



---

---



**NATIONAL MODEL UNITED NATIONS**  
nmun.org

## **NMUN Faculty/Delegation Leader Preparation Guide**

Tips and Information Guide for Faculty/Delegation Leaders Attending NMUN



This document was first developed in 2014 by Prof. Karen Vogel of Hamline University in response to requests from NMUN faculty. It is reviewed annually by the faculty members of the NMUN•NY and NMUN•DC Advisory Groups.

Please feel free to send suggestions to [info@nmun.org](mailto:info@nmun.org).

© 2018 National Model United Nations

# Table of Contents

Overview.....	3
Before You Go .....	4
Give Yourself Time.....	4
Delegate Recruitment.....	4
Determine Your Budget .....	4
Fundraising Tips.....	5
Institutional Travel Policies .....	5
Hold Harmless/Medical Releases and Emergency Contact Information .....	5
Student Behavior Contracts.....	5
Mission/Embassy Briefings and Visits with Organizations.....	5
Academic Preparation .....	6
Connect with Other Experienced Delegation Leaders/Alumni.....	6
Awards and Grading (for faculty advisors).....	6
Faculty Compensation or Course Release (for faculty advisors).....	6
Junior Faculty and Tenure Expectations (for faculty advisors) .....	7
At the Conference .....	8
Arrive at the Conference Site Early If Possible .....	8
Emergency Meeting Place.....	8
Courtesy to All Hotel Guests.....	8
Elevator Advice.....	8
Early Rather than Late.....	8
Hub.....	9
Roles of Delegation Leaders .....	9
Special Delegate and Faculty Seminars, and Student Programs .....	10
Meet with Alumni .....	11
Take Time for Yourself and Breathe.....	11
Post-Conference .....	12
Re-Entry and Recovery Time.....	12
Publicity and Social Media .....	12
Create a Model UN Alumni Network .....	12
Mentoring .....	12
Grant Writing .....	12
Making the Case for Your Program and Annual Reports .....	12
Assessment (for faculty advisors).....	13
Sample Forms.....	14
Sample A: Emergency Contact and Medical Information Release Form .....	14
Sample B: Acknowledgement of [Hotel Name] Noise and Property Policy, Code of Conduct for National Model United Nations (NMUN) Conference, and Behavior Rules .....	15
Sample C: Release, Waiver of Liability, Assumption of Risk, and Indemnity Agreement .....	16
Sample D: Self-Reflection and Assessment of National Model UN (NMUN) Experience.....	18

# Overview

Delegations attending National Model United Nations (NMUN) are varied. They may be led by faculty, administrators, university officials, head delegates (students), or other knowledgeable individuals. They may be part of an official university class, a club, or a hybrid of the two. To help all delegations gain as much as possible from this dynamic program, this guide provides information about pre-conference planning, the conference week, and post-conference activities. Since it is your institution that is registered to attend NMUN, you should seek their approval before implementing any of these suggestions.

Conference-specific information on registration, accommodation, costs, and committee preparation can be found at [www.nmun.org](http://www.nmun.org). Important [Conduct Expectations](#) are also posted on the website.

After reading this guide, if you still have questions, they are always welcome at [info@nmun.org](mailto:info@nmun.org).

# Before You Go

## Give Yourself Time

Preparing for NMUN is a lengthy and demanding process. You will need to pace yourself. Be aware that there are numerous deadlines far in advance of the conference itself. Plan ahead as much as possible; consider the time required to learn, problem-solve, or readjust activities when necessary. Know that you are embarking on a great learning experience, and it is worth the work in the end.

If you are a student leading a Model UN club, try not to overload yourself with other extracurricular student activities. If you are a faculty advisor teaching a Model UN class or club, bear in mind that preparation, attendance, and post-conference reflection will involve a time commitment ranging from several months to a full year in length. Regardless of your structure, do not underestimate the time required. And make sure to have fun!

## Delegate Recruitment

Institutions send delegations with varying numbers of students to NMUN. Large delegations may represent more than one country and pair students to serve on committees. Small delegations may be assigned to share a country.

For your delegation, you should decide how many students to sponsor and whether everyone will be eligible to attend the conference. If only part of your group will attend, you should determine the method of selection such as using an application or interview process. Some groups allow only juniors, seniors, or experienced students to attend the national conference, with less experienced students attending regional or smaller Model UN gatherings. Either way, the selection process and eligibility requirements should be determined in advance and publicized to the group or throughout your campus. You should ensure that all students applying are able to communicate (read, write, and speak) in English, which is the official working language at NMUN.

To recruit members to your group, use social media, campus newspapers, department LISTSERVs, posters, or other methods to get the word out. Consider inviting a Model UN representative from a nearby campus to talk about starting a club or program. Sponsor a campus activity such as an event to raise awareness about UN programs or current international issues while simultaneously promoting your Model UN group. Provide informal information sessions that explain what Model UN is, what the goals for your group are, and which conferences you plan to attend. Involve faculty and alumni who may have participated in Model UN experiences.

