



# CHAPTER ONE

## GENERAL CONFERENCE INFORMATION

This chapter provides Representatives with all of the logistical information needed to attend the American Model United Nations International (AMUN) Conference. Questions about this information should be directed to the AMUN Executive Office at the phone number or e-mail listed on the inside cover of this book.

### Number of Representatives

The minimum size of any delegation will be one Representative for each Committee/Council on which that country is represented. Please note that all countries are automatically represented on the four General Assembly Committees and in the Concurrent General Assembly Plenary session. All countries also have the option of seating one Representative on the World Health Assembly (WHA) simulation, with an optional second Representative in this simulation on request if all other assignments are filled. Additionally, specific countries may be assigned a seat on the Economic and Social Council, Commission on Sustainable Development (CSD), Economic Commission for Europe (ECE), Security Council, Historical Security Council (Cold War), or Historical Security Council (Post Cold War). Schools assigned to these countries will be expected to provide at least one Representative to sit on each additional Commission or Council(s). Schools assigned to more than one Security Council (contemporary or historical) will be expected to provide one Representative to sit on each assigned Council.

The maximum size of any delegation will be two Representatives per Committee/Council on which the country is seated, plus one Permanent Representative if this person is not assigned to a specific committee. Schools should contact the Secretariat regarding adding an extra delegation if they will exceed this number.

Note that Representatives to the International Press Delegation (IPD) and International Court of Justice (ICJ) Justices do not count toward this total. IPD Reporters and ICJ Justices are considered outside of their school's normal delegation. They will be assigned *exclusively* to the IPD or ICJ for the length of the Conference, and do not count toward delegation minimums or maximums. ICJ Advocates, however, may only be arguing a case for three to four hours, and should be assigned to a regular Committee/Council for the remainder of the Conference. It is strongly recommended that ICJ Advocates be assigned as a second Representative in a committee to ensure the delegation's representation in the committee while the Advocate is engaged in oral arguments and other ICJ activities. It is not recommended that the Permanent Representative serve as the advocate.

### Conference Fees

AMUN uses a per delegation and per delegate fee structure, as follows:

**Cost per delegation: \$50.00**  
**Cost per delegate: \$45.00**

In this manner, the minimum fee for a school with one delegation consisting of five Representatives would be \$275.00 (1 x \$50 plus 5 x \$45). A school with one delegation and ten Representatives would have a fee of \$500.00. However, a school with two delegations and the same number of Representatives - ten - would see only a slight fee increase to \$550.00. A flat fee of \$45.00 will be charged for International Court of Justice and International Press Delegation participants *not affiliated* with a delegation. Individual students not associated with a registered school may be represented on these bodies where space is available.

### Hotel Information

The Sheraton Chicago Hotel & Towers is located at 301 East North Water Street, just east of Michigan Avenue and facing the Chicago River. The main hotel phone number is 312-464-1000. Room reservations may be made by calling this number. **To ensure favorable rates, please ask for the Reservations Department and tell them that you are with the "AMERICAN MODEL UNITED NATIONS" group.**

**Hotel costs will be \$129.00 per night (plus tax, currently 15.9%) for single, double, triple or quad rooms**

The hotel offers parking that is both convenient and at a standard cost for downtown Chicago. Those staying at the hotel are allowed in/out privileges. The rates for valet parking are subject to change at any time; as the Conference approaches, contact the hotel for the current parking rate. Additionally, there are several self-parking lots within two blocks of the hotel. Please refer to [www.amun.org/index.php?page=conference-hotel](http://www.amun.org/index.php?page=conference-hotel) for additional information on parking and airport shuttles.

### Dress Code

The appearance of AMUN participants provides the first impressions of their delegation to other Representatives. Attention to proper appearance sets an expectation for professionalism and competence. In order to demonstrate respect to fellow Representatives, Secretariat members, and distinguished guests of the Conference, AMUN requires Western business attire during all formal sessions, including the final General Assembly sessions on Tuesday. Western business attire is a business jacket or suit, dress slacks (or a skirt for women), dress shirt (with a tie for men), and dress shoes. Attire should follow the rule of being appropriate for visiting an embassy. Revealing dress shirts that expose excessive bare skin on the chest or any skin on the stomach are not appropriate. Sweaters are generally considered too casual for Western business attire. Clothing that reveals undergarments in any way, including being too tight, is not appropriate. AMUN will not consider any manner of dress appropriate which includes T-shirts, jeans, shorts, hats, athletic shoes or any form of commercial advertising.

Participants shall not wear the traditional or religious garb of any state or organization. The only exception to this is required traditional

or religious garb from a student's personal religion or culture. Additionally, participants should not affect the mannerisms, linguistic characteristics, or any other perceived traits of a state or culture that they are representing. These affectations are inappropriate and may be seen as offensive by other students, or by natives of that state or culture.

