the Comptroller at [comptroller@harvardmun.org](mailto:comptroller@harvardmun.org). Any requests made after this deadline will not be considered, and a fee of US\$200.00 will stand.
  5. The above deadlines are based on when the payment is made, not when delegations register for the conference. Failure to pay by a certain deadline will automatically convert respective fees to those of the next deadline.
  6. Delegates and faculty advisors are encouraged to stay in the Sheraton or Marriott hotels where the conference is held. Staying at other hotels will result in a fee of US\$75.00 per delegate/faculty advisor. If your delegation is local, and you believe you are exempt from this fee, please request an exemption by emailing the Comptroller at [comptroller@harvardmun.org](mailto:comptroller@harvardmun.org).
  7. HMUN requests that delegations pay all conference fees via our online payment system. International delegations are requested to pay via card. Delegations may also pay conference fees via wire transfer, but will be required to pay for any wire transfer fees in addition to the conference fees. Please email [comptroller@harvardmun.org](mailto:comptroller@harvardmun.org) for details regarding this payment method.
  8. All delegates receiving financial aid are required to attend all SIX committee sessions (Thursday Night, Friday Afternoon, Friday Night, Saturday Morning, Saturday Afternoon, Sunday Morning). Delegates receiving financial aid must check-in with their committee Director to ensure attendance. Delegates who miss more than one-third of a committee session without consulting a member of Secretariat forfeit financial aid. All delegates receiving financial aid also must stay in the designated conference Sheraton or Marriott hotels. Delegates who fail to collect their checks during the conference may have their financial aid revoked.
- . Our refund policy is as follows:
- a. The Delegation Fee is non-refundable.
  - b. Refunds of delegate and advisor fees requested before November 1, 2023 at 11:59pm EST will be refunded in full.
  - c. Refunds of delegate and advisor fees requested before December 15, 2023 at 11:59pm EST will be refunded by 50 percent.
  - c. No refunds will be issued after December 15, 2023.
  - d. At the sole discretion of the Secretariat, refunds may be issued in the form of credits for future conferences.
  - e. Please direct refund requests to [comptroller@harvardmun.org](mailto:comptroller@harvardmun.org)

#### EXCEPTIONS & VIOLATIONS

1. The Secretary-General, Director-General, Under-Secretary-General for Administration, and Comptroller are the only staff members who are allowed to grant exceptions or extensions to conference policies and deadlines. Neither HMUN nor the Harvard International Relations Council, Inc. is liable for erroneous statements made by other members of HMUN staff regarding conference policies listed —and not listed— herein.
2. Violation of the policies listed in these terms and conditions may result in the revocation of assigned seats with no refund. Serious violation of these policies or those listed in the conference handbook regarding conduct may result in expulsion from the conference with no refund and potential prevention of registration for all future HMUN conferences.

#### COVID-19

1. Due to the unpredictable nature of the COVID-19 pandemic, HMUN reserves the right to impose health restrictions including vaccine, mask, and testing mandates. Delegates, faculty advisors, and other attendees who do not comply may have disciplinary action taken against them as determined by the Secretariat.