



CHAPTER ONE

GENERAL CONFERENCE INFORMATION

This chapter provides representatives with all of the logistical information needed to attend the American Model United Nations (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.

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 conservative Western business attire for all representatives and Secretariat during all formal sessions, including the final sessions on Tuesday.

Western business attire is a business jacket or suit, dress slacks or skirt, 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 are not appropriate. Sweaters or leggings 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. Small lapel pins representing the delegation's flag or other national symbols are appropriate.

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 about appropriate attire and professional behavior 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 AMUN Secretariat members at the Conference. AMUN expects the same level of diplomatic courtesy in written communications, including notes passed during formal session and posts to social media sites. 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.

USE OF ELECTRONIC DEVICES

The use of electronic devices, including laptops, tablets, e-readers and cell phones, is permitted in committee rooms provided they are silenced. All electronic devices must be set up and powered in a manner which does not create a safety hazard for other representatives. During formal session, groups may not congregate around said devices; all caucusing must take place outside committee rooms. Any use of electronic devices in committee rooms should relate to the purposes of the Conference and must comply with the expectation of Diplomatic Courtesy as outlined in Rule 2.2. All representatives are expected to comply with the directions of the AMUN Secretariat regarding the use of electronic devices.

CREDENTIALS

Name badges act as representatives' credentials for the Conference. Credentials will list a representative's name, country and the Committee to which he or she is assigned. Credentials for permanent representatives will state "Permanent Representative" regardless of whether they are assigned to a particular simulation. Representatives, faculty advisors and Conference guests will be required to wear their assigned credentials 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, including social events, without approved credentials.

Representatives must also 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 credentials 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.

SEATING AND PLACARDS

A placard with the name of each delegation will be placed at that delegation's seat in each Committee. 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. Placards of Member States are always placed in alphabetical order, but the exact position of the placards changes at the beginning of each session to ensure equality in seating delegations. Observer States are always seated at the end of the Member States, but will also rotate positions when the room is re-set. representatives are welcome to take their placard with them as a souvenir at the conclusion of the final committee session of the Conference.

EXECUTIVE OFFICE

The AMUN Executive Office includes the 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, makes changes to 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. Secretariat members will chair the committees, serve as Simulation Directors, Rapporteurs and Special Rapporteurs; direct the International Press Delegation and the International Court of Justice; and run the Home Government, Delegate Services Lab, Conference Services and Executive Offices. 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

The AMUN Home Government Secretariat is available to help representatives provide an accurate roleplaying experience at Conference. See Chapter 2 for a detailed list of how Home Government can assist representatives during the course of the Conference.

DELEGATE SERVICES

Delegate Services will provide logistical support and document processing 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 produce documents in the quickest and most efficient manner possible. 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

Conference Services is the all-purpose information hub for representatives and faculty. Visit Conference Services, on the Ballroom level, to find helpful information about the area and all things related to the Conference.

The staff will answer your Conference-related questions, provide Conference handouts and have Conference handbooks for sale. Conference Services is the place to purchase AMUN memorabilia to commemorate your AMUN experience. Conference Services also prints replacement credentials for representatives and faculty advisors.

DAIS STAFF

Members of the AMUN Secretariat assigned to all simulations except the International Court of Justice and the International Press Delegation are referred to as Dais Staff. The specific makeup of a Dais team will vary depending on the type of committee. Generally, resolution-writing bodies will have chairs or presidents who facilitate debate through the use of the AMUN rules of procedure and rapporteurs who assist the committee with the resolution process. Report-writing bodies that submit a report to a plenary body will have presidents to facilitate debate and special rapporteurs who will guide the body through the reporting process and who are experts on both content and the required structure for the reports. In the Historical Commission of Inquiry, which writes reports but does not formally submit it to a plenary body at AMUN, simulation directors will serve as the primary resource for information in the commission, assisting representatives with matters of both content and the reporting process. In the Security Council and Historical Security Councils, presidents and vice presidents will facilitate debate through the use of the AMUN rules of procedure and assist representatives with the processing of resolutions and presidential statements and simulation directors will act as the primary source of information for the Councils, including acting as the Home Government for the Councils' participants.

