



AMUN Digital Conference Experience Preparation Newsletter

07 October 2020

Payments and Credentials Due Tomorrow

Greetings from the AMUN Secretariat. This is a reminder that your full payment and credentials must be received by Thursday, 08 October. To submit credentials, use the AMUN [Credential Submission Form](#).

How to submit your payment

This is a reminder that your payment is due tomorrow, Thursday, 08 October. Payments by credit card can be made on our secure website, aka the AMUN Store. You may make your payment by following these steps:

1. Go to the [AMUN Store](#) and select [Registration Fees](#).
2. If you need to pay for a delegation/country:
 - a. Select the globe image/2020 Delegation Fee/Country Deposit option.
 - b. Adjust to the number of delegations/countries you need to pay for.
 - c. Select “Add to Cart.”
3. If you need to pay for delegates:
 - a. Select the person icon (with the red shirt)/Representative Fees.
 - b. Adjust to the number of representatives you need to pay for.
 - c. Select “Add to Cart.”
4. If you need to pay for a second Faculty Advisor or Observer (because the first FA is included in your registration, only make this payment for the second FA):
 - a. Select the “Faculty Advisor and Observer Fees” option box.
 - b. Adjust to the number you need to pay for.
 - c. Select “Add to Cart.”
5. If you have an odd outstanding balance that does not equate to one of the options above, (usually because of a credit from previous attendance) use the following process:
 - a. Select the person icon (with the blue shirt)/Partial Representative Fees.
 - b. Enter the amount you need to pay.
 - c. Select “Add to Cart.”
6. If you would like to participate in the 2021 Country Lottery:
 - a. Select the “Reserve Delegations in 2021 Country Lottery” option.

- b. Adjust to the number of delegations you would like.
 - c. Select “Add to Cart.”
7. Once you have added all the necessary payments to your cart:
 - a. Choose “View Cart”.
 - b. Review your cart to determine if it is correct.
 - c. Choose “Proceed to Checkout”.
 - d. Enter your billing details* and payment information. You may choose to pay by credit card or PayPal.
 - e. Select “Place Order.”

*Payments must be received by 08 October. If you are paying by check, please contact comptroller@amun.org to request an extension and remit payment as soon as possible.

Submit your Credentials

All schools must submit the names of their participants, along with the committee on which each person will be seated, in advance of the AMUN Conference. Faculty Advisor credentials must also be submitted at this time. All credentials must be received via the [submission form](#) by end-of-day on Thursday, 08 October to set up Gatherly access.

Step-by-step instructions on submitting your credentials were in a previous communication, available on our website [here](#).

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,

Joshua Adams
2020 Secretary-General

Shannon L. Dunn
AMUN Executive Director

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