Build a team that is as diverse as possible in terms of both gender and ethnicity. Recruit from all disciplines. While business, political science, international relations, law, or global studies are natural sources of students, don't forget students from the sciences and other departments on your campus. Check your institution's policies for creating student groups. Some may have specific guidelines on what types of student organizations are acceptable, whether they need approval to be on campus, how they should operate, and how they are funded.

## Determine Your Budget

Up to a year in advance of registration for NMUN, determine your budget and sources of funding. For example, will you be able to obtain financial assistance from a special fund for student off-campus travel, department or administrative budgets, or some other source? Will the costs of student travel be fully paid by your institution, partially covered, or not supported at all? Will students or faculty have to pay all their own costs? Depending on the policies and procedures of your institution, you may be able to obtain funding from different offices or departments to cover your costs. Some schools may also have special

student activities offices or budgets through student affairs organizations. Consider all possibilities, including fundraising, well in advance of the conference.

### Fundraising Tips

Some groups are fortunate to be fully supported by their universities or colleges. However, many must fundraise to meet conference and travel expenses. Start early, plan carefully, and use multiple strategies. Check out our [NMUN Fundraising Ideas](#).

### Institutional Travel Policies

Verify whether your institution has specific travel policies and procedures for academic student groups. These policies may be different from those for athletes or members of a musical group. You may need to file special forms, acquire emergency contact information for participating students, and give detailed itineraries to institutional officials. Be sure to account for any time needed to obtain approval for student travel if required. Provide a list of your members and a travel schedule to the Dean or appropriate administrative office in addition to your department. Find out who is responsible for making travel arrangements and whether you need to go through a special office at your school. Some student organizations may need to make their own travel arrangements.

### Hold Harmless/Medical Releases and Emergency Contact Information

Collect hold harmless/medical releases that may protect you from liability and authorize you to obtain emergency medical treatment for your members if necessary. Ask for information about any medical conditions students may have. Maintain a list of students' cell phone numbers and emergency contact information (parents or responsible adult). If possible, try to have a faculty member or other campus official accompany your group to the conference.

Your Study Abroad or Off-Campus Study office may have additional tips. Ask for best practices and sample forms for hold harmless releases, medical releases, and behavior contracts. If no forms exist, you may want to create your own (see Sample A at the end of this document). Your institution is registered to attend NMUN; therefore, you should obtain approval from your institution for any forms you wish to use.

### Student Behavior Contracts

NMUN has explicit [Conduct Expectations](#) for students and faculty. Hotels also have policies regarding excessive noise and property damage. Review these policies carefully ahead of time with your delegates and consider having them sign a contract that states they have read and understood the codes. In addition, consider having students sign a behavior contract that sets out expectations and policies on conduct, safety, and responsible use of alcohol. Such contracts define rules for appropriate behavior and the consequences for breach thereof, such as dismissal from the delegation, being sent home, receiving no course credit or a failing grade, liability, and reporting to local law enforcement authorities.

See Samples B and C at the end of this document. Your institution is registered to attend NMUN; therefore, you should obtain approval from your institution for any forms you wish to use.

### Mission/Embassy Briefings and Visits with Organizations

[New York Mission Briefings](#) and [DC Embassy Briefings](#) are encouraged and can enrich the student learning experience. In addition, many NGOs and other UN agencies based in New York and DC are willing to host students for an informational discussion or briefing. Remember that such briefings must be set up in advance. Your delegation is responsible for setting up and confirming appointments, as well as for sending a thank you note afterwards.

Start making contacts approximately three months before the conference begins. Patience and persistence often yield results. Begin with an initial email inquiry, follow up with a formal letter of request, and then send another email or make a phone call. Sometimes an initial phone call seeking the name of the appropriate individual at the mission or agency to contact (such as a deputy ambassador, special administrative assistant, or representative to a particular committee) can be helpful. If yours is a student-led delegation, having a faculty member or university administrator co-sign the initial letter or email contact can be productive.

## Academic Preparation

Academic preparation for the conference is of paramount importance. The better the training, the more successful your conference experience will be. Whether you are a class-based or student club, holding regular meetings throughout the academic year is key. Create a calendar or timeline with important dates and deadlines to share with your delegation.

To get started, check out the Prepare for Committee sections on each conference's page at [www.nmun.org](http://www.nmun.org). Review the [NMUN Delegate Preparation Guide](#) and Committee Background Guides as soon as they are available. Begin your country research as soon as you have received your assignment. Try to downplay winning awards. Instead, focus on acquisition of information, foster conflict resolution and problem-solving skills, learn the rules of procedure, and have a good time! Don't forget to take advantage of university and community resources available to help prepare students. Some examples include research assistance from librarians or professors and leadership skills training from student affairs. Be sure to seek these out early and follow up. If you are conducting a class, grade on practice exercises, research, and position papers prior to the conference.

