



AMUN Conference Preparation Newsletter

23–26 November 2024

13 September 2024

2024 Topics are Live, Hotel Reservations, and More

Greetings from the AMUN Secretariat. We hope this email finds you well. Read below for information about our Conference [Handbook](#), Hotel Reservations, Important Dates, and More.

Important Dates to Note

- Position papers for each delegation your school represents are due by 11:59 p.m. CT on Friday, 25 October to be eligible for Position Paper Awards. Please see the [Research and Preparation](#) section of the Handbook for full details on position papers.
- Memorials for cases before the International Court of Justice are also due on 25 October.

Following the 25 October deadline, all position papers received via the [online form](#) will be processed and posted on the AMUN website a minimum of one week in advance of the Conference. We provide this service, in order to help all schools to better prepare for the simulations. Please note that AMUN will not accept any position papers submitted after 5:00 p.m. CT on Thursday, 07 November.

Other Important Dates Coming in to the Conference itself:

- Credentials will be due by online submission no later than Thursday, 21 November. We will announce in a future communication when credential submission opens. As a note, we require full first and last name, email address, and a contact number for each attendee as part of their credentials.
- 23 November – Conference Registration opens at noon and the conference itself begins at 6:00 p.m.
- 25–26 November – Security Council Emergency Sessions will begin in the evening of the 25th and continue into the early morning of the 26th.
- 25 November – The Graduate School and Career Expo is held in the ballroom promenade.

Make Hotel Reservations As Soon As Possible!


The following are a few reminders on [making hotel reservations](#):

- Each delegation is responsible for making hotel reservations for their group.

- Make your reservations as early as possible; the number of rooms we can reserve at our Conference hotel are limited. **Your hotel reservations are due by 16 October.**
- We strongly encourage you to use the reservation forms on our [website](#) when making reservations. These forms have been designed specifically with the AMUN Conference in mind.
- If you elect to make reservations by phone, be certain to tell them you're with the **American Model United Nations group** to receive our negotiated hotel rates.
- The hotels need to know who is in each room and the list of names should coincide with how many people will be in the room. The hotel may only honor a request for a room with two beds if there are four names on the room. Please note that you can, and should, update your room list before your arrival, or your check-in time will be longer.
- After the **reservation deadline of 16 October**, the hotels are free to release any AMUN-held rooms to the public; those rooms will become reserved on a first-come, first-served basis and may not be available at the negotiated rates.
- Friday and Saturday nights of the Conference have limited room availability at our Conference hotel due to another, unassociated conference held immediately before our own.

AMUN’s Conference Hotel — Sheraton Grand Chicago

AMUN returns to our favorite conference venue for 2024, the [Sheraton Grand Chicago](#). Reservations can be made online via the [Sheraton reservations form](#) linked [from our website](#). This form allows you to directly interact with the on-site liaison for our group, who may expedite the reservation process for your group. Instructions are included on the form. You may make reservations by calling the national reservations line at 312.464.1000. Ask for the Reservations Department. To ensure our favorable rates, you must tell them that you are with the American Model United Nations group (not AMUN or American Model UN).

	Hotel Address	301 East North Water Street Chicago, IL 60611
	Cost Per Room	\$155/Night plus taxes
	Hotel Phone Number	312.464.1000

Invoices Available

AMUN provides schools with direct online access to view and print their invoices. This will allow you to review your invoice at any time, confirm payments and balances, and

print an invoice. The committee report is also available online, which shows, among other information, the committee, council and commission assignments for each country. You may access your invoice and committee report, using the e-mail address we have on file for your school, on our [website](#), under the Our Conference -> [Reports for Registered Schools](#) option.

Conference Handbook

We are pleased to announce the [AMUN Handbook](#) is available on our website as an online publication to access vital information about our conference and simulations. If you have any questions concerning the handbook, please contact the AMUN Executive Office at mail@amun.org for additional information.

The Handbook acts as the primary source of information for AMUN participants, providing a combination of logistics, policies, procedures and simulation information for the conference. Representatives will find brief overviews and bibliographies of each topic under discussion at this year's conference as a starting-off point for representatives' research and preparations. The Handbook also offers an introduction to the United Nations, information on crafting position papers and tips on roleplaying. It lays out important logistical information regarding preparing for AMUN, in addition to valuable information concerning drafting the documents necessary to any Model United Nations conference, including resolutions and reports. Finally, this handbook contains AMUN's Rules of Procedure, including procedural short forms.

For the best Conference experience, participants should be familiar with the full content of the Handbook; we recommend having any sections they find particularly useful readily accessible during their preparations and at Conference in November.

106 Countries Available for Registration

We make a point each year of trying to find representatives for as many of the UN Member States as we can. The more countries in attendance, the better a simulation of the United Nations the Conference will be. You can find a list of our [available countries](#) on our website. Additionally, you can [register for any open UN Member State](#) on our website.

Seats still open on the International Court of Justice, International Press Delegation, and Historical Commission of Inquiry

AMUN still has spaces open on the 2024 Conference simulations for the International Court of Justice (ICJ), International Press Delegation (IPD) and Historical Commission of Inquiry (COI). If you have students that are considering a future in law make sure they get a chance to sign up to participate with the ICJ. If you have students that enjoy writing or are thinking about a career in journalism, the IPD is the place for them.

Students interested in a niche historical simulation may enjoy the COI of 1948. Make sure your students don't miss out on participating in these limited and unique simulations!

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,

Shannon L. Dunn
AMUN Executive Director

Madeline Glass
2024 Secretary-General

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