



NATIONAL HIGH SCHOOL MODEL UNITED NATIONS

The 44th Annual Conference: March 2-5, 2018 | March 7-10, 2018

E: registration.nhsmun@imuna.org W: www.nhsmun.org

September 2017

Allison Koehler
Secretary-General
Conference Operations

Dear Faculty Advisors and Friends of NHSMUN,

Welcome to NHSMUN 2018! This letter contains important information about the registration process, details regarding our committees and specialized agencies, as well as an explanation of our fees and timeline of important dates. Please read this letter carefully, as the information is critical to a successful registration. As always, please feel free to contact me with any questions that you might have.

I will begin with a few important details about requests to register and how I will process them. **Registration will be conducted online beginning on Sunday, October 1, 2017 at 12:01 AM (Eastern Time Zone).** It will run through October 15. To register, please go to our website (www.nhsmun.org), and click on the "Registration" tab in the upper menu bar. Detailed instructions on that webpage will guide you through each step of the process. As an overview, beginning on October 1, you will utilize our online form to submit your school information, number of students, and country/committee preferences.

As always, registration and country requests will be processed on a first-come, first-served basis. As such, it is in your best interest to register as early as possible during the **registration period (October 1-15, 2017)** to have the best chance of receiving your top-ranked countries of preference. Additionally, you will be able to confirm your preference for conference session (March 2-5 or March 7-10). Some schools do not have a preference and desire whichever session can accommodate their top country choices. You will be able to specify this as well.

I will do my very best to accommodate all of your requests and preferences. Often, however, several schools request the same countries, and therefore, it is not possible for a school to be guaranteed its top preferences. Additionally, for all schools that request seats on a specialized agency, I will do my best to provide you with at least one or two seats, and more wherever possible. Again, these requests will be processed in the order in which they are received. When selecting your country preferences, please consult the **NHSMUN 2018 Country Matrix**, which lists each of the countries and the committees on which they will be represented. This matrix is available on our website under the "Registration" menu, as well as all other pertinent registration documents.

In the NHSMUN 2018 Country Matrix, you will note that there are maximum and minimum numbers of participants, per country, listed on the right-hand side of the spreadsheet. **Please pay particular attention to these maximum and minimum numbers**, as they are to be used to guide your country-preference rankings. For example, if you plan to bring 15 delegates to the conference, please choose a country for which 15 is between the minimum and maximum numbers. Please do not request countries that cannot accommodate the size of your delegation, as these countries cannot be assigned to you and will make it difficult to accommodate your preferences. Similarly, please try to ensure that your delegation size is as close to the maximum size as possible (e.g., if you are only bringing 8 delegates, please do not request a country that, hypothetically, can hold 24 delegates at its maximum).

As always, NHSMUN will host a diverse range of engaging committees that will fully immerse students in the world of international relations. In addition to committees that are regular favorites, such as DISEC and the Security Council, we are also offering new committees that are sure to engage students whether they are novices or veterans. I am particularly excited to announce that this year, we will be hosting a simulation of the International Labour Organization. The ILO will be run just like it is at the United Nations, with students representing workers' organizations, employers, and governments. This will offer students a rare look at how NGOs and governments work together to tackle some of the world's greatest problems. In addition, we are bringing two entirely new committees to NHSMUN. First, we're excited to announce our first simulation of the International Telecommunications Union (ITU). The ITU is one of the most essential bodies of the UN, helping make telephone, internet, and cellular communication possible across state boundaries. Delegates in the ITU will focus on how we can use technology to help support development efforts in communities around the world. We're also excited to introduce our first simulation of the International Criminal Court (ICC), which will be a specialized agency. The ICC will have a legal focus, like our famed ICJ simulations, but in the ICC, students will simulate the critical decision of whether to charge powerful individuals around the world with crimes against humanity. For more information on these and other committees, please see the full listing at on our website. Additional information about the committees, including Background Guides and Preparation Guides, will become available with country assignments in November!



NHSMUN is a project of the
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Nations Association,
Incorporated (IMUNA), a
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The participant fee for NHSMUN 2018 is \$105 per person. This applies to students, as well as faculty or chaperones. **A deposit of \$55 per student** will be due by November 1, 2017, in order to secure placement at the conference. Within 72 hours of submitting your registration requests online, you will receive an invoice for your deposit payment. It will be possible to pay your deposit via check, credit card, or wire transfer. Please note that deposits are not refundable.

Later this fall, you will receive a second invoice for all remaining conference fees, including delegation fees, to be due in mid-January. A delegation is considered the country (or countries) that a school represents on a non-specialized agency committee (GA Mains/GA Specials/ECOSOC), as well as each seat that it holds on a specialized agency. Please visit our website for a complete breakdown of conference fees.

As a reminder, please be aware of the following important NHSMUN policies:

- 1) With the exception of NYC-based schools, **all schools registering for NHSMUN 2018 are required to stay at the New York Hilton Midtown, where the conference is headquartered.** This policy is in effect for multiple scheduling and logistical reasons. Instructions for making reservations at the Hilton will be distributed in early November after registration concludes and assignments are released. Rates are published on the NHSMUN website under the "Conference > Hotel and Venue" menu. Please contact me if you have any questions about this hotel policy.
- 2) It is highly recommended that each school have at least 1 faculty advisor or adult chaperone present for every 15 students attending. For example, if your school wishes to bring 40 delegates, we would suggest bringing a minimum of 3 adult chaperones. The chaperones do not all have to be teachers from the school.

Finally, here is a timeline of upcoming important dates, for your convenience:

- **September 18:** The NHSMUN 2018 Country Matrix and Registration Guidelines are posted on the website. Groups familiarize themselves with the process and ask any questions they may have.
- **October 1-15:** Registration takes place on our website. You submit your school information, number of participants, preferred countries, and other miscellaneous details and requests. Within 72 hours of your registration, you receive an invoice via email for the deposit payment.
- **November 1:** Deposit payments are due via check, credit card, or wire transfer.
- **November 8:** Acceptance notifications are released, as well as corresponding country and committee assignments. Background guides for all committees are published and available on the NHSMUN website, as well as training guides and preparation manuals.
- **November 10:** NY Hilton Hotel reservations begin. You will work directly with the NHSMUN hotel representative, who will email you reservation instructions on November 10.
- **January 17:** Balance Payment due

I hope that this letter and the Country Matrix are helpful in preparing you for the start of our registration process next month. In the meantime, I encourage you to contact me with any questions that you may have. I am looking forward to working with you!

Sincerely,

Allison Koehler

Secretary-General

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