



American Model United Nations Conference Preparation Newsletter 19–22 November 2022

14 November 2022

You May Now Submit Credentials Online

Greetings from the AMUN Secretariat. Online submission of your credentials for the 2022 Conference is available now. Submitting credentials now will provide you with a quicker and easier registration process once you arrive in Chicago.

What Are Credentials?

At AMUN, your credentials are your name badges: they identify you and the country you simulate to the AMUN Secretariat, other Conference participants and hotel staff. Participants must wear credentials at all times while in the Conference hotel. No one will be allowed entry to AMUN simulations, faculty or student events or any other Conference area without credentials. We provide specific credentials to faculty advisors and permanent representatives that identify them as such to AMUN Secretariat. Guest credentials will be available from the AMUN Executive Office in the Ohio room on Level 2.

How 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, 17 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, then the countries you're representing will be listed. Choose the country for which you would like to enter credentials.
3. In the correct slot, enter each name exactly as you would like it to appear on the credentials. 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 names 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 per school.

Remember that, at registration, delegations that did not pre-submit credentials will have to fill in the web form and wait while the credentials are processed and printed.

View and Pay Your Invoice Online in Advance of Registration

AMUN has made your [invoice available online](#) for review and printing whenever is convenient and as often as needed. Please take a moment to review your invoice now. Doing so will save your group time and effort later and expedite your at-Conference registration process by ensuring that all credits have been received and properly entered. Please email the Executive Office at mail@amun.org if you have any questions regarding your invoice or the status of your account.

Additionally, we urge each delegation to take the time to review the [committee report](#) for their country. The committee report confirms each simulation on which the country is seated. Taking the time now to confirm your committee assignments will prevent issues, such as representatives preparing for simulations on which the country is not seated, or failing to have a representative prepared to sit on a committee where the country is seated and a representative is required.

You may access this report and your invoice online, located under the "Our Conference" tab at www.amun.org, and by choosing "[Reports for Registered Schools](#)" under the FA/PR menu. ***You will access your reports using the email address to which this communication was sent.***

2023 Country Lottery

For those planning to attend the AMUN Conference in 2023, your preparation begins here with the [Country Lottery for the 2023 Conference](#). This includes links to the 2023 simulations, dates and fees as well as the 2023 Member State list. We send this information out early so you can bring a deposit for next year's conference and allow yourself time to participate on Monday, 21 November. If you have any questions, or if you cannot attend the 2022 Conference but would like to participate

in the lottery for the 2023 Conference, please email mail@amun.org.

The 2023 Country Lottery will be held live at the 2022 AMUN Conference from 11:30 a.m. until 12:30 p.m. on Monday, 21 November in the Michigan A/B Room on Level 2 of the Conference Hotel. Participation in the lottery requires a \$120 deposit which will be credited towards your registration and participation fees for 2023. For schools that were not able to attend the 2022 Conference, you can still participate in the lottery by sending your completed application to mail@amun.org. All [applications](#) are due to the AMUN Secretariat by 5:00 p.m. CT on Sunday, 20 November. Applications can be delivered either via email (mail@amun.org) or by delivering the lottery application to the Ohio Room on Level 2 of the Conference Hotel, one level below the hotel lobby.

AMUN Country Assignment Philosophy

AMUN's country assignment philosophy is that group leaders themselves have the best understanding of their group's ability to represent a certain country in the upcoming year. We believe this works better than the popular practice of conference leaders or staff determining who gets which country. Group leaders, rather than conference staff, are in the best position to know how many students are likely to be part of the next year's group and those students' level of experience. For example, if this year has been a rebuilding year with a lot of students new to Model UN, you might expect to have a group of experienced, seasoned students in the subsequent year, thus enabling you to take on a more challenging or more extensive country assignment. On the other hand, if you have had a great year with a lot of experienced representatives who are graduating, that's great, but consider that you may have a rebuilding year next year. You are also in a better position to know about institutional funding levels or class requirements, all considerations that may affect your school's country selection.

AMUN recommends groups consider the following questions when filling out the lottery application and making a country selection:

- How many people does your group typically bring? Look at the minimum and maximum number of students for each country and choose one that you'll be able to comfortably fill.
- How experienced will your group be next year? Will your group be able to handle a Security Council country or one with a complex approach to international relations?
- Is there a specific region of the world your group would like to focus on? Do you or your students have a particular interest or expertise in a region or issue?
- Are there particular simulations that you want the opportunity to participate in?
- If you will be selecting more than one country, consider the combination of countries that you might select—for example, do you want to aim for countries that might naturally work together, or ones that will allow your students to explore very different parts of the world?

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,

Christina R. Johnson
2022 Secretary-General

Shannon L. Dunn
AMUN Executive Director

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