

# Harvard Model United Nations China

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June 13, 2017



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COMMITTEES

Dear Delegates and Faculty Advisors,

It is my pleasure to welcome you to the ninth session of Harvard Model United Nations China. As you complete registration for the conference, we kindly ask you to review our conference policies and sign the following documents.

The first two pages outline hotel regulations and conference security procedures and protocols. The third page is our Liability Release Form, which is required for participation in HMUN China and must be submitted by January 15, 2018. Every delegate and faculty advisor must complete his or her own Liability Release Form. Delegates' forms must be signed by a parent or guardian.

Legible images of the manually signed forms (only the 4th page of this document) should be scanned and emailed to [info@hmunchina.org](mailto:info@hmunchina.org). The names of the delegates and faculty advisors on the form should be in English and should match the names inputted into MUNBase exactly. This year, we will only be accepting and processing liability waivers that are submitted in the correct format: sent as .jpg, .jpeg, or .pdf, sent as "first name last name" (i.e. John\_Bowers) and compressed in a zipped file. Incorrect submissions (i.e. not in the correct format, without manual signatures, without English names) will not be processed and will incur a late fee if they are not corrected before the deadline. Delegations that do not submit liability waivers for each delegate and faculty advisor by January 15, 2018, will be assessed a late fee of RMB ¥300.

If you have any questions or concerns, do not hesitate to contact our administration staff at [info@hmunchina.org](mailto:info@hmunchina.org). I look forward to welcoming you to HMUN China in March!

Sincerely,

*John D. Bowers*

John D. Bowers  
Secretary-General  
Harvard Model United Nations China 2018



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# Harvard Model United Nations China 2018 Conference Information

## SECURITY RULES

### ALCOHOL POLICY

Consumption and/or possession of alcohol at the conference will not be tolerated under any circumstances. If a Delegate is found to possess, consume and/or to have possessed or to have consumed alcohol at the conference, the participant's school will be immediately expelled from the conference and Hotel; criminal complaints may be pursued against the Delegate in question.

### CONTROLLED SUBSTANCES POLICY

Controlled substances are likewise illegal and intolerable. The school of any participant found to unlawfully possess or use, or to have unlawfully possessed or used any controlled substance will be immediately expelled from the conference and Hotel; criminal complaints may be pursued against the participant in question.

### HOTEL COURTESY

Participants will be held responsible for vandalism or any other damage that occurs in their rooms. Rowdiness in the hallways, excessive noise, roughhousing, throwing objects, accessing prohibited areas of Hotel premises, and/or other unruly behavior will not be tolerated. False fire alarms will be dealt with severely. The conference and Hotel reserve the right to eject delegates for these or other disruptions to the safety and well-being of other Hotel guests.

### CURFEW POLICY

Curfew will be strictly enforced by the Harvard Model United Nations China ("HMUN China") and Hotel Security staff at the times indicated on the conference schedule. After curfew, Delegates must remain quietly in their assigned rooms; students will not be permitted to pass through hallways or to be in rooms to which they are not assigned. This includes departures from assigned rooms to accept food deliveries. HMUN China staff will be notified if any breach of the curfew policy occurs and will take disciplinary action as necessary.

### FACULTY ADVISOR RESPONSIBILITY

Faculty advisors will be required to conduct a bed-check ten minutes after curfew and to report any absences at that time to HMUN China staff members. Faculty advisors are to assist in achieving delegate compliance with conference rules and policies throughout the conference. Advisors are ultimately responsible for the safety and conduct of their own delegates, especially outside of the Hotel where committee rooms are located.

### VALUABLES

If delegates must bring valuables, they are encouraged to place them in a hotel safe deposit box. HMUN China and Hotel staff are not responsible for belongings left in guest rooms or in meeting rooms.

### DISPLAYS IN WINDOWS

The exhibition of any visible display in guest rooms or other Hotel windows is strictly prohibited. Continued exhibition of any such display after an initial warning may be grounds for expulsion from hotel accommodations and/or conference.



# Harvard Model United Nations China 2018 Conference Information

## SECURITY RULES - CONTINUED

### EXPULSION FROM THE CONFERENCE

The Secretary-General reserves the right to expel any delegate, delegation, school, or group thereof from the conference at any time for violating or failing to comply with conference regulations, or for any other reason. As previously, stated, HMUN China has a zero-tolerance policy concerning alcohol and controlled substances, and violations of the alcohol and/or controlled substance policies will always result in expulsion. Expulsions may occur for other reasons and will take effect immediately at the time they are issued. All conference registration materials (i.e. conference badges and placards) must be surrendered to conference staff upon expulsion.

