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# MUNI XXIV REGISTRATION

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## Model United Nations at Illinois Registration Guide

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# Registration Timeline

<b>MUNI XXIV Registration Table</b>	<i>Early Registration</i>	<i>Regular Registration</i>	<i>Late Registration</i>
<b>Registration Period</b>	Monday, October 8th - Tuesday, November 6th	Wednesday, November 7th - Monday, December 31st	Tuesday, January 1st - Thursday, January 31st
<b>School Fee</b>	\$50.00	\$60.00	\$70.00
<b>School Fee Deadline</b>	Tuesday, November 6th	Monday, December 31st	Thursday, January 31st
<b>School Fee Refundable?</b>	No	No	No
<b>Transportation Fee</b>	\$50.00	\$50.00	\$70.00
<b>Transportation Fee Deadline</b>	Wednesday, February 6th	Wednesday, February 6th	Wednesday, February 6th
<b>Transportation Fee Refundable?</b>	No	No	No
<b>Delegate Fee</b>	\$50.00	\$55.00	\$60.00
<b>Delegate Fee/ Assignment Roster Deadline</b>	Monday, December 31st	Monday, December 31st	Friday, February 8th
<b>Delegate Drop Fee</b>	\$25.00	\$27.50	\$30.00

**Note:** The **delegate drop fee** goes into effect on **Tuesday, January 15**, meaning any delegate drops on and after Tuesday, January 15 will be charged the delegate drop fee. **All** fees become **non-refundable** on **Friday, February 1**.

**Note:** All deadlines are at **11:59 pm** of the listed date. New registration periods/fees/policies go into effect at 12:00 am of the listed date. For those making payments by check, the check must be postmarked by the listed date.

All information within this table has been finalized and there will be no changes or exceptions made to it at any point. All other information presented within this document is simply a description of the registration process and is subject to change at any time.

Any questions in relation the following information and MUNI XXIV registration can be sent to our Under-Secretary-General of Registration, Vibha Pandurangi, at

[registration@illinoismun.org](mailto:registration@illinoismun.org).

## Advisor Network

It is strongly recommended that you very accurately estimate your delegate numbers, submit your Delegate Assignment Roster ASAP, and have constant communication with USG of Registration Vibha Pandurangi about any issues that arise with any delegates, planning, and payments.

It is also vital that you are constantly updating your Advisor Network information, including delegate count and payment checks so we have proper records. **While emailing us about a change is very much appreciated and highly encouraged for purposes of clarity and detail, it should be used in addition to updating your Advisor Network information. It does not serve as a substitute.**

Diligently updating your information will ensure that you meet all deadlines and that the USG of Registration can contact you about any questions/concerns immediately regarding your registration status which can then help prevent you from having to pay any late fees or drop fees.

# Required Fees and Materials

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## Registration Form

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Completing this form through our Advisor Network is the very first step of registering for MUNI XXIV. It requires all basic information that we need to begin the registration process for your school such as your advisor contact information, initial/estimate number of delegates, and position preferences.

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## School Fee

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A one-time payment made to advance past the first stage of the registration process. This fee is non-refundable and must be received before you receive your delegation's country/position assignments.

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## Student Liability Release Forms

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These forms must be filled out by every student that attends MUNI XXIV. You will turn these in either by uploading them to Advisor Network or in hard copy form on the first day of the conference at the hotel to MUNI XXIV Registration Staff.

These forms are required of every student. We will not release credentials to any student who does not complete this form and will not allow them to participate in any official MUNI XXIV activity. Any student who fails to complete this form will also not be allowed on the buses used for MUNI XXIV transportation. You can find the link to a PDF copy of these forms on the registration page of our website.

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## Transportation Fee

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This fee is a flat rate, one-time payment that covers busing for your entire team to and from the designated hotel and our conference location on campus for the entire weekend. Transportation is optional, so this fee will only appear on your invoice if you select that your team will require transportation on the MUNI XXIV Registration Form. All transportation will be centralized to and from the designated hotel. It is highly recommended to book your rooms at the designated hotel if you will require transportation.

