

# Harvard National Model United Nations—Latin America 2019 High School Conference Policies & Liability Waiver



(The Conference Policies can be found at [www.hnmunla.org](http://www.hnmunla.org), and your delegation accepts them when you submit an online application through Harvard MUNBase)

Each high school student and their Faculty Advisor or Parent/Guardian attending HNMUN-LA 2019 must read this form in its entirety, and it must be signed by both the delegate and their Faculty Advisor or Parent/Guardian. Your signature will indicate acceptance of all policies outlined on this form. Delegates are also expected to abide by all municipal and national laws while at HNMUN-LA.

## **GENERAL POLICIES**

The Secretary-General, the Director-General, and the USG-Administration of the conference are the only staff members empowered to grant exceptions to any conference policies or other general HNMUN-LA practices. HNMUN-LA is not liable for any erroneous statements made by other staff members regarding exceptions to fees or policies.

**All fees are owed to HNMUN-LA by 11:59PM EST on the dates outlined below.** Schools will not be allowed to register at the conference until they have paid any outstanding debts to HNMUN-LA. If a school withdraws from the conference, the school is liable for all fees charged up to the date of withdrawal. Schools will only be assigned countries if all fees have been paid. If a school withdraws within 2 weeks after payment, they will receive a refund in full. If a school withdraws within 1 month after payment, they will receive a refund of half the payment. After 2 months, delegations and individual delegates will be considered for refund only on a case-by-case basis.

Please clearly label all forms and checks sent to the HNMUN-LA office. All checks should make out to “Harvard National Model United Nations - Latin America.” Checks should note in the Memo field the exact fees that are being paid (e.g. “School Name - 15 delegate fees”). Please note that our mail often takes 3-4 days longer than normal mail as it is processed through the Harvard University mail system, so mail any forms or checks well in advance of the final deadlines. **Please note that PayPal, Wire Transfer, or check are the preferred payment method.**

## **REGISTRATION AND FEES**

Registration for HNMUN-LA mainly occurs electronically through our Harvard MUNBase online platform, in a process that is outlined in the How to Apply section of our website. Similarly, fee payments are strongly preferred electronically via PayPal (for more information, visit [hmunla.org/apply](http://hmunla.org/apply)). If delegations wish to use alternative methods to electronic registration and payment, please contact us at [info@hnmunla.org](mailto:info@hnmunla.org).

HNMUN-LA will have two priority registration deadlines and a final registration deadline. Those delegations who are accepted and make their full payment by 1 July 2018 will qualify for Priority Registration I. These applicants will be prioritized in their country and committee preferences. Those delegations who are accepted and make their full payment by 15 September 2018 will qualify for Priority Registration II. These delegations will be prioritized in the second round of country assignments. The final deadline for registration is 15 November 2018. Deadlines are subject to change at the discretion of the Secretariat of HNMUN-LA 2019 and deadline extensions may be added as necessary.

After 15 November 2018, or after additional deadline extensions as approved by the Secretariat, it will be possible to

register with a late-fee. There will be a Registration Fee and Delegate Fee & Faculty Advisor Fee increase of US\$15 and US\$20, respectively, until 10 December 2018. After 10 December 2018, a last-minute fee of US\$10 per participant will be added to the late-fee total for each week or part thereof that these fees have not been paid. Additionally, if delegate names and liability waivers are not submitted by 10 December 2018, a late fee of US\$15 will be incurred.

Upon registration on MUNBase, each delegation or individual delegate must pay a **Registration Fee** of US\$50 for administration expenses. This fee is independent of the number of delegates and faculty advisors in the delegation. Without the payment of this fee, the registration will be considered incomplete. Registration Fees are not refundable. All members of each delegation and individual delegates must pay an US\$80 **Delegate Fee**. All faculty advisors must also pay an US\$80 **Faculty Advisor Fee**.

No school can be assigned a country or any delegate roles until all fees have been paid. The Secretariat retains final authority over whether a delegation can be granted an exception that would temporarily postpone payment of the registration fee until after a position has been assigned. Upon submission of these payments, the school must confirm the number of delegates attending and their names.

Each delegation is required to have either a head delegate or a faculty advisor. The head delegate and faculty advisor will serve as the primary liaison between delegations and the HNMUN-LA staffers and are responsible for communicating administrative updates. Furthermore, these members will attend the Head Delegate & Faculty Advisor Meetings throughout conference to provide feedback for the conference. This does not apply to single delegates.

### **COUNTRY ASSIGNMENTS**

The first round of country assignments will take place after the closure of the priority registration deadline on 1 July 2018. The next round of country assignments will take place on 15 September 2018, and the final round of country assignment will take place after the closure of the final registration deadline on 15 November 2018. Additional rounds of country assignments will take place until all delegations are accommodated.