### DRESS CODE AND CONFERENCE BADGES

The safety of conference participants is of paramount importance to HMUN China. To maintain and enhance delegate security, HMUN China requires all conference participants to visibly wear conference badges at all times during the conference; all delegates are required to adhere to the conference dress code as outlined in the "Guide to Delegate Preparation" and other conference publications. Participants who fail to adhere to these rules may be excluded from conference proceedings and events. HMUN China staff reserves the right to check conference badges of any participant at any time, for any reason whatsoever.

### PHOTOGRAPHY AND VIDEO

Throughout the conference, HMUN China staff and representatives of the conference may take photographs, videos, and interviews that show conference participants both during and in between committee sessions, and which may be used for promotional, educational, or other purposes by HMUN China. By attending the conference and signing the liability release form, participants consent to be photographed, videotaped and/or interviewed and authorize HMUN China to use those photographs, videos, and/or interviews in any manner of HMUN China's choosing.

### ENTRY TO ROOMS

The Hotel has authorized conference security staff, including HMUN China and Hotel staff, to exercise appropriate supervision of delegates and to enforce security rules, which may entail entry into delegate rooms by the Secretariat, HMUN China staff, or Hotel staff.

### OTHER RULES

These rules are in addition to those established by national and local laws and ordinances, participating schools' policies, and common sense. Serious infractions will result in dismissal from the conference of those involved. The Secretary-General reserves the right to issue additional rules or to alter existing rules at any time at his/her discretion. All Delegates and Faculty Advisors are also expected to adhere to the "**HMUN China Terms and Conditions**" which are available at registration and on our website.

### INTERPRETATION OF RULES

All authoritative determinations of fact and interpretations of conference rules and policies are to be made by the Secretary-General at his/her discretion.



# Harvard Model United Nations China 2018 Conference Information

## STUDENT/PARENT/FACULTY ADVISOR LIABILITY RELEASE FORM

By signing this liability release form, each participant agrees to abide by the rules of HMUN China and the conference venue. These rules are established for the participants' safety, as well as for that of the Hotel and its other guests. Rules will be strictly enforced by Hotel security and HMUN China staff.

Every student and faculty advisor participating in HMUN China must sign and return a copy of this form to HMUN China before registering at the conference. Please return a signed form for each participant by January 15, 2018 to [info@hmunchina.org](mailto:info@hmunchina.org). Before submitting your forms, review the liability release form guidelines on the first page of this packet. We will only be accepting and processing forms that strictly adhere to our guidelines. Students must also obtain a signature from a parent or legal guardian. Students or faculty advisors without a completed release form on file prior to HMUN China will not be permitted to register at the conference, and will thus be unable to participate in any conference activities.

I, the undersigned participant from \_\_\_\_\_ (name of school or organization) hereby indemnify and hold harmless, to the fullest extent permitted by law, Harvard Model United Nations China ("HMUN China"), including Beijing Jiapeng Hanfang Education Consultancy Co. Ltd. and the Harvard International Relations Council, Inc. ("the IRC"), their directors, officers, employees, staff, volunteers, and any agents from and against any and all claims, liabilities, losses, costs, or obligations including, but not limited to, attorneys' fees and expenses, which may arise out of my traveling to, participating in, or returning from HMUN China, but excluding liability for injury, death, or damage caused solely by gross negligence of HMUN China and the IRC. I take full personal responsibility for all charges and damages to my hotel room.

I also declare that I have read, understood, and will adhere to the Security Rules of HMUN China, and to the applicable laws of the municipality of Beijing, the People's Republic of China, and any other pertinent laws or regulations in force at the conference location. I declare that I will adhere to any additional rules promulgated by HMUN China before and during the conference, including but not limited to the "HMUN China Terms and Conditions", those published in the conference handbook, and those announced to faculty advisors. I give my consent to be photographed, videotaped, and/or interviewed by HMUN China and for said photographs, videos, and interviews to be used by HMUN China in any manner of their choosing. I understand that refunds or other consideration will not be granted for any reason except as provided for by HMUN China policy and procedure, and agree that I may be expelled from the conference at any time for violating this agreement with no expectation of refund. Refunds or other consideration will not be granted to those registered participants unable to attend the conference for any reason, including but not limited to inclement weather, travel delays, or illness.

I agree that this agreement is enforceable to the fullest extent of the law, and that any provisions herein found invalid as a matter of law will be deemed severable from the balance of the agreement.

Participant Name (print): \_\_\_\_\_

Participant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Name if Participant is a Student (print): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## RETURN TO HMUN CHINA BY January 15, 2018