



## American Model United Nations Conference Conference Preparation Newsletter

05 November 2018

### **Position Paper Submission is Now Closed!** *Thank you to schools that submitted position papers*

Greetings from the AMUN Secretariat. Conference is almost here! This email is to inform you that AMUN has closed submission of position papers in advance of this year's Conference. The AMUN Secretariat is grateful for all the hard work you and your students put in to creating and drafting some excellent country position papers. All papers that have been submitted are now [available on our website](#) and may be viewed by committee or country.

### **2018 Position Paper Award Recipients**

Please take a moment to review the [list of this year's Position Paper Award recipients](#). This is the list that will be published in our opening edition of the *AMUN Chronicle*. If you believe that your delegation should appear on this list, see that we've made a typo in your school name or have any other questions regarding position paper submissions, please contact [mail@amun.org](mailto:mail@amun.org) as soon as possible.

### **Don't Forget 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 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. Submit credentials through our website. 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, 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. Faculty Advisors should be entered in the correct form; there is no charge for faculty.
8. Review for spelling and ensure all representatives have been entered.
9. Return to the form to enter changes as needed. Having accurate information in our system will also make registration quicker and easier.

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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