## Connect with Other Experienced Delegation Leaders/Alumni

If this is your first time leading a NMUN delegation, you may feel overwhelmed or uncertain about what is expected of you. Connecting with others can be helpful. Find out if other NMUN groups exist at schools in your region or city. Contact alumni in your area who participated as faculty, delegation leaders, delegates, or staff. They are usually happy to share their experiences and often provide valuable insight. Delegation leaders may want to connect with former and current leaders in their area for informal conversations about conference preparation. Network at the conference as well. Seek out mentors. Ask NMUN staff or members of the Advisory Groups from New York or DC to connect with you or to recommend someone else. A quick reminder: during these meetings, you should not engage in any pre-conference resolution-writing or discussion, but you can certainly ask questions about the conference experience and suggested preparation.

## Awards and Grading (for faculty advisors)

As NMUN notes, awards and grades are not the main focus of a delegation's work at the conference. Good preparation will yield the best experience overall. Faculty teaching a class should not use academic credit or grading policies that force participation beyond a country's normal role in the UN system. For example, students should not be graded on how many speeches they give, how often they appear on the Speakers List or make a motion, or how many working papers they write. Grades should not be based on whether delegates receive committee or conference awards. NMUN encourages grading to be done on pre-conference preparation or points given for attendance and engagement. Operate with the philosophy of "train, trust, and encourage": excellent academic preparation and practice will give students the tools they need to be great delegates.

## Faculty Compensation or Course Release (for faculty advisors)

Every institution has different ways to view faculty advising duties for student programs. Some institutions compensate faculty with extra salary or honorariums for their work. Others provide a course release to allow faculty time to do Model UN work. Still other institutions treat Model UN as an academic program,

with faculty members teaching Model UN and traveling with students as part of their regular academic duties. Some schools do not provide any compensation at all for their faculty, and Model UN is purely a volunteer activity. Check with your institution to see if policies exist for compensation or time release.

### Junior Faculty and Tenure Expectations (for faculty advisors)

If you are a junior faculty member who is on a tenure track, you may wish to get a sense from your department, university administration, or Faculty Tenure Committee about how Model UN will be evaluated as part of your work. For example, does it fulfill service requirements? Or would advising Model UN students be viewed as outside normal university activities? You might be able to count Model UN as part of your faculty development or teaching load. Many opportunities exist at the conference for meeting international experts, attending faculty programs, and gaining inspiration for writing projects on your own or with colleagues. If you need ideas about how to contextualize your Model UN work in preparation for tenure, seek advice from other faculty at the conference.



# At the Conference

## Arrive at the Conference Site Early If Possible

If your time and budget allow, consider arriving at the site one or two days before NMUN begins. NMUN conferences are held in incredible cities and countries around the world. Delegates tend to focus on NMUN work much better if they have had a chance to enjoy the area prior to the start of the conference. Arriving early also allows all of you to become familiar with the hotel, restaurants, and other services close by before the conference begins and avoid some of the crowds when picking up hotel keys.

## Emergency Meeting Place

Identify a designated meeting place outside of the hotel in case of an emergency at the conference itself. For example, you might pick the lobby of another nearby hotel. Determine who, in addition to a faculty advisor or head delegate, should be a contact person for phone calls in case of an emergency.

## Courtesy to All Hotel Guests

Delegations are encouraged to stay at the conference hotel, both for convenience and the added security of being near their lodging when arriving at and leaving sessions. The conference hotels are not student housing and often have other guests nearby who are paying much more than the NMUN discounted rate. Out of respect for other guests, noise must be kept to a minimum in the hallways and guest rooms. The hotel maintains the right to remove or fine any offending delegations.

Please remind one another to exhibit proper decorum at all times in the hotel. Faculty advisors and head delegates are expected to monitor their students and provide corrective feedback if they witness inappropriate behavior. If faculty members feel comfortable, they should remind other delegations as well as their own about courtesy to all hotel guests and in regard to noise. Voices should be kept down, and hotel room doors should be closed gently. Remind students to refrain from holding conversations in the hallways or by the elevators on guest room floors.

The rules of the hotel and the conference must be taken seriously at all NMUN conferences. At the New York conference, NMUN hires outside security to help remind delegates of hotel policies. Please emphasize the importance of courtesy and cooperation with any NMUN staff member or security officers.

## Elevator Advice

Especially in New York, hotel elevators often get packed and operate slowly. Crowds waiting in the lobby for elevators in between committee meetings or conference events can be extensive. Plan ahead and leave for your event in the hotel at least 20-30 minutes prior to when you need to arrive. Be patient and polite, and do not overcrowd elevators. If you are on a lower floor in the hotel, take the stairs. Remind delegates to ensure they have enough time if they wish to return to their rooms between sessions and other events.

