

# Baylor University Model United Nations 2017 High School Conference Registration Guidelines

## **Important Dates and Deadlines:**<sup>1</sup>

**August 10 *Delegate guide posted*** – Includes committee topic guides, parliamentary procedure rules, and position paper instructions.

**August 15, 8:00 AM - *Online registration opens*** – Member State assignments begin and continue on a rolling basis.

**September 29, 5:00 PM - *Priority registration deadline*** – note that for the past four years, the conference filled before the priority deadline. Should this happen again in 2017, we will create a waiting list.

**October 20, 5:00 PM – *Registration ends*** – This is the last day to register for the conference, change delegate numbers, or request chaperone lunches. Please use the original registration form link to submit changes, and check the box for updated registration. No changes in delegate numbers will be permitted after this date, except for any additions made from the waiting list.

**October 23, 8:00 AM – *Wait list registrants notified*** – Those placed on the waiting list will be notified whether or not their registration will be accommodated for the conference and will have 24 hours to accept their invitation.

**October 24, 5:00 PM – *Final invoice and permission forms available*** – these will be emailed to the faculty advisor. Final payment and signed, hard copies of the forms will be due the day of the conference. Invoices may be requested before this date, if you need more advance notice to arrange payment. Email [jenice\\_langston@baylor.edu](mailto:jenice_langston@baylor.edu) to request the invoice.

**October 25, 5:00 PM – *Deadline to submit position papers to be considered for awards*** – position papers are optional, but papers for each Member State delegation must be complete and in the specified format to be eligible for awards. Instructions and submission guidelines are provided in the Delegate Guide, which will be available online by August 10.

**Saturday, November 4, 8:00 AM -6:00 PM – *2017 Conference*** - please bring final payment and event permission forms with you to the conference, if you do not mail them in advance.

## **Registration Fees and Payment Policies – please read carefully before registering:**

### 1. **Non-refundable** school registration fee:

- \$50 for schools that register online by 5:00 PM on September 29
- \$75 for schools registering September 29, 5:01 PM – October 20, 5:00 PM

The school registration fee is the same regardless of how many Member States your school

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<sup>1</sup> For those needing lodging, we have requested a block of rooms at an area hotel and will post this information on our website by September 5 under the “Travel and Baylor Info.” tab. Reservations will be made directly with the hotel, not through the conference.

represents or how many students you bring. For your convenience, we do not require that you pay this registration fee up front when you register; you may bring all payment with you the day of the event. Please note that if your school cancels, even if this cancellation occurs before October 20, you will be billed this registration fee to cover the costs associated with staffing and processing registration. If you cancel after October 20, you will be billed the entire invoiced amount – registration fee, delegate fees, and chaperone lunches. Schools on the waiting list who are not able to attend the conference will not be billed the registration fee.

2. Student registration fees and instructions:

- \$15 per student: This fee includes lunch and all conference materials.
- Lunch will be on-site at one of our university cafeterias, which offers vegetarian and gluten free options. We cannot make any assurances about the presences of food allergens; for any students or parents with questions or concerns, we will happily put you in touch with the Baylor University Dining Services.

3. Chaperone lunches (Optional):

- Chaperone lunches at the cafeteria are \$8 per person. Indicate the number you want on the registration form. No on-site lunch purchasing will be available through the conference. However, there are restaurants on campus and nearby, and a list is provided on our website for your convenience.

4. Changing numbers, final invoices, and payment information:

- The deadline to decrease your delegate numbers or chaperone lunches or request increases in delegate numbers is October 20 at 5:00 PM. Please use the original registration form link to submit changes, and check the box for updated registration.
- Your final invoice will be prepared based upon these numbers, and given that meals and materials are pre-ordered and pre-paid by Baylor, no reduction in the invoice amount can be made for students who do not attend or for pre-ordered lunches for chaperones who do not attend.
- Payment is due in full on or before the date of the conference. Checks should be made payable to: Baylor University Model UN. Should you wish to submit payment in advance, the mailing address will be provided on the invoice.

