

Master Checklist

NMUN-Europe 2010



- REGISTER
 - 15 April.** - Registration Opens at www.nmun.org. Nonrefundable US\$100 registration fee must be paid before application is considered.
 - 1 Nov.** - Last day to register for NMUN-Europe 2010

- CONFIRM PARTICIPATION (failure to confirm all times may result in cancellation)
 - 1 Sep.** – Confirm acceptance of country assignment to outreach@nmun.org. NOTE: hotel reservation forms are available by this date. See additional information below.
 - 1 Oct.** – Confirm participation and give number of delegates.
 - 1 Oct.** – Last day delegation size can be reduced; contact outreach@nmun.org.

- 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 outreach@nmun.org.
 - Reserve Hotel Rooms.** Hotel registration information 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 Aug.** – Committee background guides and delegation preparation guide available at www.nmun.org.
 - 1 Aug.** – Committee updates posted to www.nmun.org
 - 1 Nov.** – Two copies of **position papers** due (see background guide for instructions)

- PAY ☺ ****NOTE – business offices may take 4+ weeks to mail a check – plan ahead!****
 - With Application** – US\$100 school registration fee (nonrefundable)
 - Hotel** – deposit due with reservation forms (see forms)
– full payment due before arrival (see forms)
 - 1 Oct.** – payment must be received by NMUN at \$75 per delegate
– no refunds or reductions in confirmed delegate numbers are allowed after 1 Oct.

- PARTICIPATE! The 2010 NMUN-Europe will be held 21-27 November in the Czech Republic!

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