## Early Rather than Late

Leave for all events early, particularly in New York (note elevator advice above). This is especially true for Opening and Closing Ceremonies, even if these events are at the hotel. You can always bring something to read while you wait. If you arrive only a few minutes before an event starts, or even five minutes late, your delegation may not be seated or may be directed to an overflow room.

## Hub

Make use of the electronic conference Hub, which collects all committee information in one place. You will find a link to it on the NMUN [website](#), under your conference's At the Conference section, in the General Resources box. The Hub includes the Speakers List for each committee and can assist you in making it to the committee in time to watch your delegates speak.

## Roles of Delegation Leaders

New faculty advisors, club leaders, and head delegates often have questions about their role at the conference. NMUN has established some general guidelines that can be found in the NMUN [Conduct Expectations](#) and conference programs. Reminders and additional notes on roles are highlighted below.

### **Monitor your delegation and ensure that your students behave in accordance with conduct expectations, conference rules, and hotel or venue policies**

- Leaders should model professional behavior and encourage your delegation to maintain the highest level of professionalism toward all conference participants and staff.
- Simulations are powerful learning tools, but as students immerse themselves into roles as diplomats to represent the interests of their Member States, this should not be used to excuse inappropriate behavior. It is important as a faculty member or delegation leader to encourage students to reflect carefully and thoughtfully on their role, particularly if they are representing a state that has a challenging history on issues such as human rights.
- NMUN conferences draw students from all over the world. Prepare students to be culturally sensitive and mindful that they will encounter people with different backgrounds. Everyone should maintain a high standard of diplomatic, sensitive, respectful, and considerate behavior toward others.
- Please review the Conduct Expectations with your delegation members. We will not tolerate harassment, intimidation, abuse, or violence of any kind. Notify the NMUN committee staff if uncomfortable with anyone's behavior, words, actions, or inaction.
- English is the official working language of the conference. However, bear in mind that English will not be the first language for many students, and it is inappropriate to isolate delegates who may need more time to get their point across. Likewise, it is unacceptable to caucus in any language other than English.
- Ensure your students do not bring pre-written resolutions to committee and that they understand what plagiarism is. If NMUN is part of your class, deduct points from any students who violate these policies.
- All delegates, faculty, and guests should dress appropriately and be attentive to professional business attire for both conference events and mission briefings. Make sure everyone has read the [Dress Code](#).
- Delegates should be on time for sessions and mindful of time limits for informal debate (suspension of the meeting).
- Verify that your delegates are attending their committee sessions. Remind them of the educational purpose of the simulation. Instill in them their responsibility to represent their country well. If they do not show up to committee, their country has no voice, which adversely affects their delegation, their school, and other delegates. If your Model UN program is part of a class, award points for daily attendance.

### **Support your students**

- Faculty advisors and head delegates serve as coaches and cheerleaders. Encourage everyone to keep a positive attitude and let them know that you are available to support them when they need it.
- Set up mandatory start/end of day delegation meetings or debriefings. Do this at the conclusion of the conference as well.

- Touch base with your students informally in the morning before sessions start, during breaks, and in the evening after sessions are over to see how things are going and to answer any questions they might have.
- Think about having a special celebration dinner at the end of the conference to reward success and allow your delegates to regroup, share experiences, and prepare for the trip home. Consider regrouping for reflection a week or more after you return home.

#### **Adhere to conduct guidelines for delegation leaders**

- During the conference, faculty can serve as resources and help students to understand their country's policies, questions of international law, problem-solving strategies, diplomatic styles, and operations of UN agencies and committees. However, this should be done outside of committee or informal debate (suspension of the meeting).
- Faculty members may not participate in writing or drafting resolutions or engage in committee or informal debate (suspension of the meeting) activities with their students.
- Refrain from texting students during informal debate (suspension of the meeting) or committee sessions unless there is an emergency. Let students demonstrate their research skills, preparation, and abilities to work in groups on their own. If they are well prepared, they will be successful.
- Faculty or head delegates not assigned to a committee can observe committees quietly from the back of the room, but they may not interfere with committee and informal debate (suspension of the meeting) processes. Observers should refrain from chatting in the back of the committee rooms. Faculty and other leaders should not advise committee chairs what to do or direct delegates how to engage. If you see a problem, speak with an NMUN staff member or a member of the NMUN Board of Directors.
- Delegation leaders should engage respectfully with all volunteer staff. Should you have a particular question regarding committee proceedings, please remember that not all questions can be answered directly by volunteer staff, who may direct you to a member of the volunteer Senior Staff. Should you have specific concerns regarding committee proceedings, the Head Delegates meeting is often the most appropriate course of action and the way in which the situation might be dealt with most readily. If the concern is time-sensitive, feel free to approach any member of the volunteer Senior Staff directly. Refrain from asking volunteer staff about your delegates' performance in committee.

