



AMUN Conference Preparation Newsletter

22–25 November 2025

15 October 2025

Submit Your Credentials!

Greetings from the AMUN Secretariat! Credential submission for the 2025 Conference is now open. Completing this step in advance will streamline your registration and make your arrival in Chicago quicker and easier.

What Are Credentials?

At AMUN, your credentials are your name badges—they serve as your identification and indicate the country you are representing. These badges help the AMUN Secretariat, fellow participants and hotel staff recognize you and your role. Credentials must be worn at all times within the Conference hotel.

Access to AMUN simulations, student and faculty events, and all other Conference areas will be restricted to those wearing valid credentials.

Faculty advisors and permanent representatives will receive specially designated credentials to identify their roles to the AMUN Secretariat. Guest credentials can be obtained from the AMUN Executive Office, located in the Ohio Room.

How to Submit Credentials

Schools are strongly encouraged to submit participant names and their assigned committees in advance of the AMUN Conference. Credentials submitted via the [online form](#) by the end of the day on Thursday, 17 November, will be processed and printed prior to registration, meaning your group's credentials will be ready for review at registration upon arrival.

Please note: 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 [submission form](#), enter the email address AMUN has on file for your school. The countries your school is representing will appear—select 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 assigned to 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 make changes as needed. Having accurate information in our system will also make registration quicker and easier.
10. Faculty Advisors should be entered in the designated Faculty Advisor form, which is separate from the delegation credential form. Please note that AMUN allows a maximum of four Faculty Advisors per school and there is no fee for faculty participation.

Delegations that do not pre-submit credentials will need to complete the web form at registration and wait while their credentials are processed and printed.

Save Time—View and Pay Your Invoice Online Before You Arrive

AMUN has made your school’s [invoice available online](#) for convenient viewing and printing—anytime and as often as needed. We encourage you to review your invoice now to save time and effort later. Early review helps ensure all credits have been properly applied and will expedite your group’s registration process at Conference.

If you have any questions about your invoice or account status, please contact the AMUN Executive Office at mail@amun.org.

We also strongly recommend that each delegation review their country’s [committee report](#). This report confirms the simulations in which your country is seated. Verifying this information now helps avoid issues such as preparing for the wrong simulation or missing representation in a required committee.

Both your invoice and committee report can be accessed online on the [Reports for Registered Schools](#) page of our website. Use the email address to which this message was sent to log in and access your reports.

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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