Please be aware that Representatives who are not appropriately attired or who do not follow these rules may not be recognized during formal debate in any AMUN simulation. Further, AMUN reserves the right to refuse admittance to the Conference floor to any Representative who is inappropriately attired or who violates the above provisions. Decisions of appropriate attire and professional behavior are at the ultimate discretion of the Secretariat.

## Plagiarism

AMUN strives to create a simulation of the United Nations which is as realistic as possible, while still allowing for the fulfillment of our participants' and the organization's educational goals. As such, AMUN's policy regarding plagiarism focuses on an educative rather than a punitive goal. At AMUN, plagiarism involves the substantial, verbatim, or near-verbatim copying of language without attribution in published or unpublished texts, speeches, or documents. Representatives should adhere to their countries' policies at all times, but this does not give license to plagiarize existing materials. Thus, parts of speeches or position papers may be derived or paraphrased from previous speeches or papers, but should not be copied verbatim.

Similarly, it is expected that all Representatives are familiar with past resolutions at the UN, but the work of the UN should be expanded on in Representatives' work, not copied verbatim. There are some exceptions: for example, a phrase that is often/always used when a country gives a formal speech or a clause that is repeated verbatim through several years of resolutions on a topic. Generally, it is not necessary to explicitly credit such sources, although if substantial language is quoted, it should be acknowledged and cited. Final determinations on plagiarism and its consequences are at the discretion of the AMUN Secretariat.

## Conduct

Representatives are expected to conduct themselves, at all times, in a manner befitting international diplomats. This means that every courtesy, both in speech and behavior, should be extended to all Representatives, faculty members, guests and Secretariat members at the Conference. *AMUN reserves the right to expel any Representative not acting in a courteous and professional fashion.* Please refer to Rule 2.2, Diplomatic Courtesy, for more information.

Cigarette smoking is not permitted in the AMUN Conference hotel. A designated smoking area is provided outside of the hotel for those participants who choose to smoke.

## Credentials

Name badges act as Representatives' credentials for the Conference. Each badge will list a Representative's name, country, and the Committee/Council to which he/she is originally assigned. Credentials for Permanent Representative will state "Permanent Representative" regardless of whether they are assigned to a particular simulation.

Representatives and faculty members will be required to wear their assigned credentials (badges) at all times while in the Conference area. This includes social events after normal Conference hours. **No one will be admitted to any Conference area without approved credentials.**

It is required that Representatives wear their credentials at all times while in the common areas of the hotel. This will allow Representatives to be easily recognized by both Conference and hotel staff, and will help to alleviate any potential problems that may arise within the hotel. *Representatives should always remove their badges immediately before leaving the hotel.* A convention badge worn on the streets of Chicago advertises you as a tourist and is an open invitation to potential trouble. Please exercise caution in this area.

## Placards

A placard with the name of each delegation will be placed at that delegation's group of seats in each Committee/Council. These are the property of AMUN; the placard should not be defaced or removed from the location assigned by the Secretariat or removed from the room. Representatives are welcome to take their placard with them as a souvenir at the conclusion of the final Committee/Council session of the Conference.

## Registration

Conference check-in will be located at the Registration Desk in the lobby area of the Ballroom level (one floor up from the hotel lobby). Delegations may pick up their Conference packets and name badges at this desk. Check-in to sleeping rooms should be done at the hotel front desk, located in the main lobby. Conference registration will be open on Saturday from 1:00 p.m. - 6:00 p.m. Schools arriving after 6:00 p.m. can register in the AMUN Executive Office, which will open at 7:30 p.m. **All fees must be paid in full before registration can be completed.**

## Executive Office

The AMUN Executive Office includes the Executive Director, Associate Executive Director, and other senior members of the AMUN Secretariat. This is the primary point of contact for participating schools throughout the year. At the Conference, the Executive Office handles all financial and registration issues, prints and replaces credentials as needed, is available at Faculty and Permanent Representative meetings, and conducts the lottery for country assignments for the next year's Conference.