KEYNOTE SPEAKERS AT AMUN

American Model United Nations International strives to bring quality keynote speakers to our Conference. AMUN keynote speakers are usually individuals with extensive background in international affairs and have included ambassadors, United Nations employees, speakers from NGOs and notable personalities. The date and time of a keynote speaker will be dependent on the speaker's schedule, and the conference agenda will be adjusted accordingly to accommodate the speaker and to maximize representatives' time in committee. Biographical information on the keynote speaker will be made available in the Conference Program. Should you have a suggestion for (and, ideally, a connection to) a keynote speaker at AMUN, please e-mail the Executive Office at mail@amun.org.

AFTER-HOURS EVENTS & REPRESENTATIVE DANCE

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. *Monochromatic is the theme - choose what color looks best on you and get decked out from head to toe!* Attire matching the dance theme is encouraged, although not required.

As the dance is hosted by AMUN, only representatives wearing appropriate casual attire and their current conference credentials will be allowed to enter the dance. Due to security and safety concerns, NO bags, glassware, bottles, or other containers will be allowed on the level of the dance. Representatives bringing any of these items will be asked to take them to their rooms. Representatives participating in the overnight crisis session for the Security Council or Historical Security Councils



simulations will be provided storage space, which they can access at the start of the emergency session. AMUN is not able to provide storage space for other personal belongings. This policy requires planning and special attention, especially for representatives staying at area hotels rather than at the Sheraton. Furthermore, representatives are guests of the Sheraton hotel and must remain in approved areas of the hotel at all times. Representatives must remain diplomatically courteous during and after the dance. AMUN and hotel security reserve the right to expel any participant acting in a discourteous or disruptive manner.

SECURITY COUNCIL EMERGENCY SESSION

Representatives in each Security Council will try to resolve a simulated crisis during the Conference. Open only to Members of the Security Council and requested parties to the dispute, this unique simulation occurs late Monday evening, during and after the representative dance. It is strongly encouraged that all members of the Security Council stay at the Sheraton Chicago Hotel and Towers during their participation at AMUN. Attendance at the emergency session by each Member of the Council is mandatory per the Rules of Procedure.

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. Safety should always be more important than avoiding minor embarrassment to you or another person.

We 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 any hotel alone after dark, and 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 or an AMUN Secretariat Member immediately if you have a safety concern, or if any emergency situation occurs to you or another participant, regardless of the time.

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. In case of an emergency, hotel security may be reached by dialing 0 on any hotel phone and requesting the security office. Also, please feel free to contact the AMUN Secretariat at any time during the Conference, day or night, if any emergency event occurs in which we can be of assistance.

AMUN LOST & FOUND POLICY

Any found unclaimed property can be turned in to the Lost & Found located at Conference Services. Items will be held until the end of the closing session, at which time they will be turned over to hotel security.

- • The Conference Services staff will make every attempt to contact the owner if an e-mail, phone number, country name or address is located on the item.
- • In order to claim a lost item from the Lost & Found, the owner must describe as closely as possible the lost item.
- • A log book is available to customers with missing items. They may list the lost item along with their name, e-mail or phone number and they will be contacted if their item is turned in.
- • Conference Services' hours are listed in the Conference Program.

EVENTS FOR FACULTY ADVISORS AND PERMANENT REPRESENTATIVES

AMUN hosts several Conference-related events for permanent representatives and faculty advisors during each Conference. They are

- **Delegation Lottery:** The Delegation lottery is conducted at Conference and allows the current year's attendees to select countries for the following year and guarantee reduced delegate fees for the next Conference. A small deposit for next year's Conference is required to participate.
- **Committee on the Agenda:** The Committee on the Agenda is the chance for schools to voice their opinions on topics for the next Conference. This input is highly valued by the AMUN Staff and is used by the Secretariat when deliberating on the topics for the next year.
- **Permanent representative and faculty advisor Meetings:** Held on Sunday and Monday of Conference these meetings allow you to share comments and concerns on this year's Conference and any hotel issues your school may be experiencing.
- **Special Sessions for faculty advisors:** Guest speakers discuss running and advocating for Model UN with Faculty Advisors in round robin discussions. Consult the Conference Program for times and locations.

POST CONFERENCE SURVEYS

The AMUN Secretariat works year-round to prepare and run a premiere Model UN Conference. With your feedback we are able to improve the educational and administrative experience for our participants. Please take a moment to complete a post conference survey. Your feedback is invaluable to us as we plan for an even more successful Conference the following year. Visit www.amun.org/Conference_Surveys.html for more information.