



Harvard Model United Nations India

Dear Assistant Director,

Kelsey Young
SECRETARY-GENERAL

Daniel Montoya
DIRECTOR-GENERAL

JingJing Zhu
UNDER-SECRETARY-GENERAL
ADMINISTRATION

Sidney Li
UNDER-SECRETARY-GENERAL
OPERATIONS

Eliza Ennis
UNDER-SECRETARY-GENERAL
COMMITTEES

It is my pleasure to congratulate you on your selection as an Assistant Director of the seventh session of Harvard Model United Nations India. As you work with your Director to make preparations for your attendance, we ask that you review our conference policies and ensure your compliance with the directions that follow. As an Assistant Director, you are a member of our staff and will represent HMUN India both before and throughout conference. Therefore, we expect that you uphold the values of HMUN India and follow all conference policies.

The first page is the Assistant Director Agreement, which details the responsibilities of Assistant Directors and will include your formal acceptance of the Assistant Director position. The next two pages outline our security rules for conference and regulations for the venue. Although these rules and regulations were written with delegates in mind, all of the clauses apply equally to Assistant Directors.

Finally, the fourth page is our Liability Release Form. It is required for all participants of HMUN India 2017, including delegates, faculty advisors, and Assistant Directors. If you are under the age of 18, your form must additionally be signed by a parent or legal guardian. Due to legal liability restrictions, we cannot allow participation from any Assistant Director that does not submit a liability waiver.

If you have any questions or concerns, please do not hesitate to contact your Director or our staff at info@hmunindia.org. Thank you for your cooperation, and congratulations again! I look forward to meeting you in Hyderabad.

Sincerely,

ASSISTANT DIRECTOR AGREEMENT

HMUN India will cover each Assistant Director's meals for the duration of conference. Additionally, HMUN India will provide transfers from the airport, railway station, or bus stop in Hyderabad, as well as transfers to the conference venue from HMUN India recommended hotels. However, each Assistant Director is responsible for arranging and paying for all other expenses, including hotel accommodations and travel to and from Hyderabad.

By signing this Assistant Director agreement, you accept the position of Assistant Director at Harvard Model United Nations India 2017. Additionally, your signature indicates that you have read and accepted the following responsibilities of an Assistant Director:

- Attending the AD Bootcamp on Friday, August 11, 2017
 - Being present for the full duration of conference from Saturday, August 12 to Tuesday, August 15, 2017
 - Replying to all conference-related communication (e.g., emails) within 48 hours, and informing your Director beforehand if you will not have internet access for an extended period of time
 - Researching and writing an update paper according to the specifications provided by the Director
 - Generating additional substantive content for Assistant Director preparation as needed
- Please note that failure to meet the responsibilities listed above puts you at risk of jeopardizing your standing as an Assistant Director with HMUN India.

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Assistant Director Name (print): _____

Assistant Director Signature: _____ Date: _____

SECURITY RULES

ALCOHOL POLICY

Consumption and/or possession of alcohol at the conference will not be tolerated under any circumstances. If a Assistant Director is found to possess, consume and/or to have possessed or to have consumed alcohol at the conference, the participant's school will be immediately expelled from the conference and hotel; criminal complaints may be pursued against the Assistant Director in question.

CONTROLLED SUBSTANCES

Policy Controlled substances are likewise illegal and intolerable. The school of any participant found to unlawfully possess or use, or to have unlawfully possessed or used any controlled substance will be immediately expelled from the conference and hotel; criminal complaints may be pursued against the participant in question.

HOTEL COURTESY

Participants will be held responsible for vandalism or any other damage that occurs in their rooms. Rowdiness in the hallways, excessive noise, roughhousing, throwing objects, accessing prohibited areas of hotel premises, and/or other unruly behavior will not be tolerated. False fire alarms will be dealt with severely. The conference and venue reserve the right to eject Assistant Directors for these or other disruptions to the safety and well-being of other hotel guests.

CURFEW POLICY

Curfew will be strictly enforced by the Harvard Model United Nations India ("HMUN India") staff and Hotel Security at the times indicated on the conference schedule. After curfew, Assistant Directors must remain quietly in their assigned rooms; students will not be permitted to pass through hallways or to be in rooms to which they are not assigned. This includes departures from assigned rooms to accept food deliveries.

FACULTY ADVISOR RESPONSIBILITY

Faculty advisors will be required to conduct a bed-check ten minutes after curfew and to report any absences at that time to HMUN India staff. Faculty advisors are to assist in achieving Assistant Director compliance with conference rules and policies throughout the conference. Advisors are ultimately responsible for the conduct of their own Assistant Directors.

VALUABLES

If Assistant Directors must bring valuables, they are encouraged to place them in a hotel safe deposit box. HMUN and the venue are not responsible for belongings left in guest rooms or in meeting rooms.

AGRESSION IN COMMITTEES

Verbal or physical aggression of any nature will not be tolerated in committees. Any Assistant Director who is believed to be in violation of this policy may be subject to the following repercussions: a verbal reprimand, exclusion from awards consideration, expulsion from conference or any other action deemed appropriate by the chair in agreement with the secretary-general.

SECURITY RULES

PLAGIARISM POLICIES

Plagiarism will not be accepted at conference. Assistant Directors who violate this policy when delivering any written or presented work believed to be their own will be ineligible to receive awards. HMUN India defines plagiarism in the following terms:

- Submitting someone else's work (e.g. that of a fellow Assistant Director, a published author or a faculty advisor) entirely as your own.
- Claiming the words of another author as your own (i.e. not citing sources when identical words and phrases have been used in your work)
- Claiming the ideas of someone else as your own regardless of the similarity in phrasing. Here too, sources used to form your thoughts must be cited.
- All sources should be cited as a footnote or endnote, including the following information about the source:
 - Author last name, first name
 - Title of the source
 - Date published
 - Page number/chapter heading

AWARDS ELIGIBILITY

While participants in private delegations will be eligible for individual awards and recognition, the MUN club or private delegation as a whole will not be eligible to receive a delegation award. This is because the participants will represent various schools and the delegation awards are given to recognize the efforts put in by the schools to grow MUN within their ecosystem.

