



Harvard Model United Nations China 2018

Terms and Conditions

By registering for Harvard Model United Nations China 2018 (hereafter referred to as “HMUN China”), you agree to the following Terms and Conditions:

ELIGIBILITY

1. All individuals registered as delegates at HMUN China must be 13 years of age or older and enrolled in—or recently graduated from—a high school during the period of March 15 to March 18, 2018. University students are not eligible to participate.
 - a. The staff and Secretariat of HMUN China reserve the right to investigate the eligibility of any delegate and expel without refund any individual determined to be ineligible for participation as a delegate. Any individual who does not meet the above criteria, who registers in affiliation with a high school that s/he does not attend, or who is otherwise found to be in violation of the HMUN China Terms and Conditions will be considered ineligible for participation.
 - b. Delegations attempting to falsify the eligibility of delegates or otherwise found to be in violation of the HMUN China Terms and Conditions will be considered ineligible for participation at HMUN China in the year following the infraction(s), pending consultation with the Secretariat.

FEES, PAYMENT & DEADLINES

1. The following regular fees apply to all delegations of HMUN China:
 - a. A delegate fee of 1800 RMB (260 USD) per delegate (if paid by January 6, 2018).
2. If fees are paid after the above deadline, the following late fees will apply:
 - a. 300 RMB (per school) for delegate fees paid after the deadline (January 6, 2018).
 - b. 300 RMB for delegate names and liability waivers submitted after the deadline (January 15, 2018).
3. In the event that delegations have fees associated with payment method, HMUN China requires that all delegations cover those fees. This includes, but is not limited to, wire transfer fees.
4. All delegates receiving financial aid are required to attend all SIX committee sessions (Thursday Night, Friday Afternoon, Friday Night, Saturday Morning, Saturday Afternoon, Sunday Morning). Delegates receiving financial aid must check-in with their committee Director to ensure attendance. Delegates who miss more than one-third of a committee session without consulting a member of Secretariat forfeit financial aid.
5. Our refund policy is as follows:
 - a. 50% of delegate fees will be reimbursed for refund requests made up until February 6, 2018.
 - b. No refunds will be issued after February 6, 2018.
6. Delegates are responsible for any transaction fees charged by banks in addition to the delegate fee. HMUN China must receive the full 1800 RMB or 260 USD amount. Delegates must pay off insufficient balances resulting from transaction fees prior to Opening Ceremonies in order to participate in conference.

FACULTY ADVISORS

1. All delegates, whether attending conference as an individual delegate or as part of a delegation, must be accompanied by a faculty advisor. Delegations of fewer than 20 delegates may bring at most 2 faculty advisors, and those of 20 or more delegates may bring at most 3 faculty advisors.
2. Teachers, university students, parents, administrators, and other adults 18 years of age or older are eligible to serve as faculty advisors. Any individual who is eligible to participate at HMUN China as a delegate is ineligible to serve as a faculty advisor. Furthermore, students participating in conference as assistant directors are ineligible to serve as faculty advisors.
3. All faculty advisors are responsible for the safety, wellbeing, and conduct of their delegates.
 - a. The educational quality of HMUN China is primarily dependent on all delegates’ active and professional participation. Faculty advisors can ensure this by monitoring their students’ attendance at committee sessions and helping them understand the skills of diplomacy as practiced at HMUN China.
 - b. During the conference, faculty advisors are encouraged to attend faculty advisor meetings and feedback sessions, to observe their students from the back of committee rooms, and even to advise students on substantive issues. However, participation in the committee process must be left to the delegates and the HMUN China staff. Faculty advisors may not participate in the writing of resolutions or in caucusing activities.
 - c. Faculty advisors are required to assist the HMUN China staff in enforcing Security Policies, Dress Code, and the HMUN China Terms and Conditions with regards to their school’s delegates.

LIABILITY WAIVERS

1. All delegates, whether attending conference as an individual delegate or as part of a delegation, must submit a legible image of a manually signed liability waiver via e-mail by January 15, 2018. Failure to submit these forms on time may delay or prevent a delegate from registering for conference and will incur a late fee (See item 2b under "FEES, PAYMENTS, & DEADLINES").
2. As outlined in the liability waiver, HMUN China does not have the capacity to take responsibility for the safety of delegates, especially outside of the JW Marriott. We implement security policies to the best of our ability, but faculty advisors are responsible for the safety of their delegates (See item 3 under "FACULTY ADVISORS").

