

# CONFERENCE POLICIES



## HARVARD NATIONAL MODEL UNITED NATIONS LATIN AMERICA

The Head Delegate or Faculty Advisor of each participating school should read these policies in their entirety. 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.

These Conference Policies can be found at [www.hnmunla.org](http://www.hnmunla.org) and accepted through the submission of an online application on MUNBase.

Updated September 18, 2023

### 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 1 week after payment, they will receive a refund in full. If a school withdraws within 2 weeks after payment, they will receive a refund of half the payment. After 1 month, delegations will be not eligible for a refund unless an exception is granted. Payments will be accepted via bank transfer or credit card. If these payment options are not available to you, please contact [finance@hnmunla.org](mailto:finance@hnmunla.org).

### 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 (for more information, visit [hnmunla.org/apply](http://hnmunla.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 three registration deadlines: priority, regular, and final. Those delegations who are accepted and make their full payment by **October 15th, 2023** will qualify for Priority Registration. These applicants will be prioritized in their country and committee preferences. Those delegations who are accepted and make their full payment by **November 15th, 2023** will qualify for Regular Registration. These delegations will be prioritized in the second round of country assignments.

After **December 15, 2023**, it will be possible to register with a late-fee of \$200 per delegation. Additionally, if delegate names and liability waivers are not submitted by **December 15, 2023**, a late fee of US\$15 per document will be incurred.

Upon registration on MUNBase, each delegation or individual delegate must pay a **Registration Fee** for administration expenses. This fee is \$100 for delegations of 2 or more delegates and \$40 for individual delegations. 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 a **Delegate Fee** of \$90 if paid before the priority deadline, \$100 if paid before the regular deadline, and \$125 if paid before the final deadline. All faculty advisors must also pay an **\$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 the 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 first priority registration deadline on **October 15th, 2023**. The next round of country assignments will take place on **November 15th, 2023**. All following country assignments will take place on a rolling basis. 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.

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The HNMUN-LA Secretariat reserves the right to remove spots from an already assigned country after **December 15, 2023** 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 not possible 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 Panamanian Constitution, must notify HNMUN-LA by **December 15, 2023**.

### CHANGES AND REFUNDS

The names of the delegates - given that the numbers are changed according to the above criteria - can be changed without penalty until **December 15, 2023**. After **December 15, 2023**, a US\$10 fee will be charged to replace printed materials for each delegate. After **December 15, 2023**, no refunds on delegate or faculty advisor fees will be given.

### FINANCIAL ASSISTANCE

The HNMUN-LA conference 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 will be posted on our website. Delegations are highly encouraged to apply for financial assistance by our first priority deadline (October 15th, 2023). Financial assistance applications submitted after the first priority deadline will be assessed on a first-come, first-served basis. Financial assistance applications submitted after our final submission deadline will not be accepted. Decisions will be announced in 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. All badges are printed using the names input into MUNBase. If badges do not match the information input into MUNBase, they will be printed at no charge. However, if the names input into MUNBase are incorrect, the \$5 replacement fee remains. 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.

### COVID-19 POLICY

HNMUN-LA maintains participant health and safety as the highest priority. All attendants must abide by COVID safety measures issued by the Panamanian Ministry of Health (MINSa), including resolutions regarding mask-wearing, social distancing, testing, and quarantine. With exceptions for individuals who have medical or religious limitations, all participants with access to vaccine distribution are expected to be fully vaccinated against COVID-19 prior to the start of the conference, and are highly encouraged to obtain the booster if available. Individuals who receive a positive COVID-19 test at any point between January 1st and January 15th, inclusive, are ineligible to participate in the in-person conference until a negative test is obtained. Change in COVID-19 status should be immediately reported to the Committee Director and Head Delegate/Faculty Advisor to expedite contact tracing and ensure proper accreditation of participation. Panamanian delegates must also abide by ASPADE guidelines.

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We are confident that HNMUN-LA 2023 will be held in person. However, in the **very unlikely event** that the situation with COVID-19 still prevents us from adequately monitoring and ensuring the health of all our attendees, or if national Panamanian mandates prohibit the event from being held in person, or if other countries' guidelines make it impossible for our staff and a significant portion of our delegates to attend, HNMUN-LA 2023 may still be held online from January 11-15, 2023. If this is the case, we will announce a transition to an online conference with as much advance notice as possible. In the event of an online conference, all conference fees will be reduced by 50%, and the remaining deposits can be used towards future HNMUN-LA conference fees.

HNMMUN-LA is not liable for any damages resulting from exposure of individuals to COVID-19. HNMUN-LA 2023 is unable to provide refunds to delegates who are unable to attend due to COVID-19 status.

