



## NEED TO KNOW – OCTOBER 2017 – FOR FACULTY ADVISORS & PERMANENT REPRESENTATIVES

### SUBMITTING DELEGATION POSITION PAPERS

Position papers are due by 25 October 2017. Position papers are an important part of any Model UN simulation, as they help Representatives clarify their public positions on the topics for debate. Position Papers help delegations get a sense of other delegations' positions before arriving at the Conference. A well-written position paper can serve as an important diplomatic and political tool in deliberations and negotiations.

Delegations that submit complete position papers by the deadline will receive a Position Paper Award to recognize this accomplishment. A complete submission includes appropriate papers on each topic for each simulation on which a country is seated. Please review your country's [committee report](#) to confirm which simulations you should write position papers for. Member States seated on the Security Council or a Historical Security Council need only to submit a position paper for one topic in each of those simulations. Papers for the optional-participation simulation, the Conference of the States Parties of the Organisation for the Prohibition of Chemical Weapons (OPCW), are not required to qualify as a complete submission. Delegations with a representative on the Historical Commission of Inquiry must submit a position paper for each topic.

AMUN has created a number of resources to assist participants in preparing position papers. Please review [Chapter Two](#) of the *Issues at AMUN* handbook, which provides important instructions on how to format position papers as well as writing and submission. [Sample position papers](#) can be found on our website. Finally, before writing your position papers, please review AMUN's plagiarism policy on [page 8](#) of the *Issues at AMUN* handbook.

*To submit your position papers, please follow these steps:*

1. Determine who will enter your position papers; we strongly encourage you to have one person enter all of the position papers for one delegation at the same time. The process is not difficult, but it is optimized to be done in one session.
2. Have all the position papers for the delegation easily accessible—we suggest having all of the delegation's papers in a single document with as little formatting as possible.
3. Go to the [position paper submission form](#). Enter the e-mail AMUN has on file for your group.
4. Read the instructions at the top of the page.
5. Choose your country, then a committee, then a topic.
6. Paste the text of the correct position paper into the box and choose "save this paper and continue to next topic/committee" below the box.
  - a. Please DO NOT paste the names of the representatives seated on the committee or the name of the topic in the form; the topic name will be generated by our form, and representative names are not appropriate for position papers.
  - b. Double check that the committee and topic are correct before moving on; common errors include pasting in papers from a previous/different conference or pasting a paper in the wrong topic area.
  - c. Please do not include any special formatting (including italicized, underlined or boldface type); links or other HTML coding; or bulleted lists. The submission form cannot handle this formatting and it must be corrected manually by our staff.
7. When you have entered all of your papers, choose "Finished entering papers, please save this paper and submit" at the bottom of the page. Your papers will NOT be recorded as submitted unless you complete this step.
8. Position papers for all delegations are due by 11:59 p.m., CDT, on Thursday, 25 October 2017. Because of the time involved in reviewing and posting position papers to the AMUN website, late position papers will be accepted until only 5:00 p.m., CDT Tuesday, 7 November 2017.
9. All position papers received by the 25 October deadline will be posted online by the end of the first week in November. Papers received after the 25th will be posted on a rolling basis.
10. AMUN will present an award certificate to each delegation that submits its complete position paper by 25 October and will be recognized in the *AMUN Chronicle* for this achievement.

### SECURITY COUNCIL UPDATE

The Simulation Directors for the Contemporary Security Council have issued a [major substantive update](#) for the topics that were included in the first issue of the handbook. This update includes new information that will aid in preparation for all delegations seated on the Contemporary Security Council and for delegations that may be called as Parties to the Dispute.

### SUBMIT DELEGATION CREDENTIALS

All schools are encouraged to submit the names of their participants, along with the committee on which each person will be seated, in advance of the AMUN Conference. All credentials received via the [submission form](#) by end-of-day on Wednesday, 15 November 2017, will be processed and printed before registration begins. Your group's credentials will be waiting at registration for your approval. Pre-submission of credentials is an essential element to qualify for [express registration](#).

*To submit your credential information, follow these steps:*

1. Have your list of representatives and their committee assignments ready.
2. Credentials can be submitted through our website. Once you enter the email AMUN has on file, the countries you are representing will be listed. Choose the country for which you would like to enter credentials.
3. Enter each name, as you would like it to appear on the credentials, in the correct slot. Do not enter names in all capital letters.
4. Select which Representative will be acting as the Permanent Representative. If the representative will not be participating primarily in a specific committee, he or she should be listed as a "Floating Permanent Representative."
5. Designate which representative should be contacted if the delegation is needed in one of the Security Council simulations. Only P5 delegations may skip this step.
6. If you have a case before the International Court of Justice, designate which representative(s) will act as the advocates. Their credentials will list their primary committee assignment.
7. Review for spelling and ensure all representatives' names have been entered correctly.
8. Faculty advisors should be entered in the separate faculty advisor form; there is no charge for faculty.
9. Return to the form to enter changes as needed—having accurate information in our system will also make registration faster and easier. At registration, delegations that do not pre-submit credentials will fill in the web-form as part of the registration process and will have to wait while the credentials are processed and printed.

### HOTEL RESERVATION DEADLINE EXTENDED

The deadline to make reservations at the Conference overflow hotel, the Hyatt Regency Chicago, has been extended to 31 October. This is a final deadline. Hotel rooms will not be available at our special conference rates after this date. To avoid any problems, please make your reservations as soon as possible. To facilitate the reservations process, each hotel has created reservation forms specific to AMUN. Please consult the [Hotel Information section](#) of our website to review the guidelines and tips we have there; doing so should make your reservation process much easier. If you already have reservations in the system, you may also contact the hotel directly if you have questions.

### ICJ, IPD AND COI UPDATE

As of 15 October 2017, there are spaces remaining for students in the [International Court of Justice](#), the [International Press Delegation](#) and the Historical Commission of Inquiry of 1946. Students may register for one of these positions via our website.

#### IMPORTANT DATES

- Ongoing – Justice and Reporter applications accepted
- Ongoing – Invoices available via [amun.org](#)
- 25 October – Position papers and memorials due
- 1 November – All payments made (suggested)
- 15 November – Credentials submitted (suggested)
- 18 November – Conference begins