



## American Model United Nations Conference Preparation Newsletter 18-21 November 2023

17 November 2023

### Conference is Tomorrow

Greetings from the AMUN Secretariat. Please see this logistical email about last-minute information you need to know before the conference begins.

### 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 (2 levels below the lobby 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. ***If you use the bellstand please be considerate of the bellhops and hotel staff. We recommend a tip of 10.00 to 15.00 USD or at least \$1 per bag.***

### Reminder Regarding Hotel Payments

You must provide the Sheraton Grand Chicago with a method of payment before arriving for the 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 Riverwalk Promenade, on the bottom floor of the hotel. AMUN registration will be open from 1:00 p.m.–6:00 p.m. on Saturday, 18 November. For schools arriving later, registration will reopen in the Ohio Room after the Opening Plenary Session, at approximately 6:45 p.m. To make the registration process as easy as possible, please please only send 1–2 people through this process) walks through the finance/normal registration process.

## **Make Sure You Have 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.

## **Getting to the Conference Venue**

After you have made your reservations, it is never too early to start thinking about how you will get to beautiful downtown Chicago.

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

Chicago has two major international airports, [O'Hare International Airport \(ORD\)](#) and [Midway International Airport \(MDW\)](#). AMUN does not recommend traveling 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.

### **Driving to Conference?**

Parking in Chicago can be expensive. The Sheraton Grand Chicago charges \$63 a day to park in its first-come, first-serve spaces. A list of other parking options can be [found on our website](#).

### **Arriving by Amtrak Train?**

Make sure your train's arrival destination is the Chicago Union Station and then either walk or take a taxi from the Union Station to the Conference Hotels.

## 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,

Shannon L. Dunn  
AMUN Executive Director

Jared M. Melville  
2023 Secretary-General

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