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## Delegate Assignment Roster

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This roster is due on the same date as your Delegate Fees and should be submitted through the Advisor Network system. It requires the names of all delegates that you intend to bring to our conference, their country or position assignments, and committee assignments. We also require each of your delegate's and advisor's hotel room numbers should any contact issues or safety concerns arise as well as for the purposes of Midnight Crisis wake ups. Hotel room numbers must be entered into the roster on the first night of the conference. More information about hotel room number entry will be discussed at the Advisor Feedback Session on the first night of the conference.

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## Delegate Fee

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This fee is charged for each delegate you bring to the conference.

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## Delegate Drop Fee

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For those who register under the Early and Regular Registration period, this fee is charged per delegate that you drop from your Delegate Assignment Roster. The dollar amount is 50% of the Delegate Fee, which may differ depending on the registration period. Since you will have already paid your Delegate Fees and will have submitted your Delegate Assignment Roster by the Drop Deadline, we will refund you 50% of your Delegate Fee payment per delegate dropped.

For those who register under the Late Registration Period, this fee is charged per delegate that you drop from the number of delegates you initially register for. The dollar amount is 50% of the Delegate Fee. If you have already sent in your Delegate Assignment Roster, you will be charged in the same way as those who registered in the Early and Regular Registration periods. Otherwise, you will be charged by being required to send in 50% of the Delegate Fee for each delegate you drop from your initial numbers that you register with. We highly recommend ensuring that the delegation size is precise to avoid paying the drop fee.

## **Position Assignments**

Position/Country assignments for each of your delegates will begin to be sent out through email in December. The exact date will be announced in the coming weeks. Position assignments will not be sent until we have received your delegation's School Fee payment.

## **Waitlist Information**

MUNI XXIV is capped at 522 delegates total. Should we reach this number, we will implement a waitlist. If your delegation's registration is after we reach our capacity, you will be put on our wait list.

In the event a school or a number of delegates drop that brings our total under 522 total delegates, we will give out those spots to the first school on the waitlist. The first school on the waitlist is the first school that registered after we hit the 522-delegate mark. All registration forms are time stamped, so we can assure that the spots will be drafted fairly and accurately.

We will be giving out spots for delegates to waitlist members, not entire delegations. For example, if we are at the 522-delegate maximum and a school that was bringing 15 delegates drops out, bringing the total down to 507, and the first school on the wait list signed up with 30 delegates, we would give 15 delegate spots to that first school as opposed to allowing their entire delegation to attend the conference. We will continue to give spots to the first school on the wait list until their entire delegation has been exhausted from the wait list.

If a school registers with more delegates than remaining spots, they will automatically become the first school on the wait list for their remaining spots. For example, if a school registers to attend with 30 delegates but we only have 15 remaining spots, we will accept 15 of their delegates and their remaining 15 spots will be placed at the top of the wait list.

# Pre-Conference Registration

## *Part I: School Registration*

1. Complete and submit the Registration Form through the Advisor Network System, which can be found on the Registration page of the MUNI XXIV website. This form requires the following information: school name, advisor contact information, transportation requirements for the conference, estimated number of delegates, and position preferences. After submitting the Registration Form, you will receive a confirmation email with your chosen Advisor Network username & password and registration status.
2. Within two days of submitting the Registration Form, you should also receive an invoice listing all the fees owed and the respective deadlines through email. All payments need to be in the form of a check written out to Illinois Model United Nations. Checks must be sent our P.O. Box at the address Illinois Model United Nations 302 E. Green St. #2332 Champaign, IL 61820-998. All payments must be postmarked by the listed deadline. **Note: For tax purposes, we would like to inform you that we are a 501 (c)(3) nonprofit organization. Our tax I.D. Number (TIN) is 46-2739197.**
3. Pay the School Fee. Country and position assignments will not be sent out until we have received your School Fee. If we do not receive your School Fee by the deadline specified in the MUNI XXIV Registration Table and your invoice, you will be charged with the next registration period's rates. You will be sent an email in the event that you miss the School Fee deadline that informs you of this change along with an updated invoice. There are no exceptions to this policy.
4. Once you have sent in your School Fee, **you must mark it as "paid" in the Advisor Network** so we know its on its way and we can update our records. After we receive your School Fee, you will be sent an email with a receipt and a notification that we have marked it as "received" in the Advisor Network system.