#### **Facilitate briefings**

- If delegates have a chance to attend a mission or embassy briefing or to visit with another international organization while at NMUN, professional behavior is important. Faculty and other leaders can help prepare students for visits and give them guidelines for appropriate questions and topics for discussion. Learn about your country's mission or the organization you will visit in advance. Remember to be respectful, listen carefully, and ask questions that will facilitate your learning experience. You can provide leadership, assist members in staying organized, and ensure everyone arrives on time.
- After visits, be sure to have your students write formal thank you notes to people who helped facilitate a meeting or who provided information and briefings.

### **Special Delegate and Faculty Seminars, and Student Programs**

A program with a list of all activities is available at all NMUN conferences. On each conference page at [www.nmun.org](http://www.nmun.org), there is an At the Conference section that includes the schedule. Along with the conference simulation, NMUN offers a number of worthwhile programs for students as well as faculty. For students, these include delegate seminars with experts from the UN, NGOs, and other organizations; an Opportunity Fair with representatives of graduate programs and other groups with potential internship and employment opportunities; and a Delegate Dance in New York. Faculty sessions may include receptions, roundtable discussions on pedagogy or preparation, mentoring for first-time faculty, panels on international topics, and other events. These programs are a great way to network with other faculty or

delegates, experts in the field, and NMUN staff. Encourage attendance by your delegation as they are worth your time.

### Meet with Alumni

Consider arranging for your delegates to meet with alumni from your school who are working in the area where the conference is located. These meetings can provide students with a great opportunity to learn about potential careers in the city and how best to use their Model UN skills. Alumni often enjoy a chance to connect with your school and the Model UN program.

### Take Time for Yourself and Breathe

As exciting as NMUN can be, the whole experience can also be exhausting. You will have moments where you just need to stop and breathe. Take breaks; a quick walk outside of the hotel or a coffee break can restore your energy. Don't skip meals. Pace yourself. Enjoy time with new friends, and keep things in perspective. For faculty, if at all possible, try to have your own room at the hotel; do not share with a colleague or students. Your own space and moments of privacy will be invaluable. Most NMUN conferences have a room set aside for faculty use that includes Wi-Fi access. Make use of this faculty gathering space.

# Post-Conference

## Re-Entry and Recovery Time

Depending on which conferences you attend, you may still need to return to your home campus to finish a semester. Shifting from an exciting and exhausting week at NMUN to the routines of your university may require adjustment and recovery time. If possible, try to return a day before you have to be back in classes. Remind delegates to save some energy for the work that they may still need to complete in other classes back home. Organize a session with your students to debrief, to process the whole Model UN experience, and to discuss how to share what was learned with your campus. Consider including a guided reflection as a group discussion or written assignment to help students recognize their learning and skills development (see Sample D at the end of this document).

## Publicity and Social Media

Publicity, such as a panel presentation/slideshow, an article in the student newspaper, a video feature on your school's Facebook page, or the use of Twitter, can get the word out about your program. You can use publicity and social media to recruit future interested students and to educate your university community about the activities of Model UN. Creating a website may help to promote your club/organization; keep track of alumni; and memorialize previous delegations, leaders, and accomplishments. Some universities may allow you to create a page on their site. Schedule a follow-up visit for your delegation to thank funders (e.g. Dean's office) and share copies of conference materials, such as the program and adopted resolutions.

## Create a Model UN Alumni Network

Participation in NMUN is a great opportunity to meet new people and build lasting friendships. At the same time, students often view Model UN as one of the best experiences of their college lives that is worth sharing. As your program grows and students graduate, consider creating a Model UN Alumni Network through LinkedIn, Facebook, or other platforms. A network can allow alumni to stay in touch and engage with current Model UN members. As alumni gain careers in international affairs, business, or other fields, they can also provide advice to undergraduates about job searches, professional development, and graduate or law school.

## Mentoring

Pass along your knowledge to future faculty/delegation leaders from your organization to help provide continuity and program sustainability into the future. Mentor new colleagues and students in program management over time.

## Grant Writing

If you are thinking about expanding your program, working with a faculty member, transitioning from a club to a class, or building partnerships with other organizations, consider looking for grant support through local, regional, or national foundations, NGOs, nonprofit organizations, corporations, or financial institutions. Even small grants may help with bringing in guest speakers, providing faculty release time for development of curriculum, and supporting travel to conferences.