### AT-CONFERENCE POLICIES

#### HNMUN-LA AND THE CONFERENCE VENUE

HNMUN-LA 2024 will take place in Panama City, Panama. We ask delegates to please respect and abide by the rules and indications given by the conference venue staff. Please note that HNMUN-LA is not responsible for providing travel and lodging accommodations.

#### CANCELLATION DUE TO WEATHER CONDITIONS

HNMUN-LA 2023 will take place from January 8-13, 2024 regardless of the weather conditions. HNMUN-LA 2024 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 2024 is to provide all participants with a meaningful academic and social experience. The following rules are a combination of Panamanian 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.

#### SOCIAL EVENT POLICIES

**Only delegates aged 18 or above and registered as a university delegate may attend university social events.**

**Delegates aged 18 or above who are part of a high school delegation may not attend university social events.**

Delegates may reserve social event tickets only if they have paid in full prior to conference and provide government-issued ID to delegate services at conference or if they purchase a social event ticket at conference and similarly provide government-issued ID to delegate services to verify their age and name to our staff. In order to gain admission to our social events, delegates must bring their conference-issued badge and their government-issued ID. Delegates are expected to follow venue and conference rules while at our social events and to behave respectfully with each other and staff and in accordance with Panamanian law. Delegates who display inappropriate behavior at our social events will be removed from the event and may face expulsion from the conference. Relevant Panamanian law enforcement may be involved should the infraction necessitate it. Examples of 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, physical violence, and/or possession of illicit substances (as defined under Panamanian law).

#### ALCOHOL AND DRUG POLICY

Only those delegates age 18 or older may consume alcohol in Panama. Open containers of alcohol may not be carried in public areas, including committee rooms and hallways. Furthermore, delegates found possessing or using illicit drugs, as defined by Panamanian law, will be required to leave immediately and may be held criminally liable. All delegates must provide government identification in order to purchase social event tickets.

#### SMOKING POLICY

Panama City prohibits smoking indoors in public spaces. Delegates will not be permitted to smoke inside the conference venue.

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### VALUABLES

If delegates bring valuables, they are encouraged to place them in a hotel safe deposit box. HNMUN-LA, the conference venue, and organizers are not responsible for belongings left in guest rooms or in committee rooms.

### COMMITTEE SESSION POLICY

All 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 Director and their Head Delegate/Faculty Advisor must be informed ahead of time. Furthermore, all delegates are expected to dress professionally and abide by committee dress code, which follows Western Business Attire (WBA) standards.

### CONFERENCE BADGES

The safety of conference participants is of paramount importance to HNMUN-LA. To maintain and enhance delegate security, HNMUN-LA requires all conference participants to visibly wear conference badges at all times during the conference. Participants who fail to adhere to these rules may be excluded from conference proceedings and events. HNMUN-LA reserves the right to check conference badges of any participant at any time, for any reason whatsoever. Failure to display a valid badge may result in expulsion from the conference venue.

### TECHNOLOGY POLICY

Only delegates in the Third Party Actors program will be permitted to use technology inside the committee room. All other delegates may only use technology outside the committee room or during an unmoderated caucus in General Assembly or Economic and Social Council committees. In all Specialized Agencies committees besides the United Nations Security Council, technology of any kind is never allowed, whether inside or outside of the committee room, unless otherwise indicated affirmatively by the committee director or in case of an emergency.

### CONFERENCE DRESS CODE

The HNMUN-LA conference dress code follows Western Business Attire (WBA) standards, and all delegates are expected to dress professionally during our committee sessions. High heels are not required, and we encourage all our delegates to dress comfortably. Dress codes for our social events will be posted on our website as social events are announced.

### PHOTOGRAPHY AND VIDEO

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

### 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.

### AT-CONFERENCE COVID-19 POLICY

All participants are expected to understand and abide by the COVID-19 policies outlined above and on our website. Any violations of these rules, including failure to report positive COVID-19 status or proof of vaccination, will result in **automatic dismissal from the conference**. In the months leading up to the conference, HNMUN-LA may update COVID policies in accordance with current public health measures and retain full discretion to alter conference policy for all participants.

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### OTHER RULES

The Secretariat reserves the right to **immediately** expel delegates from both the conference and the venue 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.

The goal of the Secretariat and staff of HNMUN-LA 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, and please do not hesitate to email us at [info@hnmunla.org](mailto:info@hnmunla.org) with any questions or concerns.

By signing this form, you are confirming that you have read the HNMUN-LA 2024 Conference Policies and accept these conditions.

Please note that if you are registering through the online system at [hnmunla.org](http://hnmunla.org), you are agreeing to the terms listed in this document.

_____	_____	_____
Delegate Signature	Delegate Name	Date
_____	_____	_____
Faculty Advisor/Parent Signature (Required for High School Only)	Faculty Advisor/Parent Name (Required for High School Only)	Date