

Harvard Model United Nations India

Dear Faculty Advisors,

It is my pleasure to welcome you to the eighth session of Harvard Model United Nations India. As you complete the registration process for conference and make preparations for your attendance, we kindly ask that you review our conference policies and ensure your compliance with the directions that follow.

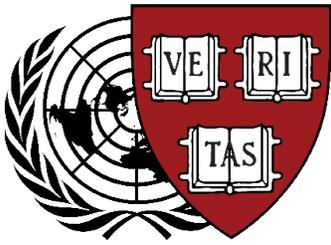
At HMUN India, we hope to build a partnership with the Faculty Advisors to ensure a meaningful and seamless conference experience. We depend on you to maintain the conference quality by acting as a link between the delegates and us. This document will help apprise you about the expectations and roles of the accompanying advisor, enabling us to have a successful conference together.

The first two pages outline our security rules for conference and regulations for the venue. The next three pages detail our Faculty Advisor Expectations and Agreements. The last page is our Liability Release Form. It is required for participation in HMUN India 2018 and must be submitted upon check-in at conference. Every Delegate and Faculty Advisor must complete their own form. Due to legal liability restrictions, we will not allow participation from any Delegate or Faculty Advisor that does not present a completed waiver on MUNBase on or before 1st August, 2018. There will be no exceptions made to this policy, and any fees paid will not be refunded. If you have any questions or concerns, please do not hesitate to contact our staff at info@hmunindia.org. Thank you for your collaboration in this process, and I look forward to meeting you and your delegates in Hyderabad in August!

Sincerely,



Eliza Ennis
Secretary-General
Harvard Model United Nations India 2018



Eliza Ennis
SECRETARY-GENERAL

JingJing Zhu
DIRECTOR-GENERAL

Larry Liang
UNDER-SECRETARY-GENERAL
ADMINISTRATION

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SECURITY RULES

As Faculty Advisors, you are expected to uphold the conference code of conduct and security rules throughout conference, as well as enforcing the rules for your delegates. As per the Expulsion Policy outlined below, any delegation, delegate, or faculty advisor not acting in accordance with the following rules may be dismissed from conference.

ALCOHOL POLICY

While Faculty Advisors are permitted to consume alcohol, we request that they use their discretion in doing so, and to please drink responsibly. In addition, Faculty Advisors are responsible for ensuring that their delegates do not consume alcohol. Failure to follow this policy may result in criminal complaints pursued against the Faculty Advisor in question.

CONTROLLED SUBSTANCES POLICY

Policy Controlled substances are illegal and intolerable for all participants. 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.

VENUE 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 the venue 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 Pages for these or other disruptions to the safety and well-being of other guests.

VALUABLES

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

AGGRESSION IN COMMITTEES

Verbal or physical aggression of any nature will not be tolerated in committees or elsewhere on the conference and hotel venues. Any Faculty Advisor 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.

EXPUSLION POLICY

The Secretary-General reserves the right to expel any Faculty Advisor, 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

SECURITY RULES - CONTINUED

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 security, HMUN India requires all conference participants to visibly wear conference badges at all times during the conference. 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 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.

OTHER RULES

These rules are in addition to those established by federal, Massachusetts, and Boston laws and ordinances, 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 their discretion.

INTERPRETATION OF RULES

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

FACULTY ADVISOR EXPECTATIONS

ADDITIONAL FACULTY ADVISOR RESPONSIBILITIES

In addition to the above rules, we kindly ask that Faculty Advisors (hereby abbreviated as “FA”) pay close attention to the points that follow, as they are critical for the execution of a successful conference for all.

FACULTY ADVISOR AGENDA

At HMUN India, we run a parallel agenda for FAs to keep them engaged during the conference. Faculty Advisors meetings are an important part of this agenda and we recommend that at least one FA from each school is present at these meetings. Missing these meetings could result in missing out on important information.

DELEGATE/FACULTY ADVISOR INFORMATION

We require the FAs to fill in the required Delegate Information/Faculty Advisor Information on the MUNBase. Please note that this information must be accurate as it will be used for printing certificates and ID cards for Delegates and FAs. Any mistakes in filling this out will reflect on the printed material, and we will not be able to make any corrections. In order to avoid this, please fill these out diligently. Kindly fill in this information on or before 25th of July 2018.