All decisions of the HNMUN-LA Secretariat with regard to country assignments are final. 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. Schools can also be assigned to countries by organs only. In such cases, delegates representing the same country on different organs and from different schools do not need to confer when representing national policies.

The HNMUN-LA Secretariat reserves the right to remove spots from an already-assigned country after 15 December 2018 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 extremely important to ensure that all country perspectives are represented in each committee.

### **SPECIAL CIRCUMSTANCES**

If meeting the requirements for payment is impossible for any reason, please contact HNMUN-LA staff at [info@hnmunla.org](mailto:info@hnmunla.org) as soon as it becomes evident that the requirements will not be fulfilled. The Secretary-General, the Director-General, and the USG-Administration are more than happy to discuss individual circumstances with a school.

Delegates requiring special assistance, such as those mandated by the Americans with Disabilities Act (ADA) or the Peruvian Constitution, must notify HNMUN-LA by 10 December 2018.

### **CHANGES AND REFUNDS**

The names of the delegates can be changed without penalty until 15 December 2018. After 10 December 2018, a US \$10 fee will be charged to replace printed materials for each delegate. After 10 December 2018, no refunds on delegate or faculty advisor fees will be given. The Secretariat reserves the right to waive fees and extend the deadline for regular registration.

### **FINANCIAL ASSISTANCE**

HNMUN-LA offers limited financial assistance to those who would otherwise be unable to attend the conference due to limited school funding or personal constraints. The application for financial assistance can be found on our website. Delegations are highly encouraged to apply for financial assistance by our priority deadline (15 September 2018).

Financial assistance applications submitted after the priority deadline will be assessed on a first-come, first-served basis. Financial assistance applications submitted after our final submission deadline (15 November 2018) will not be accepted. Decisions will be announced in early December. Please contact the Under-Secretary-General of Finance at [finance@hnmunla.org](mailto:finance@hnmunla.org) for more information about the financial assistance program or to discuss other fundraising options.

Financial assistance will be distributed only upon the completion of all committee sessions at conference, conditional upon all delegates of the delegation being in attendance at every session for its entire duration. The committee staff are the only individuals authorized to determine attendance and exceptions. Detailed receipts of the expenses for the conference are required. The Secretary-General and Director-General have the discretion of determining what expenses qualify for reimbursement and of refusing to reimburse delegates if the above conditions are not met.

### **MISCELLANEOUS FEES**

Replacement badges may be purchased at the conference for a fee of US\$5. Replacement placards may be purchased at the conference for a fee of US\$5. Lost or misplaced conference handbooks may be purchased at the conference for a fee of US\$5. HNMUN-LA will have certificates of participation available to all delegates that requested them on their application free of charge at conference. If certificates of participation are not picked up during the conference, certificates can be requested and mailed for a fee of US\$5 each.

### **CANCELLATION DUE TO WEATHER CONDITIONS**

HNMUN-LA 2019 will take place from 17-20 January 2019 regardless of the weather conditions. HNMUN-LA 2019 is unable to provide refunds to delegations that choose not to attend due to inclement weather.

### **SUSPENSION POLICY**

While we realize that HNMUN-LA 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. In order to maintain order and safety at the conference as well as continuing a close relationship with the host team and the conference venue, our policy requires that any school whose delegates violate the following rules will be subject to at least a one-year suspension from the HNMUN-LA conference.

The suspension policy is not intended to threaten students, but rather to serve as a reminder to everyone that our primary goal at HNMUN-LA 2019 is to provide all participants with a meaningful academic experience. The following rules are a combination of Peruvian federal law 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.

### **HNMUN-LA and THE CONFERENCE VENUE**

HNMUN-LA 2019 will take place in Lima, Peru at the Universidad San Ignacio de Loyola. Please note that delegates must provide their own travel and lodging accommodations. Delegates are required to behave in a manner consistent with the values and rules required by the conference venue.

### **Faculty Advisors**

All high school delegates are required to have a faculty advisor or parent/guardian supervising them at the conference. High school delegates are not allowed to leave the conference venue without their faculty advisor, and faculty advisors are expected to accompany their delegates at all times throughout the duration of the conference.

### **ALCOHOL, DRUG POLICY & SOCIAL EVENTS**

Only those delegates age 18 or older may consume alcohol in Peru. Consumption and/or possession of alcohol at the conference will not be tolerated under any circumstances, and it is important to note the social events are exclusively reserved for university students attending the conference. Any delegates found to be in violation of the Alcohol and Drug policy or the social event policy will be expelled from conference, along with the rest of their delegation. Furthermore, delegates found possessing or using illicit drugs, as defined by Peruvian law, will be required to leave immediately and may be held criminally liable.

### **SMOKING POLICY**

The City of Lima prohibits smoking indoors in public spaces. Delegates will not be permitted to smoke at the