## Making the Case for Your Program and Annual Reports

Sustaining your school's Model UN program and making the case for its financial and academic support is an ongoing process. Consider inviting a university administrator such as a Dean, Provost, or President

to attend a NMUN conference with you. Think about writing an annual report summarizing Model UN activities, which can be presented to your department and to key university officials. Explain how Model UN contributes to internationalizing the curriculum and training students to become global citizens. Draw a connection to university strategic plans or learning outcome goals. Use quotations from student self-assessments or debriefing sessions, and include pictures and charts. Add other evidence to illustrate how students were affected by NMUN and how that impact continues long after graduation. One example would be a list of program alumni who went to graduate school in international affairs or established related internships or careers. In addition to short-term awards, show that recognition and visibility for an institution, even donations and financial support, can result in the long term through alumni who experienced Model UN, used it as a springboard to a career, and now wish to give back to the school that nurtured them.

### Assessment (for faculty advisors)

Learning outcomes and assessment have become important aspects of higher education. Most institutions now have broad university learning outcomes and assessment processes. Check to see if your institution or department has an assessment plan and how Model UN might fit with learning outcomes. The assignments that students complete as part of preparation might be useful artifacts for assessing writing, critical thinking, oral communication skills, and cross-cultural competency. Again, encourage both verbal and written reflection. Ask students what they obtained from the experience, what they learned, how they changed, why, etc.

**Sample Forms** The forms below are provided for reference only. They are not required by NMUN. All forms should be modified to comply with your own specifications and institutional requirements. Your institution is registered to attend NMUN; therefore, you should obtain approval from your institution for any forms you may wish to use.

**Sample A: Emergency Contact and Medical Information Release Form**

*This form must be completed by students participating in NMUN. [University Name] adheres to strict confidentiality policies for personal information, which will be provided to the appropriate university authorities only if necessary.*

**General Participant Information**

Full Name: \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Cell/Emergency Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_ Student ID #: \_\_\_\_\_

Program Name: National Model United Nations Dates of Travel: \_\_\_\_\_

**Emergency Contact Information (Provide Two Names)**

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Email Address: \_\_\_\_\_ Cell/Emergency Phone: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Email Address: \_\_\_\_\_ Cell/Emergency Phone: \_\_\_\_\_

**Medical Insurance Information**

Policy Holder Full Name: \_\_\_\_\_

Policy Number or Name of Insurance Company: \_\_\_\_\_

Group or Individual Policy Number (if appropriate): \_\_\_\_\_

**Medical Conditions Information:**

Do you have any health or medical conditions which are important for us to know about? Check one.

No  Yes (Please provide details below.)

---

---

Do you require any medical or disability-related accommodations? Check one.

No  Yes (Please provide details below.)

---

---

**Medical Release and Consent Statement:**

I HEREBY GIVE PERMISSION FOR (delegation leaders, faculty advisors, and NMUN staff) to seek medical attention for me in case of emergency. In the event of any medical emergency, I (initial one) do \_\_\_\_ or do not \_\_\_\_ authorize and consent to any x-ray examination, anesthetic, medical, dental, or surgical diagnosis or treatment, and hospital care that University representatives deem necessary for my safety and protection. I understand and agree that Releasees assume no responsibility for any injury or damage which might arise out of or in connection with such authorized emergency medical treatment.

**Signature and Date**

*The information above is correct to the best of my knowledge.*

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

## Sample B: Acknowledgement of [Hotel Name] Noise and Property Policy, Code of Conduct for National Model United Nations (NMUN) Conference, and Behavior Rules

### Safety Tips, Advice, and General Rules

Below are general rules and policies to ensure that we all have a wonderful experience. If you have any questions or concerns, please ask one of the delegation leaders.

Review the rules and policies for NMUN and the hotel. Be aware that depending on the violation or issue, students may be suspended from the delegation and prevented from applying for NMUN again. **[If your group is a class, you can also note possible failure of the class or receiving an F on a transcript as a penalty for not obeying the rules]**. Remember, if there is a major problem involving a member of our delegation at the hotel or the conference, the group as a whole could be penalized or suspended from NMUN. You have a responsibility to your delegation members, as well as to [University Name], to abide by the rules of conduct and our general delegation rules.

### Hotel Policies

As per the hotel's Noise and Property Damage Policy, the following will not be accepted: [for the New York conference, you may want to mention it will result in additional fees of up to \$250.00 per room]

- **Excessive Noise** in guest rooms or guest room corridors. (initial warning; possible charge for recurrence)
- **Physical Damage** to hotel property.
- **Smoking** in individual guest rooms, public areas or restaurants.
- **Removing** any hotel property from guest rooms or hotel areas.

### In addition to the policies above, please note the following:

In the United States, it is illegal to drink alcoholic beverages if you are under the age of 21. Hotel policies do not permit alcohol to be brought on property and into guest rooms. Violation of this law or policies may result in eviction from the hotel, dismissal from the delegation, and reporting to law enforcement officers.

In general, it is wise to refrain from drinking alcohol or using any illegal substances. NMUN has strict rules regarding personal behavior. There is no drinking in committee sessions or at conference activities.

No extra guests are allowed in student rooms. Be considerate of your roommates. Do not invite new acquaintances back to your rooms or have non-delegation people stay in rooms. Use other hotel spaces, restaurants, coffee shops, tourist sites, etc. to meet and to socialize.

