

CONFERENCE POLICIES



HARVARD NATIONAL MODEL UNITED NATIONS THE SEVENTIETH 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 and agree to these policies in their entirety prior to submitting an application. Signatures of all participants are required to be uploaded to MUNBase prior to 17 January 2024 to indicate their 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 2024.

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

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. HNMUN is not liable for any erroneous statements made by other staff members, including other members of the Secretariat, regarding exceptions to fees or policies.

HNMUN is a conference intended for undergraduate students. Consequently, **all HNMUN delegates must be university students currently pursuing an Associate's degree or a Bachelor's degree.** By submitting an application to attend the conference, you confirm that all members of your delegation are currently pursuing such a degree. HNMUN reserves the right to request official document(s) that verify this information, and HNMUN will not provide invitation letters to delegates who are not pursuing an Associate's degree or a Bachelor's degree.

All fees are owed to HNMUN by 11:59 PM ET on the dates outlined below. Delegations (hereinafter referred to as "school" or "schools") will not be allowed to register/check-in at conference until they have paid any outstanding debts. If a school withdraws from the conference, the school is liable for all fees charged up to the date of withdrawal. **Please note that HNMUN does not currently accept checks (cheques) for payment, and cannot receive any other letters or forms sent to our office.** The preferred payment method is via our online payment platform, QuickBooks. This platform can be accessed via digital invoices that will be sent to schools via email.

All forms, such as position papers and conference policy agreement forms, must be submitted via our online registration platform, MUNBase, which is linked on the HNMUN website. 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.

REGISTRATION FEE

A registration fee of US\$105 (US\$95 for the priority registration cycle and US\$115 for the late registration cycle) is due with the initial application for the conference. No school will be assigned a country or any delegate spots until this fee has been paid. The registration fee is non-refundable.

DELEGATE FEES

On 1 December 2023, the delegate fees of US\$105 per delegate are due (US\$95 for the priority registration cycle, with fees due on 1 November 2023). After this date, schools are expected to pay the late fee prices (US\$120 per delegate) described later in these policies.

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 (minus a 4% processing fee charged by QuickBooks) until 15 November 2023. Between 16 November 2023 and 1 December 2023, 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. (If payment has not yet been made, the school will incur a 50% penalty on the fees for the dropped delegates.) However, at no time will a school be granted a refund if it is unable to meet the minimum number of delegates required for its assigned country/countries. After 1 December 2023, no refunds will be given for dropped delegates, and even if fee payment has not yet been made, a 50% penalty will still be assessed for any dropped delegates.

The names of the delegates - given that the numbers are changed according to the above criteria - can be changed without penalty until 17 January 2024. After 17 January 2024, a US\$10 fee will be charged to replace printed materials for each delegate whose name was not provided on MUNBase prior to the deadline, or whose name is changed after the deadline. These replacement materials must be requested upon arrival.

After 1 December 2023, no refunds on delegate fees will be given. However, one exception may apply: recognizing that visa rejections may prevent some international delegates from attending the 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 2023. To qualify for this refund, the school must have requested visa letters for those delegates from HNMUN (and completed registration) prior to 1 November 2023, informed HNMUN about the rejection within one calendar week, and submitted official proof of rejection for each dropped delegate. The lack of available visa interview appointments is *not* considered to be a visa rejection. To avoid 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 2023.

FACULTY ADVISOR FEES

A fee of US\$70 will be charged per faculty advisor (US\$65 for the priority cycle; US\$80 for the late cycle). The refund and name change policies for advisors are the same as outlined for delegates in the section above. Each school is required to have a faculty advisor or a head delegate.

MISCELLANEOUS FEES

Replacement badges and placards may be purchased at the conference for a fee of US\$6 for one or US\$10 for both. HNMUN will have certificates of participation available to all delegates free of charge at conference, provided that a delegate participates fully in all committee sessions (as determined by each committee dais). 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\$8 each (for a digital copy) or US\$15 each (for a physical copy; an additional mailing fee will apply).

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DELEGATE HOTEL POLICY

Delegates and schools that have been accepted to conference will receive a link to the Hotel Reservation Form to reserve accommodations at the Boston Marriott Copley Place Hotel. The Marriott Copley Place serves as the official conference venue for HNMUN 2024, and offers exclusive discounted rates for conference attendees. Delegates and schools that choose to stay at a hotel other than the Marriott Copley Place will be charged a fee of US\$50 per person per night. More information about this policy will be available at www.hnmun.org/hotel.

REFUNDS

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 on the previous page. Any refunds approved by HNMUN must be issued via check, to be distributed in-person at the conference or via first class mail to a valid U.S. address. Schools are responsible for all costs and fees associated with any other refund method, such as wire transfer. HNMUN cannot make any exceptions to the policies described in this document. Once a refund-related decision has been made by the Secretary-General or the USG-Finance, it is final and cannot be appealed.

CANCELLATION DUE TO WEATHER CONDITIONS

HNMUN 2024 will take place from 15-18 February 2024 regardless of the weather conditions. HNMUN 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 the HNMUN email is not staffed during national, state, or local holidays, or during any recess periods designated by Harvard University. Delegates requiring special assistance, such as those mandated by the Americans with Disabilities Act (ADA), must notify HNMUN by 1 December 2023.