**Instructions for Completing the Registration form:**

1. Registration submission policies

- ***Advisor or adult approval required to submit the application:*** The application should be submitted by the school advisor or another adult chaperone; this individual should also plan to be the contact person for the application as well as any follow up emails sent by the conference.
- ***Individual delegates or non-affiliated delegates:*** We welcome individual delegates who are not part of an official school team. However, we need to have a letter from your school principal or other administrator (if your school has no MUN team) or a note from your MUN advisor (if your school has an MUN team) giving their consent for you to participate. These letters should be sent to: [Rebecca\\_flavin@baylor.edu](mailto:Rebecca_flavin@baylor.edu). Students must be accompanied by an adult chaperone on the day of the conference. The school fee will be prorated for your delegation, should it be less than the minimum team size of 4

delegates, and you will be charged the regular student fee per delegate. Individual delegates will not be assigned seats on the Security Council, unless spots remain open after registration closes on October 20.

## 2. Estimate your total delegation size

- **Conference size:** Our facilities capacity limits the total conference size to approximately 300 students. If the conference reaches capacity, we will create a waiting list.
- **Delegation size:** For the initial registration, the maximum delegation size we will accept is 50 students; if you register more than 50 students, we will place the additional students on a waiting list until the close of registration on October 20. When registering your school, we request that you estimate as closely as possible your numbers on the initial registration to prevent unnecessary registration delays for other schools that may be on the waiting list or to avoid being placed on the waiting list if we are full when you request more seats.
- **Policies regarding changes to delegation size after the initial registration:** You may decrease your student numbers without penalty before October 20 at 5:00 PM, when your final invoice will be prepared. After this point, no reductions in numbers may be made. Additions to your initial registration will be made if space is available; if the conference is full, your delegates will be placed on a waiting list.

## 3. Decide if you prefer single or double delegations:

- If you prefer **single delegations** (i.e. one student representative per delegation per committee - the minimum required number listed for each Member State on the matrix), indicate this in the Member State preference box on the registration form.
- Otherwise, we will assign nations based upon the assumption that you will prefer **double delegations** and send up to two students per committee (i.e. the maximum number listed for each Member State). This means if you plan to bring 12 students, we will assign a single Member State that allows for a maximum of 12 delegates rather than assign two Member States with a minimum of 6 delegates each, unless you tell us otherwise on the registration form.
- **Double delegations requested for Security Councils:** Even if you prefer single delegations, we ask every school to send two delegates per Member State to the Security Councils to ensure coverage in the event one of your delegates is unable to attend the conference. Because the councils are so small, an absent Member State makes a significant difference in the quality of the simulation. If your nation is an “observer” to the Security Council, you do not need to send two students, but you may do so if you wish.
- **Frequently asked question** - does it make a difference if the students are a single or double delegation for awards? No. In committee best delegate awards are based on the overall performance of the delegation. The pedagogical advantage of double delegations is that it can provide an opportunity for students to work in pairs or guarantee committee coverage if one student is unable to attend; the pedagogical advantage of single delegations is that you may be able to represent more nations if you have a single student in each committee.

4. Decide which Member State(s) you would like to represent:

- ***Member State assignment and registration confirmation timeline:*** All Member State assignments will be made on a rolling basis, beginning the day registration opens. Thus, if your students strongly prefer a specific Member State or a Security Council assignment, you should register early to increase your chances of securing this assignment. After you submit your registration, you will receive a confirmation email with your Member State assignments within 5 business days. If you have not heard from Baylor MUN within this timeline, please contact us to ensure we received your registration.
- ***Policy for Security Council Assignments:*** Each school may be assigned up to 4 total Member States with representation on the Security Councils (as a member or observer), only one of which may be a P-5 Member State and only three of which may be on the Contemporary Security Council. See Member State lists below for the councils.
- ***Before designating your preferences on the online registration form, anticipate your delegation size and read the committee matrix provided on the website; this will be updated weekly to reflect available Member States.*** This matrix lists available Member States alphabetically and indicates a minimum (single delegations in all committees except Security Councils) and maximum (double delegations for all committees) size of the delegation required to represent each Member State. As you list nation preferences on your registration form, keep in mind the minimum number of students needed to represent a nation. For instance, China requires a minimum of 12 delegates to fill each committee with at least one delegate and the Security Councils with two delegates. Thus, if your school plans to bring 8 delegates, you should not list nations on your registration whose minimum delegate count exceeds your delegation size.
- ***Note that most Member States do not have representation in every committee.*** The matrix uses the UN's current membership lists for all committees except the Historical Security Councils, which use the list for the year the simulation begins. Only 15 Member States are represented on the Security Councils, 45 on the Commission on the Status of Women, and 54 on the Economic and Social Council. All Member States have seats in GA 1, GA 3, and UNESCO. All but Liechtenstein have representation in the WHO. For easy reference, those Member States with membership in select committees are:

**Contemporary Security Council – 15 Member States**

Bolivia	China	Egypt
Ethiopia	France	Italy
Japan	Kazakhstan	Russian Federation
Senegal	Sweden	Ukraine
United Kingdom	Uruguay	U.S.A.