Keep rooms reasonably tidy. Remove excessive trash, pizza boxes, shopping packaging, etc.

Do not leave your hotel room open or latched in such a way as to allow access, even if you are just stepping out for a minute down the hall. Always close your door.

Be respectful to hotel staff, including housekeepers and security officers. Be considerate, sensitive, and respectful to members of other delegations and faculty advisors.

Remember that you are not in a dorm room but a business hotel. Do not make excessive noise in the hallways, keep voices down, and do not linger in groups on the room floors. Make use of the conference room space or other locations outside the hotel.

Behave in a professional and considerate manner at all times. This includes being on time for meetings, events, or travel to local organizations.

Know the emergency plan for your delegation in case of a problem at the hotel or other venues utilized.

I acknowledge that I have read both the hotel policies above and the NMUN Conduct Expectations (<http://www.nmun.org/conduct-expectations.html>). I promise to abide by NMUN policies and hotel rules. I also will serve, to the best of my ability, as an excellent representative of [University Name] and our Model United Nations delegation.

**Student Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_



## Sample C: Release, Waiver of Liability, Assumption of Risk, and Indemnity Agreement

I, \_\_\_\_\_ (“Participant”), hereby acknowledge that I have voluntarily elected to participate in the following activity/trip: National Model United Nations (NMUN) Conference, to be held in and around \_\_\_\_\_ (insert hotel and city name), from \_\_\_\_\_ (insert dates). In consideration for being permitted by [University Name] to participate in National Model United Nations (NMUN), I hereby acknowledge and agree to the following:

**ELECTIVE PARTICIPATION AND USE OF PHOTOGRAPHS:** I acknowledge that my participation is elective and voluntary. As a condition of my participation, I hereby grant [University Name] the right to use, for promotional purposes only, any photographs of me taken by university representatives, agents, or delegation members or NMUN staff, during my participation in the program. I further understand and agree that [University Name] may use (for marketing purposes) any statements or quotes attributed to me in my evaluation of my program experience.

**RULES AND REQUIREMENTS:** I agree to conduct myself in accordance with [University Name]’s policies and procedures as outlined in university policies or honor codes. I further agree to abide by all the rules and requirements set forth in contracts and policies by our delegation leaders and NMUN. I acknowledge that [University Name] has the right to terminate my participation in the program if it is determined that my conduct is detrimental to the best interests of the group or for any other reason at the university’s discretion.

**INFORMED CONSENT:** I have been informed of and understand the various aspects of the program and its activities, including the dangers, hazards, and risks inherent in the activities, including but not limited to transportation to and from via private vehicle, common carrier or university-owned vehicle, staying in overnight accommodations, weather conditions, conditions of equipment, facility or venue conditions, negligent first aid operations or procedures, and in any independent research or related activities I undertake as an adjunct to the program and its activities. I understand as a participant I could sustain serious personal injuries, illness, property damage, or even death as a consequence of not only university actions or inactions, but also the actions, inactions, negligence or fault of others. I further understand and agree that any injury, illness, property damage, disability, or death that I may sustain by any means is my sole responsibility except for those occurrences that might be judged as due to gross negligence or intentional acts.

**RELEASE AND WAIVER OF LIABILITY:** I, on behalf of myself, my personal representatives, heirs, executors, administrators, agents, and others, HEREBY RELEASE, WAIVE, DISCHARGE, AND COVENANT NOT TO SUE the university, its governing boards, directors, officers, employees, agents, volunteers and any students (hereinafter referred to as “RELEASEES”) for any and all liability, including any and all claims, demands, causes of actions (known or unknown), suits, or judgments of any and every kind (including attorney’s fees), arising from any injury, property damage, or death that I may suffer as a result of my participation in the program and its activities and regardless of whether the injury, damage or death occurs while in, on, upon, or in transit to or from the premises where the activities or adjunct activities are occurring or being conducted. I further agree that the Releasees are not in any way responsible for any injury or damage that I sustain as a result of my own negligent acts.

**ASSUMPTION OF RISK:** I understand that potential risks exist as a consequence of, but not limited to: participation in activities related to the program, travel to and from the program and other venues via private vehicles, taxis, common carriers, weather conditions, overnight accommodations, facility conditions, equipment conditions, first aid operations, and other risks that are unknown at this time. I KNOWINGLY AND VOLUNTARILY ASSUME ALL SUCH RISKS, BOTH KNOWN AND UNKNOWN, EVEN IF ARISING FROM THE ACTS OF THE RELEASEES, UNLESS THEY ARISE FROM THE RELEASEES’ INTENTIONAL OR GROSSLY NEGLIGENT ACTS. I assume full responsibility for my participation in the program and its activities.

