

Master Checklist

NMUN-NY 2011



- REGISTER
 - 1 Sept.** - Registration Opens at www.nmun.org. Nonrefundable US\$200 registration fee must be paid before application is considered.
 - 15 Oct** - Preferred Registration Deadline – All applications received by midnight New York time will receive equal consideration for assignments.
 - Ongoing** - Registrations will still be accepted on a space-available basis after 15 Oct. Often the conference fills at 15 Oct. and we have taken a wait list to replace schools that withdraw for budget or other reasons.
- CONFIRM PARTICIPATION (failure to confirm all times may result in cancellation)
 - 15 Nov.** – confirm acceptance of country assignment to outreach@nmun.org. (Assignments are posted 1 Nov.)
NOTE: hotel reservation forms are available by this date. See additional information below.
 - 31 Jan.** – use on-line form (available starting 15 Jan.) to confirm participation and give number of delegates.
 - 1 Mar.** – Last day delegation size can be reduced; contact outreach@nmun.org.
- CONSIDER SCHOLARSHIPS. NMUN offers six awards to registered, returning schools. No awards are made to individual students. More information at: <http://www.nmun.org/scholarships.html> Deadline: **15 Jan.**
- MAKE TRAVEL / LODGING ARRANGEMENTS
 - Travel Documents. If not from the US, check if a visa is required and plan accordingly. NMUN will provide one letter to the Embassy verifying registration which lists all delegation members. Contact secgen@nmun.org.
 - Starting 15 Nov.** – hotel registration forms available at www.nmun.org. Note: deposit required. We recommend confirming availability of hotel before booking flights. Hotel may sell out before the final date to book rooms. Book early!
 - Make Travel Arrangements. Book early for best rates and consider asking about group discounts.
- PREPARE
 - 1 Dec.** – committee background guides and delegation preparation guide available at www.nmun.org.
 - 15 Feb.** – committee updates posted to www.nmun.org
 - if you plan to contact the Mission of your assigned country, start early. Sample forms at www.nmun.org
 - 15 Mar.** – two copies of position papers due (see background guide for instructions)
 - preferred deadline for Chair/Rapp applications to Committee Chairs
- PAY ☺ ****NOTE – business offices may take 4+ weeks to mail a check – plan ahead!****
 - With Application** – US\$200 school registration fee (nonrefundable)
 - Hotel** – deposit due with reservation forms (see forms – available 15 Nov.)
 - full payment due before arrival (see forms)
 - 1 Mar.** – payment must be received by NMUN to qualify for \$125 per delegate rate (vs. \$150 after 1 Mar.).
 - no refunds or reductions in confirmed delegate numbers are allowed after 1 March.
- PARTICIPATE! The 2011 NMUN will be held 17-21 April (Sheraton) and 19-23 April (Marriott)

This checklist is intended to help head delegates and/ or advisors meet the various planning and preparation deadlines. Please contact outreach@nmun.org with specific questions. – The NMUN Team