COUNTRY ASSIGNMENTS

For both the priority and regular registration cycles, country assignments will be released by mid-December 2023. All decisions of the HNMUN Secretariat with regard to country assignments are final. Even if a school does not accept its country assignment(s), no fees will be refunded. 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, and the Secretariat will do everything possible to assign delegations to countries that have a maximum that is the same as their delegation size. At times, for logistical purposes it is necessary for multiple schools to represent the same country. In such cases, delegates representing the same country on different committees 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 in the event that the delegation fails to fill all the assigned spots. **Delegations are required to assign at least one delegate to each assigned committee.** This is crucially important to ensure that all country perspectives are represented in each committee.

HNMUN AND THE BOSTON MARRIOTT COPLEY PLACE

The Boston Marriott Copley Place Hotel is the official conference venue for HNMUN 2024. Please note that the Marriott 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 Marriott Copley Place staff are the only individuals authorized to discuss hotel-related issues with delegations. The specific Marriott Copley Place policies are outlined in the Hotel Reservation Form, which will be available on our website (www.hnmun.org/hotel) in Autumn 2023.

VALUABLES

If delegates bring valuables, they are encouraged to place them in a hotel safe deposit box. HNMUN and the Boston Marriott Copley Place Hotel 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.

CURFEW POLICY

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

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SUSPENSION POLICY

For 69 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 Marriott Copley Place, our policy requires that any school whose delegates violate the following rules (as well as the Curfew Policy) 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 following rules are a combination of Massachusetts state law, Marriott Copley Place regulations, and requirements of common courtesy and respect. All delegates should read these rules carefully; observing them is the entire delegation's collective responsibility.

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 within the Boston Marriott Copley Place Hotel, 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 Copley Place Hotel. 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.

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 Committee Director and their Head Delegate/Faculty Advisor must be informed ahead of time. Extended absences may result in a delegate being deemed ineligible to receive a certificate of participation, and may jeopardize a school's consideration for awards. Furthermore, all delegates are expected to abide by committee dress code. Additionally, delegates are expected to treat all other conference attendees with the utmost respect and diplomacy.

PLAGIARISM POLICY

The full staff of HNMUN remains committed to excellent substantive quality of debate and to the integrity of our conference. Plagiarism is a serious offense to this integrity and to the conference, and will not be tolerated. 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.

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 (without refund) 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** their 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 policies, which may apply to all Harvard students as well as participants in Harvard-affiliated events, sexual discrimination and harassment is defined via the *Interim Title IX Sexual Harassment Policy* and the *Interim Other Sexual Misconduct Policy*.

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 Harvard's policies, which include the two documents listed above and can be found at oge.harvard.edu/policies. Delegations should thoroughly read these policies 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's 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 or the Office for Gender Equity may conduct their own response actions, separate from HNMUN, should the infraction be brought to their attention.

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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
- Displays of sexism
- Physical violence
- Possession or use of alcohol in committee
- Possession or use of illicit substances (as defined under United States federal law)
- Possession and/or display of weapons.

POLICIES REGARDING COVID-19

Though the World Health Organization and United States Centers for Disease Control and Prevention declared the end of the global emergency status for COVID-19 in May 2023, Harvard National Model United Nations 2024 reserves the right to implement measures related to the COVID-19 pandemic in compliance with local and federal guidance as they develop. If the status of the state of COVID-19 changes in Boston, Massachusetts, or the United States, HNMUN 2024 will provide additional details about any specific policies closer to the date of the conference.

SUMMARY OF CONFERENCE FEES

Registration Fee	US\$95 (Priority)	US\$105 (Regular)	US\$115 (Late)
Delegate Fee	US\$95 (Priority)	US\$105 (Regular)	US\$120 (Late)
Faculty Advisor Fee	US\$65 (Priority)	US\$70 (Regular)	US\$80 (Late)

CONFERENCE TIMELINE AND DEADLINES

Registration Opens	31 May 2023
Priority Conference Registration Deadline	1 October 2023
Priority Financial Assistance Deadline	1 October 2023
Priority Delegate and Faculty Advisor Fees Due	1 November 2023
Special Applications Deadline (for Crisis Committees)	1 November 2023
Regular Conference Registration Deadline	1 November 2023
Final Financial Assistance Deadline	1 November 2023
Invitation Letter Requests Due	1 November 2023
Regular Delegate and Faculty Advisor Fees Due	1 December 2023
No Refunds After	1 December 2023
Hotel Reservation Forms and Payment Due (<i>to the Marriott Copley Place Hotel</i>)	10 January 2024 at 05:00 PM Eastern Standard Time
Delegate and Faculty Advisor Names Due on MUNBase	17 January 2024
Signed Conference Policies Agreement Forms Due (<i>Every Delegate and Faculty Advisor Must Sign and Submit via MUNBase</i>)	17 January 2024
Position Papers Due	31 January 2024
Harvard National Model United Nations 2024	15 - 18 February 2024

The goal of the Secretariat and staff of HNMUN 2024 is to work with you to achieve the most well-run, enjoyable, and productive conference possible. We thank you in advance for your cooperation. Please do not hesitate to email us at info@hnmun.org with any questions or concerns.

Please note that all conference participants must read and accept these policies upon submitting an application to HNMUN 2024 via our online registration system (MUNBase). By paying any conference fees or requesting an invitation letter, all conference participants are again agreeing to these Conference Policies. Subsequently, each attendee (delegate or faculty advisor) must submit a signed policy acceptance waiver via MUNBase at munbase.harvardirc.org/hnmun prior to 17 January 2024 to acknowledge that they have read, understood, and agree to follow all of the conference policies and their conditions.