**INDEMNITY:** I, on behalf of myself, my personal representatives, heirs, executors, administrators, agents, and others, agree to hold harmless, defend and indemnify the Releasees from any and all liability, including any and all claims, demands, causes of actions (known and unknown), suits, or judgments of any and every kind (including attorney’s fees), arising from any injury, property damage, or death that I may suffer as a result of my participation in the program or its activities, REGARDLESS OF WHETHER THE INJURY, DAMAGE, OR DEATH IS CAUSED BY THE RELEASEES OR OTHERWISE, UNLESS THE INJURY, DAMAGE, OR DEATH IS CAUSED BY THE RELEASEES’ GROSS NEGLIGENCE OR INTENTIONAL ACTS.

CERTIFICATION OF FITNESS TO PARTICIPATE: I attest that I am physically and mentally fit to participate in the program and all its activities, and that I do not have any medical condition or medical record of history that could be aggravated by my participation in this particular program and its activities.

CHOICE OF LAW: I hereby agree that this Agreement shall be construed in accordance with the laws of [insert state name if in the U.S.; otherwise, insert name of applicable jurisdiction].

SEVERABILITY: If any term or provision of this Agreement shall be held illegal, unenforceable, or in conflict with any laws governing this Agreement, the validity of the remaining portions shall not be affected.

**I HAVE READ THIS AGREEMENT AND FULLY UNDERSTAND AND AGREE TO ITS TERMS. I AM AWARE THAT THIS AGREEMENT INCLUDES A RELEASE AND WAIVER OF LIABILITY, AN ASSUMPTION OF RISK, AND AN AGREEMENT TO INDEMNIFY THE RELEASEES. I UNDERSTAND THAT I HAVE GIVEN UP SUBSTANTIAL RIGHTS BY SIGNING THIS AGREEMENT, AND I SIGN IT FREELY AND VOLUNTARILY. BY MY SIGNATURE, I REPRESENT THAT I AM OF A LEGAL AGE CAPABLE OF CONSENT OR, IF NOT, THAT I HAVE SECURED BELOW THE SIGNATURE OF MY PARENT OR GUARDIAN AS WELL AS MY OWN.**

Date: \_\_\_\_\_

Signature of Participant: \_\_\_\_\_

Printed Name of Participant: \_\_\_\_\_

**Signature of Parent/Guardian for Participants Who Are Minors or Not of Legal Age:**

I certify that I have custody of Participant or am the legal guardian of Participant by court order. I have read this Agreement and fully understand its terms and conditions. I am aware that this Agreement includes a Release and Waiver of liability, an assumption of risk, and an agreement to indemnify the Releasees. I join with the Participant in granting a Release to the Releasees as set forth in detail above.

Date: \_\_\_\_\_

Signature of Parent or Guardian: \_\_\_\_\_

Printed Name of Parent or Guardian: \_\_\_\_\_

**Received and Acknowledged by University Official:**

Date: \_\_\_\_\_

Signature of University Representative or Faculty Advisor: \_\_\_\_\_

## Sample D: Self-Reflection and Assessment of National Model UN (NMUN) Experience

To provide both a chance for self-reflection and an informal assessment of our university NMUN program, please take some time to write your responses to each of the questions below.

**Note:** Some of your statements may be shared with university officials in discussing the NMUN program at our school. Feel free to be honest and thoughtful in your comments and suggestions.

### University Assessment Learning Outcomes for NMUN:

[Sample, or insert your own institution's] Assessment learning outcomes for NMUN are:

1. Write effectively and in an organized way about policy positions of country represented and current UN approaches to transnational issues;
2. Complete a research project using appropriate sources;
3. Serve, collaborate, and lead in a group effort;
4. Work to understand cross-cultural differences.

### Self-Reflection and Informal Self-Assessment Questions:

1. To what degree do you feel that you learned, practiced, or enhanced skills such as the use of parliamentary procedure, working in groups, negotiating or developing consensus with others? Please reflect on your experience and give examples.
2. To what extent did you develop, practice, or enhance online or library research on international issues and the United Nations? Please give some specific examples and reflect on your own experience in developing your research skills.
3. How did our preparations or the experience of NMUN enhance your exposure to cultural diversity and differing points of view? To what degree did you learn about or see examples of ways in which gender, class, ethnicity, economics, politics, and global issues intersect? Please reflect on your experience and to what degree you gained more understanding of different cultures.
4. To what degree did you practice or enhance writing and speaking skills as a result of your experience in NMUN this year? In what areas did you improve? In what aspects do you think you could be more effective or develop skills even further?
5. What activities or exercises were most helpful to you in preparing for the conference experience? If we had time, what other exercises or assignments do you think would also be useful? Please reflect on your experience and feel free to make any suggestions or give examples.
6. Overall, what did you find most interesting or valuable specifically about the NMUN conference experience? What did you discover about yourself or your academic and career interests? Would you recommend this experience to other students?