Additionally, Assistant Directors who miss more than one committee session will not be given participation certificates. Special exemptions will be made in the case of a medical sickness or other extenuating circumstances at the discretion of the HMUN India Staff.

EXPULSION FROM THE CONFERENCE

The Secretary-General reserves the right to expel any Assistant Director, delegation, school, or group thereof from the conference at any time for violating or failing to comply with conference regulations, or for any other reason. HMUN India has a zero-tolerance policy concerning alcohol and controlled substances, and violations of the alcohol and/or controlled substance policies will always result in expulsion. Expulsions take effect immediately at the time they are issued. All conference registration materials (i.e., conference badges and placards) must be surrendered to conference staff upon expulsion.

DRESS CODE AND CONFERENCE BADGES

The safety of conference participants is of paramount importance to HMUN India. To maintain and enhance Assistant Director security, HMUN India requires all conference participants to visibly wear conference badges at all times during the conference; all Assistant Directors are required to adhere to the conference dress code as outlined in the Guide to Delegate Preparation and other conference publications. Participants who fail to adhere to these rules may be excluded from conference proceedings and events. HMUN India staff reserves the right to check conference

SECURITY RULES - CONTINUED

badges of any participant at any time, for any reason whatsoever. Failure to display a valid badge may result in expulsion from the hotel.

PHOTOGRAPHY AND VIDEO

Throughout the conference, HMUN India staff and representatives of the conference may take photographs, videos, and interviews that show conference participants both during and in between committee sessions, and which may be used for promotional, educational, or other purposes by HMUN India. By attending the conference and signing the liability release form, participants consent to be photographed, videotaped and/or interviewed and authorize HMUN India to use those photographs, videos, and/or interviews in any manner of HMUN India's choosing.

HMUN INDIA LEADERSHIP FORUM AND SOCIAL EVENTS

The HMUN India Leadership Forum and other social events are part of the conference experience. Any Assistant Directors who wish to be excluded, particularly from the leadership forum, must request a permission slip from the help desk at conference. This will be provided only with approval from the faculty advisor.

OTHER RULES

These rules are in addition to those established by the state of Telangana, participating schools' policies, and common sense. Serious infractions will result in dismissal from the conference of those involved. The Secretary-General reserves the right to issue additional rules or to alter existing rules at any time at his discretion.

INTERPRETATION OF RULES

All authoritative determinations of fact and interpretations of conference rules and policies are to be made by the Secretary-General.

STUDENT/PARENT LIABILITY RELEASE FORM

By signing this liability release form, each participant agrees to abide by the rules of HMUN India and the conference venue. These rules are established for the participants' safety, as well as for that of the hotel and its other guests. Rules will be strictly enforced by the venue security team, the HMUN India security team, and all other HMUN India staff.

Every student and faculty advisor participating in HMUN India must sign and return a copy of this form to HMUN India before registering at the conference. Please upload a signed form for each participant to MUNBase by August 4, 2017. If you are unable to upload to MUNBase, please send a signed copy to info@hmunindia.org. Students must also obtain a signature from a parent or legal guardian. Students or faculty advisors without a completed release form on file prior to HMUN India will not be permitted to register at the conference, and will thus be unable to participate in any conference activities.

I, the undersigned participant from _____ (name of school or organization) hereby indemnify and hold harmless, to the fullest extent permitted by law, Harvard Model United Nations India ("HMUN India"), including Worldview Education Services, Ltd. and the Harvard International Relations Council, Inc. ("the IRC"), their directors, officers, employees, staff, volunteers, and any agents from and against any and all claims, liabilities, losses, costs, or obligations including, but not limited to, attorneys' fees and expenses, which may arise out of my traveling to, participating in, or returning from HMUN India, but excluding liability for injury, death, or damage caused solely by gross negligence of HMUN India and the IRC. I take full personal responsibility for all charges and damages to my hotel room.

I also declare that I have read, understood, and will adhere to the Security Rules of HMUN, and will adhere to the applicable laws of the city of Hyderabad, the Republic of India, and any other pertinent laws or regulations in force at the conference location. I declare that I will adhere to any additional rules promulgated by HMUN India before and during the conference, including but not limited to those published in the conference handbook, and those announced to faculty advisors. I give my consent to be photographed, videotaped, and/or interviewed by HMUN India and for said photographs, videos, and interviews to be used by HMUN India in any manner of their choosing. I understand that refunds or other consideration will not be granted for any reason except as provided for by HMUN India policy and procedure, and agree that I may be expelled from the conference at any time for violating this agreement with no expectation of refund. Refunds or other consideration will not be granted to those registered participants unable to attend the conference for any reason, including but not limited to inclement weather, travel delays, or illness.

I agree that this agreement is enforceable to the fullest extent of the law, and that any provisions herein found invalid as a matter of law will be deemed severable from the balance of the agreement.

RETURN TO HMUN INDIA BY AUGUST 4, 2017

Harvard Model United Nations India | 59 Shepard St Box 205 | Cambridge, Ma 02138



Harvard Model United Nations India 2017 Conference Information

Assistant Director Name:

Parent/Guardian Name:

Assistant Director Signature:

Date (dd/mm/yyyy):

Parent/Guardian Signature:

Date (dd/mm/yyyy):
