



## American Model United Nations Conference Alert

30 October 2018

### Reminder About Changes to Special Committee Participation

Greetings from the AMUN Secretariat. This email is a reminder about changes to the Special Committee participation this year.

#### **ONLY ONE PARTICIPANT PER DELEGATION ALLOWED IN UNEA**

The 2018 Special Commission will be the United Nations Environment Assembly (UNEA) and participation in that simulation will be limited to one (1) representative per delegation, without exceptions. AMUN had previously allowed exceptions to this rule on a case-by-case basis to allow a second representative in this simulation.

If it appears that your school will have a couple of extra representatives we encourage you to have your students submit applications to the [International Press Delegation](#) or the [Commission on Inquiry of 2005 \(COI05\)](#). Each of these simulations is a first-come, first-serve applicant based participation. Generally, only one person from a school can participate on COI, unless there are open seats as we approach the start of Conference. Generally, we accept up to two IPD Registrations per school unless there are open seats as we approach Conference.

#### **Reminder: How to Submit Your 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 Thursday, 15 November, will be processed and printed prior to the Conference. Your group's credentials will be waiting at registration for your approval. Pre-submission of credentials is required 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. In the website submission form, enter the email address AMUN has on file for your school, and the countries you're representing will be listed. Choose the country for which you would like to enter credentials.

3. Enter each name exactly 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, they 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 have been entered.
8. Select Save and Submit.
9. You may return to the form later to enter changes as needed. Having accurate information in our system will also make registration quicker and easier.
10. Faculty Advisors should be entered in the correct form; there is no charge for faculty. Please note that AMUN allows a maximum of four Faculty Advisors.

Remember, 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.

## Questions, Comments or Concerns?

If you have any questions about this email, please contact us directly at [mail@amun.org](mailto:mail@amun.org) and we will be happy to help. As always, if you are no longer the primary contact for your school's Model UN club or class, please contact us at [mail@amun.org](mailto:mail@amun.org) with updated contact information or fill out our [Change of Address/Contact](#) form online.

Good luck on your preparations,

Nia Indelicato  
2018 Secretary-General

Shannon L. Dunn  
AMUN Executive Director

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