## Conference Secretariat

The AMUN Secretariat is made up of college students, graduate students and professionals from a variety of fields. All staff are highly experienced in Model UNing, both as Representatives and staff members at previous AMUN simulations or other Model UN Conferences. Staff members serve as the equivalent of the United Nations Secretariat. Secretariat members will chair the Committees/Councils, serve as Rapporteurs and Special Rapporteurs, direct the International Press Delegation and International Court of Justice, and run the Home Government, Delegate Services, Conference Services and Executive Office. Secretariat Members will be able to answer any questions that Representatives or faculty members have about AMUN,

or direct them to someone who will be able to answer their questions. The Secretariat will also be available at after-hours functions. They will encourage all Representatives to move all gatherings to designated areas and to not become disruptive. They will intervene with the hotel, when possible, in disputes between the Representatives and the hotel. *In the interest of an orderly Conference, please follow all directions of Secretariat members.*

## Home Government

AMUN's Home Government serves a variety of important interactive functions, such as

**Resource Center:** Home Government will be a resource center where Representatives can obtain information to supplement their pre-Conference research. AMUN's Home Government library has numerous documents about the United Nations and the issues being discussed. Home Government staff are able to access additional information on the Internet if needed. The Home Government staff will be available to give competent, general advice on many areas. They will also give some country-specific advice if a Representative is unsure of their country's policy. They will not, however, tell a Representative how to vote on any given issue.

**Role Playing:** Home Government may be called upon to role play a country or organization that is not otherwise represented at AMUN. They may be brought in to provide a substantive report from the Secretariat; to serve as an informational source from a non-governmental organization; or to give the perspective of an unrepresented Member State, observer, or other recognized group. All requests for role players should be directed to the Dais Staff.

**Expert Reports to Committees/Councils:** Home Government Secretariat members may also be called upon by an entire Committee or Council to provide an "expert" report as a Secretariat member from a relevant UN body. This can be used to clarify any points of confusion about the work of a simulation, or to provide additional technical information or specifics about the current status of UN efforts in a particular area. An expert may be called by making a request to the Dais Staff, and expert presentations will be made before the entire Committee/Council; Representatives may have the opportunity to raise points of inquiry to gain additional information regarding the subject.

**Substantive Issues Outside the Purview of a Simulation:** Issues occasionally arise which are outside the scope of an AMUN simulation. In these cases, Representatives should consult Home Government to determine whether the issue may be discussed at the Conference. All decisions of the Home Government Secretariat are final on such issues.

## Delegate Services

Delegate Services will provide all of the paperwork and logistical material for the AMUN Conference. These services include

- the production of draft resolutions and other official documents for distribution in the simulations;

- the copying of any materials needed by Representatives during the Conference (note that there is a small fee for this service); and
- the use of computers to type draft resolutions and other official documents during the Conference.

Delegate Services will copy documents in the quickest and most efficient manner. While we aim for a speedy turn-around in returning documents to committees, Representatives should expect that resolution and document processing can take up to two hours at busy times, when all simulations are submitting documents. Your Dais Staff can provide more information on the busiest times for production.

## Conference Services

AMUN's Conference Services is the all-purpose information hub for representatives and faculty. Come visit us on the Ballroom Level to find helpful information about nearby restaurants, places of worship, tourist information about Chicago for your free afternoon, and all things related to the Conference. The staff will be able to answer your Conference-related questions and will have extra Conference handouts and handbooks available. Conference Services is also the place to purchase exciting AMUN memorabilia to commemorate your AMUN experience.

## After Hours Events & Representative Dance

It is understood that one of the draws of any MUN Conference is the after-hours "informal caucusing." An informal meeting area will be announced in the Conference Program, which Representatives will be encouraged to use after hours. Gatherings in hotel sleeping areas are strongly discouraged; these could very easily disturb other guests in the hotel, reflecting poorly on both participating schools and on the Conference.

**AMUN encourages all participants to attend our Representative Dance on Monday evening of the Conference.** Attire matching the Dance theme is encouraged, although not required. This year's theme is "**Pajama Party!**" *No, pillows will not be provided, but this year's AMUN dance is taking on a relaxed vibe. That's right -- wearing footie pajamas, flannels, or sweatpants means you'll be in good company! While no one should have an excuse not to come dressed to impress in your sleepiest best, don't worry: all you need to get in are your official AMUN credentials, which will be checked at the door. Remember: no glassware, no bottles, no large bags. As this is an after hours function, any Representative wearing appropriate casual attire and their Conference credentials (name badges) will be allowed to enter the Representative Dance. All participants **must** wear their Conference credentials in order to gain admittance to the Representative Dance. Please note that bags, cans, and bottles are not allowed in the dance. Representatives are expected to remain diplomatically courteous during the Representative Dance. AMUN reserves the right to expel any Representative acting in a discourteous manner.*

## Safety At AMUN

AMUN places extreme importance on the safety of our participants and guests. We hope that you have an excellent and fun learning experience while at the Conference, but encourage everyone to consider safety issues in and around the Conference hotel. We also

suggest that you follow several common-sense rules to keep all participants safe during the Conference, including the following guidelines:

- As a general rule, do not leave the hotel grounds without letting your group know how to find you;
- Always let one of the leaders of your group (faculty, club officer, etc.) know where you are going prior to leaving the area around the hotel (to visit local friends or relatives, etc.);
- Never leave the Conference hotel alone after dark, always travel with at least one person that you know;
- Always remove your name tag prior to leaving the hotel so as not to advertise yourself as a “tourist;”
- Help other participants to be safe by encouraging them to not travel outside of the hotel alone;
- Inform one of the leaders of your group immediately if you have a safety concern, or if any emergency situation occurs to you or another participant, regardless of the time. Remember that safety should always be more important than avoiding minor embarrassment to you or another person.