COUNTRY ASSIGNMENTS

1. All delegations are responsible for paying for and filling all slots assigned through our country assignment process. Additionally, the following terms apply to slots assigned:
 - a. Any slot originally assigned to a delegate who can no longer attend HMUN China should nonetheless be filled by a replacement delegate affiliated with the delegation to which that slot has been assigned.
 - b. Any assigned slot that cannot be filled must be brought to the immediate attention of the HMUN China staff. The delegation to which that slot has been assigned is still obliged to pay the delegate fee associated with that slot.
 - c. If a delegation sends fewer than the minimum number of delegates allotted for its assigned country, HMUN China reserves the right to switch the school to a different assignment with fewer spots.
2. All delegations that have completed registration by our priority deadline of October 12, 2017, will be given preference for country assignments. All applications received after this date up until December 1, 2017, will be processed on a rolling basis. Once all countries have been assigned or no seats remain, schools that have completed registration will be placed on the wait-list and receive country assignments as they become available. No delegation is guaranteed acceptance to HMUN China, even if the delegation registers before the Priority Registration Deadline.

DELEGATE CONDUCT

1. All delegates must dress in Western Business Attire (WBA) while at HMUN China. As a general rule, WBA requires that delegates dress in a suit jacket, slacks (or skirts for women), dress shirt (ties for men) and dress shoes. National Attire is also permitted. If a delegate's attire is deemed inappropriate by HMUN China staff, the delegate will be asked to leave the session and return with appropriate attire. Clothes that expose excessive bare skin or are otherwise revealing are deemed inappropriate.
2. All delegates are expected to remain "in character" while at HMUN China by consistently advocating the interests and representing the policies of the country assigned. To act "in character" also entails displaying respect for the opinions and ideas of fellow delegates, even if these opinions and ideas conflict with a given delegate's own country's priorities. Delegates are expected to prepare adequately for active participation in committee sessions; delegates in committees with two topic areas are expected to prepare for both, with the understanding that the committee will discuss one or both topic areas during HMUN China.
 - a. Delegates found to be in violation of HMUN China's Security Policies may be barred from further participation at HMUN China and/or expelled from the conference without refund at the discretion of the Secretary-General.
 - b. Delegates who disrupt committee sessions or other conference events may be barred from further participation at HMUN China and/or expelled from the conference without refund at the discretion of the Secretary-General.
 - c. Delegates who antagonize hotel guests or otherwise "disturb the peace" may be barred from further participation at HMUN China and/or expelled from the conference without refund at the discretion of the Secretary-General.

GENERAL CONDUCT

1. HMUN China will not tolerate any instances of harassment or discrimination based on race, gender, sexual orientation, national origin, religion, age, or disability. Further, HMUN China will not tolerate any instances of inappropriate behavior or unwelcome advances of a sexual nature. If any delegate, staff or advisor believes they have encountered harassment or discrimination, which results in a hostile working environment or disparate treatment, they must bring it to the attention of the Secretary-General or another member of the Secretariat. The Secretary-General must then investigate the merits of the allegations, and interview all parties involved. Based on the findings of the investigation, HMUN China may:
 - a. Take no action;
 - b. Issue a verbal reprimand;
 - c. Expel the offending individual from HMUN China without refund;
 - d. Bar the delegation of the offending individual from future participation at HMUN China; and/or,
 - e. Take other actions as deemed necessary and appropriate.

EXCEPTIONS & VIOLATIONS

1. The Secretary-General, Director-General, Under-Secretary-General for Administration, Under-Secretary-General for Operations, and Under-Secretary General for Committees are the only staff members who are allowed to grant exceptions or extensions to conference policies and deadlines. Neither HMUN China nor the Harvard International Relations Council, Inc. is liable for erroneous statements made by other members of HMUN China staff regarding conference policies listed—and not listed—herein.
2. Violation of the policies listed in these terms and conditions may result in the revocation of assigned seats with no refund. Serious violation of these policies or those listed in the conference handbook regarding conduct may result in expulsion from the conference with no refund and potential prevention of registration for all future HMUN China conferences.