**1967 Historical Security Council, Six Day War – 15 Member States, 4 observers**

Argentina	Brazil	Bulgaria
Canada	China	Denmark
Ethiopia	France	India
Japan	Mali	Nigeria

**1967 Historical Security Council, continued**

United Kingdom	U.S.A.	U.S.S.R. <sup>2</sup>
Israel*	Jordan*	Syria*
United Arab Republic*		

*\* The delegations representing Egypt, Israel, Jordan, and Syria in contemporary committees will have the option to send an observer to the proceedings. This means the observing delegate may participate in all discussions during committee simulation but may not cast any votes, pursuant to UN Security Council rules: <http://www.un.org/en/sc/members/>. These students will be eligible for individual, in-committee awards. If the delegations representing Iran and Iraq do not wish to observe, or if no delegation is assigned to play one or both of these roles, a Baylor University student will be available to play the role, should the Council request testimony during the simulation.*

**1987 Historical Security Council, Iran-Iraq – 15 Member States, 2 observers**

Argentina	Bulgaria	China
Congo	France	Germany
Ghana	Italy	Japan
U.S.S.R. <sup>4</sup>	United Arab Emirates	United Kingdom
U.S.A.	Venezuela	Zambia
Iran*	Iraq*	

*\* The delegations representing Iran and Iraq in contemporary committees will have the option to send an observer to the proceedings. This means the observing delegate may participate in all discussions during committee simulation but may not cast any votes, pursuant to UN Security Council rules: <http://www.un.org/en/sc/members/>. These students will be eligible for individual, in-committee awards. If the delegations representing Iran and Iraq do not wish to observe, or if no delegation is assigned to play one or both of these roles, a Baylor University student will be available to play the role, should the Council request testimony during the simulation.*

**Commission on the Status of Women – 45 Member States**

Albania	Bahrain	Bangladesh
Belgium	Bosnia and Herzegovina	Brazil
Canada	Chile	China
Colombia	Congo	Egypt
El Salvador	Equatorial Guinea	Eritrea
Estonia	Ghana	Guatemala
Guyana	India	Iran
Ireland	Israel	Kazakhstan
Kenya	Kuwait	Liberia

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<sup>2</sup> The delegation representing the Russian Federation in contemporary committees will be assigned the role of the U.S.S.R. in the Historical Security Council.

<sup>3</sup> The delegation representing Egypt in contemporary committees will be assigned the role of the United Arab Republic in 1967 Historical Security Council.

<sup>4</sup> The delegation representing the Russian Federation in contemporary committees will be assigned the role of the U.S.S.R. in the Historical Security Council.

**Commission on the Status of Women, continued**

Liechtenstein	Malawi	Mongolia
Namibia	Niger	Nigeria
Norway	Peru	Qatar
Republic of Korea	Russian Federation	Spain
Tajikistan	Trinidad and Tobago	Tunisia
United Kingdom	United Republic of Tanzania	Uruguay

**Economic and Social Council – 54 Member States**

Afghanistan	Algeria	Antigua and Barbuda
Argentina	Australia	Bangladesh
Belgium	Botswana	Brazil
Burkina Faso	Chile	China
Congo	Czech Republic	Democratic Rep. of Congo
Estonia	Finland	France
Georgia	Germany	Ghana
Greece	Guatemala	Guyana
Honduras	India	Iraq
Ireland	Italy	Japan
Kazakhstan	Lebanon	Mauritania
Nigeria	Pakistan	Panama
Peru	Portugal	Republic of Korea
Republic of Moldova	Russian Federation	Rwanda
Serbia	Somalia	South Africa
Sweden	Switzerland	Togo
Trinidad and Tobago	Uganda	United Kingdom
United States of America	Viet Nam	Zimbabwe