## *Part II: Delegate Payments*

After you receive your position/country assignments, pay your Delegate Fees and submit your Delegate Roster.

### Delegate Fees & Delegate Drop Fees

The Delegate Fee, as listed in the Registration Table, is paid per delegate.

If a delegation drops delegates past the deadline listed in the Registration Table, we will charge a Delegate Drop Fee per delegate that is removed from the roster past the given date.

### Delegate Roster

This roster must contain the names of all delegates you intend to bring to our conference, the positions you have assigned them, and their committees. You will fill in the hotel room number portion on the first night of the conference. As long as the waitlist is not in effect and the drop deadline has not passed, you may add and drop delegates freely from your roster (an updated invoice will be sent to reflect these changes).

If we reach our maximum capacity for delegates, a mass email will be sent to advisors and the Registration page of the website will be updated. In this case, you may not freely add to your Delegate Roster. Please email us with any additional delegate requests, and we will add them to the waitlist.

For early/regular registrants: If we do not receive the payment by the deadline listed in the table or if the payment is postmarked past the deadline for Delegate Fee payments, the school will be charged the Late Registration period's Delegate Fees. An updated invoice and email will be sent to reflect this. There are no exceptions to this policy.

For late registrants: If we do not receive the payment by the deadline listed in the table or if the payment is postmarked past the deadline for Delegate Fee payments, the school will be dropped from the conference and will be given the option to re-register. Note that if there is a waitlist, these spots will be offered to the first school on the waitlist once dropped. **Otherwise, all fees owed to Illinois Model United Nations will still be required.**

Once you have sent in your fees, mark them as paid in the Advisor Network so we know the payment is on the way. Once we have received it, you will be sent a receipt and a confirmation notification.



### *Part III: Transportation and Confirmation*

1. Pay the Transportation Fee by the date listed in the Registration Table. You are encouraged to submit the Transportation Fee as soon as possible; you need not wait until the Delegate Roster and Fees have been submitted. This is a **refundable fee**.
2. After Friday, February 1, all fees paid/owed to Illinois Model United Nations become completely non-refundable/required in full as reflected in the most recent invoice.

If your delegate drops out of the conference entirely after this date or is dropped for missing the last deadline, you are still required to pay all fees in full to Illinois Model United Nations as stated in the most recent invoice. There are no exceptions to this policy.

3. After we have received all required fees and materials, we will send you an email confirming your complete registration for MUNI XXIV for your delegation. The email will also contain a final receipt for all payments made to Illinois Model United Nations.
4. Get excited for MUNI XXIV with your delegation!

# Day-of-Conference Registration

1. Check into your designated hotel and check-in with MUNI XXIV Registration Staff. Regardless of which hotel you have chosen to stay at, you must still go to the designated hotel to check-in with MUNI XXIV Registration Staff.
2. Turn in your Student Liability Forms, if you have not submitted them electronically. If you did submit them electronically, the Registration Staff will now review your submission.
3. If you required busing and paid the appropriate Transportation Fee, Registration Staff will inform you of the time that you and your delegation must report to the front entrance of the designated hotel in order to be taken to the conference location. If you have secured your own transportation for the conference, Registration Staff will inform you of the start time and location of Opening Ceremonies as well as answer any questions on how to get to campus and available parking options.
4. If you have received all credentials and delegate guides and have secured transportation, you are ready to report to MUNI XXIV Opening Ceremonies to start a great weekend!

*If you have any questions concerning the contents of this document, please do not hesitate to contact Vibha Pandurangi, USG of Registration, at [registration@illinoismun.org](mailto:registration@illinoismun.org).*