**AMUN encourages all Faculty Advisors and other group leaders to take time before the Conference to reinforce these and any other relevant safety instructions based on the rules of your schools.** Also, please feel free to contact the AMUN staff at any time during the Conference, day or night, if any emergency event occurs in which we can be of assistance.

## Dais Staff

Members of the Secretariat assigned to the General Assembly and its Committees, ECOSOC and its Commissions, Special Committees, and Security Councils are referred to as Dais Staff. Chairs and Presidents facilitate debate and the use of rules of procedure, assisting in the orderly flow of debate during formal sessions. Rapporteurs facilitate the creation and adoption of Resolutions by assisting Representatives with the format and purview of draft resolutions. In Reporting bodies, Special Rapporteurs act as a resource, guiding committees in structure and content through the report-writing process. In the Security Council and Historical Security Councils, the Simulations Directors act as the Home Government and main source of information in the Councils’ deliberations as they guide the Council through crisis simulations.

## Simulations

AMUN simulates the General Assembly (GA) Plenary, four Main GA Committees, the Security Council, the Economic and Social Council, the Commission on Sustainable Development (CSD), the Economic Commission for Europe (ECE), the World Health Assembly (WHA) and the International Court of Justice. AMUN also features three non-traditional simulations: two Historical Security Councils and an International Press Delegation. Please see the *Issues at AMUN Handbook* for information about the topics and the purviews of these simulations.

In the GA, the **First (Disarmament & International Security), Second (Economic & Financial), Third (Social, Humanitarian & Cultural) and Sixth (Legal) Committees**, as well as a **Concurrent GA Plenary** will meet for the first three days (Saturday through Monday) of the Conference. These four committees will then merge

with the **Concurrent Plenary** to form a **Combined GA Plenary** session for the final day on Tuesday. Note that Representatives who participate in the Committees will also participate in the Combined GA Plenary session (up to four Representatives may be seated at each delegation’s placard). The purpose of this combined session is to ratify the resolutions which passed in the four Main GA Committees and build consensus. While a small amount of additional debate is typical, it is expected that the work done by each Committee over the first three days of the Conference will be respected. It would thus be rare for significant changes to be made, or for a resolution to fail in the Plenary session after passing in Committee. The combined General Assembly Plenary will also hear and consider the WHA annual report.

The **Economic and Social Council (ECOSOC)** will meet for the four days of the Conference. ECOSOC deals with the issues on its agenda, including any necessary interactions with the other bodies simulated. The **Commission on Sustainable Development (CSD) and the Economic Commission for Europe (ECE)** will meet for the four days of the Conference, reporting to the ECOSOC Plenary session on the final afternoon. The purpose of the final plenary session is to ratify the reports and resolutions which passed in the bodies reporting to ECOSOC and build consensus. While a small amount of additional debate is typical, it is expected that the work done by each subsidiary body over the first four days of the Conference will be respected. Plenary bodies that receive reports generally pass the resolution that accepts a subsidiary body’s report by consensus or with overwhelming support.

The contemporary **Security Council** will be responsible for dealing with international peace and security issues as they stand at the time of the Conference. A tentative agenda will be given, but Representatives should be prepared to discuss any and all peace and security issues that a Member of the Council might bring to the table.

The **Historical Security Council** simulations will simulate the events occurring in the years 1973 and 2003, respectively. Representatives will follow standard Security Council rules and procedures, but will role play the viewpoint of their delegation as of the respective year of the simulation in which they are seated.

The **World Health Assembly (WHA)** will meet for the four days of the Conference, reporting to the GA Plenary session on the final day. The WHA is the decision-making authority for the World Health Organization which is the directing and coordinating authority for health and public health for the UN system.

The **International Court of Justice (ICJ)** will feature Justices, drawn from any interested Representatives, presiding over cases brought before the Court by represented delegations or their Advocates. Individuals from colleges and law schools not necessarily affiliated with a delegation are also encouraged to participate in this simulation.

The **International Press Delegation (IPD)** will feature Reporters covering the issues of the Conference as they occur. The IPD will publish a once or twice daily newspaper on Conference topics and other issues of interest to Representatives. IPD will also accept press releases and hold press conferences for interested delegations.