



AMUN Conference Preparation Newsletter

22–25 November 2025

1 October 2025

It's the Final Countdown ... to Position Papers!

Greetings from the AMUN Secretariat! Our preparations for Conference are in full swing and we can't wait to see you in Chicago next month! This newsletter serves as a courtesy reminder that the position paper deadline is approaching on 25 October.

Reminder: Position Papers Due 25 October

Position papers for all delegations are due by 11:59 p.m. CT on 25 October. To qualify for position paper awards, all position papers, COI preparatory statements and ICJ memorials must be submitted to the AMUN Secretariat by this deadline.

All position papers received by the 25 October deadline will be posted online by the end of the first week in November. You will receive a notification when position papers are available online. Papers received after 25 October will be posted on a rolling basis.

Because of the time involved in reviewing and posting position papers to the AMUN website, late position papers will not be accepted after 5:00 p.m. CT on 7 November.

How to Submit a Position Paper: Step-by-Step

Step 1: Choose Your Submitter

- Designate one person from your delegation to enter all position papers for your delegation. While the process is straightforward, it's optimized to be completed in a single session.

Step 2: Prepare Your Papers

- Gather all position papers in one document, with minimal formatting. This makes the submission process smoother and helps avoid errors.

Step 3: Submit via the Online Form

- Visit the Position Paper Submission Form.
- Enter the email address AMUN has on file for your group.

- Read the instructions at the top of the page.
- Select your country, then the committee, then the topic.
- Paste the correct position paper into the text box.
- Click “Save this paper and continue to next topic/committee”.

Important Notes:

- Do not include representative names or topic titles. Names are not appropriate and topic titles are auto-generated by our form.
- Double-check that you’ve selected the correct committee and topic.
- Avoid special formatting (bold, italics, underlining), hyperlinks or bullet points.
- When all papers are entered, click “Finished entering papers, please save this paper and submit.” Your submission is not complete until this step is done.
- COI preparatory statements are submitted via the Position Paper Submission Form.
- ICJ memorials should be emailed to icj@amun.org by the deadline.

For more details, refer to the [AMUN Handbook](#) and our previous communication on [Realism and Position Papers at AMUN](#).

Guidance on Writing Position Papers

The sample papers below show the format and content of strong AMUN position paper submissions. They’re based on real papers from past conferences with delegation names removed. Your delegation’s name will appear on your submitted papers for the 2025 AMUN Conference.

- [Sample Position Paper #1](#)
- [Sample Position Paper #2](#)
- [Sample Position Paper #3](#)

Per the [Research and Preparation section](#) of the AMUN Handbook, each delegation should submit one complete position paper covering all assigned committees and topics. Each topic should be about 300 words (roughly half a page, single-spaced). For GA and ECOSOC committees, this means about one page total.

Each assigned topic must be addressed. Exceptions:

- Security Council simulations: Choose 2-3 key topics and submit a paper for each.
- IAEA: Delegations seating a representative on IAEA must submit a paper for its topics.
- ICJ Justices and IPD Reporters: No position papers required.
- COI Commissioners: Preparatory statements are required in lieu of position papers.

For additional guidance on writing [ICJ memorials](#) and [COI preparatory statements](#), view the [AMUN Handbook](#).

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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