



AMUN Conference Preparation Newsletter

22–25 November 2025

20 August 2025

AMUN 2025 Will Be Here Before We Know It

Greetings from the AMUN Secretariat! With November fast approaching, we're sharing important information to help you prepare for the 2025 Conference—including details on **hotel reservations, travel logistics and discounts, key dates, and how to access your invoice on our website.**

Stay Grand: Hotel Info for AMUN 2025

AMUN will return to our favorite conference venue, the [Sheraton Grand Chicago Riverwalk](#). Reservations can be made online via the Sheraton reservations form linked on [our website](#).

As you prepare for the 2025 Conference, please keep the following in mind when making your hotel reservations:

- Each delegation is responsible for booking its own hotel accommodations.
- Reserve early! Hotel space is limited, and AMUN's room block is expected to fill quickly. The deadline to make reservations at the Conference rate is **16 October**.
- We strongly recommend using the hotel reservation forms available on [our website](#). These forms are tailored specifically for AMUN and help ensure the process goes smoothly.
- If you prefer to call the hotel, be sure to mention you are with American Model United Nations to receive our special group rate.
- Hotels require a list of occupants per room. For example, if you are requesting a room with two beds, you may need to list four names to guarantee that setup. You can and should update your rooming list before arrival to avoid check-in delays.
- Please note that Friday and Saturday nights of the Conference have limited availability at the Conference hotel due to another event taking place just before AMUN. Thus, we recommend booking your stay as soon as possible.
- The discounted rate per room is \$155/night plus taxes and fees.

For details and reservation forms, visit the [Hotel Information](#) page on our website.

All Routes Lead to AMUN: Travel Discounts!

Whether you're heading to Chicago by plane, train or automobile, we want you to arrive

smoothly, on time and ready to make the most of your AMUN experience.

We’re excited to announce that AMUN is once again partnering with United Airlines and Amtrak to offer discounted rates for travel to the 2025 Conference in November.

Discounts vary depending on the fare class you select (indicated by the letter at the beginning of the fare code). Please note that Basic Economy fares are not eligible for this discount.

Within US 50 States and between 50 States and Canada	
First Letter of Fare Basis	Applicable Discount
J, C, O, Y, B, M, E, U, H	8%
D, Z, P, A, Q, V, W, S, T, L	2%

To utilize this discount, book online at united.com/meetingtravel using code ZRDX110096 or call United’s Reservations Meetings Desk at 800.426.1122.

While you are welcome to book your travel however you prefer, we’re pleased to offer this opportunity through United. If you have questions while booking, please contact United directly at 800.426.1122, as they’ll be better equipped to assist than the AMUN Secretariat.

If you’re considering train travel, Amtrak offers two programs that may help lower group travel costs:

- For groups of 15 or fewer, use the [Share Fare program](#).
- For groups of 16 or more, submit a [Group Travel Request](#) through Amtrak’s website.

Discounts may vary, but larger groups may receive one free chaperone ticket for every 20 travels, which could allow your Faculty Advisor or Permanent Representative to travel at no cost.

While AMUN cannot coordinate Amtrak bookings, we encourage you to explore these options at amtrak.com.

Avoid Those Travel Woes

REAL ID is now required for air travel. As you make your travel plans for AMUN, please note that federal REAL ID requirements are now in effect for all domestic flights as of May. For some travelers, a standard driver’s license or state ID may no longer be sufficient for airport security. If your delegation plans to fly, we strongly encourage you

to review [TSA guidelines for federally-compliant identification](#) **now** to ensure all participants are prepared, and no one risks missing their flight in November. For more information, visit tsa.gov/real-id.

Magnificent Mile Light Festival Parade may impact arrival. On Saturday, 22 November, the City of Chicago will kick off its holiday season with the Magnificent Mile Lights Festival Parade starting at 5:30 p.m. This event will cause road closures and traffic disruptions near the hotel and around Michigan Avenue. Please plan your arrivals accordingly to avoid delays.

Mark It On Your Calendar!

16 October: The deadline to make hotel reservations at the Conference rate is 16 October. After this date, any unused AMUN-reserved rooms may be released to the public and will be subject to availability and standard rates.

25 October: All delegation position papers, ICJ memorials and COI preparatory statements are due by 11:59 p.m. CT on 25 October. To be considered for Position Paper Awards, delegations must submit, by the deadline, a paper for every committee on which they are seated, including memorials and preparatory statements, if applicable. Full details and guidelines can be found in the [Research and Preparation](#) section of the *Handbook*.

7 November: AMUN will not accept any position papers submitted after 5:00 p.m. CT on 7 November. All position papers received via the [submission form](#) will be processed and posted on the AMUN website a minimum of one week in advance of the Conference

20 November: Credentials will be due via [submission form](#) no later than 20 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.

22 November: Conference Registration opens at noon. The Opening Plenary session begins at 6 p.m.

Access Your Invoice and Committee Report Online

Schools can view and print invoices directly through the AMUN website at any time, making it easy to track payments, confirm balances and generate copies as needed.

You can also access your committee report, which includes your delegation's assignments across all committees, councils and commissions.

To access these reports visit the [Reports for Registered Schools page](#) of the AMUN website and log in using the email address associated with your school's registration.

Questions, Comments or Concerns?

If you have any questions about this email, please reach out to us at mail@amun.org—we're happy to help!

If you are no longer the primary contact for your school's Model UN program, please send updated information to mail@amun.org or complete our [Change of Address/Contact](#) form.

Best of luck with your preparations,

Tessa Schutt
Secretary-General

Alexandra Middlewood
Executive Director

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