TRAVEL/ ACCOMMODATION INFORMATION

We require the FAs to fill in the required Travel Information and Accommodation Information on the MUNBase. Please note that this information must be accurate and filled out diligently. Kindly fill in this information on or before 25th of July 2018.

PRE-CONFERENCE TRAINING

The HMUN India team provides pre-conference training by providing the access to the Background Guides, Preparatory Guides and Webinars. These are preparation material designed by the Secretariat of HMUN India to help the delegates prepare for the conference. This information is communicated to you, and we request you to communicate the same to the Delegates. In addition, we highly recommend delegate attendance at the HMUN India training sessions offered on 12th August before the start of committee sessions.

ENFORCING CODE OF CONDUCT

We hope to work closely with you to enforce the code of conduct and for ensuring the safety of the Delegates. This includes but is not limited to Security Policies, Dress Code, Curfew, Alcohol and Drug policies, etc., as listed above and in the delegate liability form.

CONTACT INFORMATION

It is imperative for the safety of the Delegates that we have a mode of communication with during the conference. Therefore, we ask you to provide your current contact number on MUNBase under the Delegation Information tab on which you will be accessible during the conference.

FACULTY ADVISOR EXPECTATIONS - CONTINUED

DELEGATE PARTICIPATION

FAs are expected to encourage active participation of their Delegates throughout the conference. This includes committee sessions as well as other events that the conference may have such as Speaker series, Social Events, etc. While FAs are encouraged to support their Delegates in every possible way, they are not allowed to disturb committee proceedings. Please enter committee rooms quietly and do not interfere with delegate work. Any Faculty Advisors caught helping delegates write working papers or draft resolutions, write speeches, caucusing, or passing off information to delegates will be placing their entire delegation at risk. If such help occurs, the eligibility of the individual delegate and the entire delegation for awards is up to the determination of the Secretariat of HMUN India 2018.

ELECTRONICS POLICY

Using Laptops and Mobile phones to make notes and draft working papers are completely at the Committee Directors discretion, using the internet in committee is strictly prohibited. Please pass this information along to your delegates, and ensure that if you are using an electronic device in a committee room, that you do so discreetly. Delegates may not share Faculty Adviser electronics in committee without explicit director permission.

GENERAL DECORUM

As a FA, we look up to you to help set the tone for your students. Thus, we hope the Delegation will return the respect received from the Conference Team and ask you to ensure that the students are courteous to our Staff, fellow FAs and other Delegates.

COMPETITION

We would like to reiterate that a Model UN Conference is not essentially about awards alone, but about cultural and global awareness, interactions and the skills that Delegates take back from the experience. As a FA, please join us to set the context for the Delegates to take the most out of this experience and we request your support in promoting Model UN in its true essence.

AWARD POLICY

All awards are purely based on the discretion of the Secretariat. We use a holistic award system, and delegates are evaluated throughout conference. Lack of adherence to the policies above may put awards in jeopardy. Your cooperation and understanding are imperative.

POST CONFERENCE FEEDBACK

After the conference, we will share a feedback form with you. Kindly fill your feedback for all aspects of the conference and share the form with your delegates. This will help us assess our performance and work on raising the conference quality each year.



Harvard Model United Nations India 2018 Conference Information

FACULTY ADVISOR EXPECTATIONS - CONTINUED

Please note that failure to meet the responsibilities listed above puts you at risk of jeopardizing your standing as a Faculty Advisor with HMUN India. If you have any questions, please email info@hmunindia.org.

I hereby understand agree to the aforementioned points and security rules.

Faculty Advisor Name (print): _____

Faculty Advisor Signature: _____ Date: _____



Harvard Model United Nations India 2018 Conference Information

STUDENT/PARENT/FACULTY ADVISOR 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 return a signed form for each participant by August 1, 2018 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.

Participant Name (print): _____

Participant Signature: _____ Date: _____

Parent/Guardian Name if Participant is a Student (print): _____

Parent/Guardian Signature: _____ Date: _____

RETURN TO HMUN INDIA BY AUGUST 1, 2018