



American Model United Nations Conference Preparation Newsletter

12 November 2018

Last Minute Prep For Conference *AMUN 2018 is almost here!*

Greetings from the AMUN Secretariat. The AMUN Conference is almost upon us! I hope that you and your Model UN groups are as excited for the AMUN Conference as the AMUN Secretariat is. 2018 is shaping up to be an amazing year. This is the last newsletter you'll receive before the AMUN Conference goes live. It is full of information that will make getting to the Conference venue and checking-in at your hotels significantly easier. We'll see you all soon, good luck at this year's Conference, may the deliberations be in your favor!

Tips for Hotel Check-In

If you have not yet provided your hotel with the names of the individuals in each room, we strongly recommend that you do this before arriving at the hotel. Having the correct names on each room will significantly decrease the time required for hotel check-in.

Hotel registration should be completed at the front desk of the hotel at which your group is staying for the Conference. Please remember that hotel rooms will not be available until after 3:00 p.m. If your delegation arrives before 3:00 p.m. or must wait for rooms, AMUN has arranged for participants to use the Riverwalk Room on the lower level of the Sheraton Grand Chicago as a waiting/staging area to reduce congestion in the lobby and to provide participants some space to work.

The bellstand should be prepared to hold your luggage if needed; if there are any questions about holding luggage, please identify yourself as being with the American Model United Nations Conference.

Reminder Regarding Hotel Payments

You must provide the Sheraton Grand or Hyatt a method of payment before arriving for Conference or you will be asked for a credit card for full payment at the time you check in. Please be certain to

take some time now to confirm that you have made appropriate payment arrangements with your hotel to prevent any delays or problems at check in.

Where is the AMUN Conference Registration?

AMUN Conference Registration will be located on the Sheraton/Chicago Ballroom Promenade, immediately outside of the main ballrooms on the Fourth floor of the hotel. AMUN registration will be open from 1:00 p.m. - 6:00 p.m. on Saturday. For schools arriving later, Registration will reopen in the Ohio Room after the Opening Plenary Session, at approximately 7:30 p.m.

Make Sure You've Reviewed the Conference Agenda

Now is a good time to review the Conference Agenda. When your group registers you will receive a Conference Program for each delegate and faculty member attending AMUN; extra copies will be available throughout the week at AMUN's Conference Services.

In addition to the printed program you can also view the complete agenda by:

- Downloading the [Conference Guidebook App](#). For more instructions on the Guidebook App please refer to the [Conference Preparation Newsletter from 05 November 2018](#).
- Add the AMUN Events Calendar to your mobile/digital calendar. This can be done by clicking [HERE](#).
- Viewing the [2018 Conference Program](#), available on online.

Last Chance to Submit 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. Credentials can be submitted 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.

Getting to the Conference Venue

After you've made your reservations, it's never too early to start thinking about how you'll get to beautiful downtown Chicago.

Flying in to O'Hare International Airport or Midway International Airport

Chicago has two major international airports, the [O'Hare International Airport \(ORD\)](#) and the [Midway International Airport \(MDW\)](#). AMUN does not recommend travelling through one airport over another, so choose whichever airport makes the most sense to your group. You have a couple of options for getting from either airport to downtown.

- Reserve an Airport Express Shuttle from O'Hare or Midway to bring you directly to the hotel.
- For O'Hare arrivals, take the [CTA Blue Line Train](#) downtown [[Map](#)]. You will need to walk or take a taxi from the CTA Station to the hotel. CTA transit times can take 45 minutes to an hour.
- For Midway arrivals, take the [CTA Orange Line Train](#) downtown [[Map](#)]. You will need to walk or take a taxi from the CTA Station to the hotel. CTA transit times can take 45 minutes to an hour.
- You can also take a taxi from either airport directly to the hotel. These trips will typically cost you 35 USD from O'Hare and 20-30 USD from Midway.

Driving to Conference?

Parking in Chicago can be expensive. The Sheraton Grand Chicago charges 55 USD a day to park in its first-come, first-serve spaces. The next closest parking location is an [Ogden Plaza Parking](#) which is cheaper but does [require advance reservation](#) for your parking space. A list of other parking options can be [found on our website](#).

Arriving by Amtrak Train?

Make sure your train's final arrival destination is the Chicago Union Station and then either walk or take a taxi from the Union Station to the Conference Hotels. Taxis from Union Station will run around 10-20 USD depending on time of arrival.

Questions, Comments or Concerns?

If you have any questions about this email, please contact us directly at 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 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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