



Model United Nations of the University of Chicago
The Thirty-First Annual Session | February 7–10, 2019

Pre-Conference Advisor Handbook



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Dear Faculty Advisor,

Kristen Lubawski
Secretary-General

Hob Du
Chief Operating Officer

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Member-at-Large

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Chief Administrative Officer

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Chief Financial Officer

Isaac Wink
Chief Strategy Officer

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*Under-Secretary-General
Continuous Crisis Committees*

Thank you for your interest in bringing your school to MUNUC! On behalf of the entire Executive Committee, I am honored and excited to work with you over the next several months leading up to the opening of our thirty-first session, held Thursday through Sunday, February 7–10, 2019 at the Hyatt Regency in the heart of downtown Chicago.

This year's conference will build on the successes of past years, emphasizing a pedagogy-centered content program, individualized student attention, and innovative simulation elements foremost among them. Our 31 committees span the gamut of sizes, topics, and formats, and we are confident that students—no matter what their background or interests—will find MUNUC to be a meaningful experience, and a unique forum to practice and build valuable professional and personal skills.

Our administrative team has put together this handbook to guide you through the pre-conference process, from initial registration all the way through trip-planning. While this document was prepared with first-time advisors especially in mind, we encourage you to go through it even if you have attended MUNUC before.

While most processes may be familiar to returning advisers, we have changed a number of key deadlines, procedures, online training modules, and forms. The forms and modules are mandated by University of Chicago policy, and is required for all advisors and delegates.

Complete information about MUNUC and any updates to the information contained within this handbook can always be found on our website, <https://munuc.org>. We will also intermittently send out email reminders and updates.

If you have questions or feedback at any point, please don't hesitate to reach out to us, via email or phone! We'll get back to you as soon as possible, and we're more than happy to assist you in any way that we can. Our contact details are listed at the end of this handbook. Thank you for all your hard work, and we look forward to welcoming you in February!

Sincerely,

Kristen Lubawski

Kristen Lubawski
Secretary General

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Key Dates

Below is a list of the key dates leading up to MUNUC 31, and a checklist of tasks to complete by each deadline to ensure a smooth pre-conference process for your delegation. More details on several of these tasks are included in your school's Google Sheet or at <https://www.munuc.org/>.

Date	Event	Tasks
May 21, 2018	Registration opens	Visit https://www.munuc.org/registration/ to begin the process of registering your school for MUNUC! As registration operates on a first-come, first-served basis, we will follow up with you to confirm your school's acceptance into MUNUC and communicate next steps, including the completion of required liability forms and online pre-conference training for advisors and students.
September 22, 2018	Registration closes and country preferences due	To ensure a timely distribution of country/position assignments, we won't be able to consider country preferences submitted after this date.
October 12, 2018	School registration fees due	If you are sending in a check, the envelope must be postmarked by this date.
October 22, 2018	Financial aid applications due	Please submit by email to cfo@munuc.org . Applications will be considered on a rolling basis.
November 2, 2018	Delegate roster, delegate fees, hotel booking through MUNUC	Delegate roster must be completed in the school's Google Sheet. Delegate fees must be postmarked by this date. All delegations are required to stay at the Hyatt. If you require specific accommodations, please email cao@munuc.org for an application for dispensation. Please note that due to limited space, hotel rooms at the Hyatt Regency will be allocated on a first come, first-served basis.

Date	Event	Tasks
November 2, 2018	All waiver forms and training modules due	<p>Please upload liability forms to your school's Google Folder for all delegates and advisors. We recognize that this may pose a significant logistical burden especially to schools bringing larger delegations, so we accept documents sent via email to cao@munuc.org, as well as hard copies mailed to our office (see the <i>Contact Us</i> section for our address).</p> <p>By this date, all advisors, chaperones, and delegates should also have completed the online training module covering various procedures and regulations relevant to conference, as mandated by University of Chicago policy.</p> <p>Waiver forms and training modules can be accessed through your school's Google Folder or at https://www.munuc.org/.</p>
December 14, 2018	Last day for delegate drops with full refund	<p>Past this date, you will no longer be able to edit your delegate roster in Google Sheets, including to remove students who will no longer be attending. Instead, you'll contact our administrative team, who will help you make any necessary edits.</p> <p>Additionally, while we do ask that you do let us know of students who have dropped, we are unable to refund delegate fees after this date.</p>
January 11, 2019	Position papers due	<p>Student position papers should be submitted via the process outlined at https://www.munuc.org/conference/prep-resources/.</p> <p>Please <i>do not</i> send papers to committee email addresses.</p>
February 7–10, 2019	MUNUC 31 conference dates	<p>Please be sure to settle all outstanding fee balances, including late surcharges, and submit all liability and medical forms by the start of conference! Your delegation will not be eligible to participate until those logistical items have been resolved.</p>

Navigating Google Drive

Google Drive is MUNUC’s online registration management platform. You will use this service throughout the preconference process to submit required information to us, and view important announcements such as country/position assignments. To access this, visit the link sent to you after registration.

Anyone with a link to your school’s Google Folder can edit the school submissions; access to the Sheets in the Folder will be restricted in accordance with the above deadlines.

Section	Description
Forms and Waivers Sub-Folder	Here you will find blank advisor and delegate liability forms, and you will upload completed forms by the deadline.
School Information Sheet	Here you will enter your delegate roster, committee assignments, and adviser information. You can also view your outstanding balance as well as your school’s registration information here.
Google Sheets Guide	This will be a document that guides you through the information submission process before conference.
Advisors/Chaperones	This is where your school’s head advisor information is displayed, as entered when you first registered your school. Please only list the <i>lead advisor</i> as an “advisor“ in our system, and enter all other attending faculty and advisors as “chaperones.” Please be sure to confirm the phone number listed for the advisor so that we are able to get in touch with your delegation during conference, if necessary. Please enter all supervising adults attending the conference on this page. Note that chaperones are also required to submit the advisor liability form.
Delegate Info	This page allows you to manage the delegate (student) roster for your school. You can make changes to the roster at any time before the delegate roster freeze deadline, which for MUNUC 31 is December 14, 2018. Past this date, contact our Chief Administrative Officer, Ms. Nina Shirole, directly at cao@munuc.org to make changes.

If you have any technical issues with your Google Folder, please email our Chief Administrative Officer, Ms. Nina Shirole, at cao@munuc.org and include your name and your school name.

Finances

Fee Schedule

Item	Postmark Deadline <i>Domestic Schools Only</i>	Amount	Notes
School Registration Fee	October 12, 2018	\$120	This is a non-refundable, per-school fee. A \$30 surcharge will be applied to late payments postmarked after October 13, 2018.
Delegate Fee	November 2, 2018	\$65 per delegate	A surcharge of \$15 per delegate will be assessed for late payments postmarked after Nov 17. The delegate fee is refundable for domestic schools only up to December 14.

The above deadlines apply to domestic schools (i.e. based in the United States) only. International schools must submit the school registration fee and 75% of total delegate fees (based on the number of spots requested) within 14 days of receiving a registration confirmation email; otherwise, we will be unable to accept the registration. The entire payment is treated as a *non-refundable deposit*.

Refund Policy

Delegate fees are refundable only if MUNUC is notified of the cancellation before December 14, 2018; after the roster is locked on November 2, please email cao@munuc.org to make changes. After the December 14 date, delegate fees are non-refundable in all circumstances. The \$120 school registration fee is non-refundable at any point, as are all late surcharges and deposits.

Financial Aid

MUNUC is pleased to offer need-based aid to schools and individual delegates. Based on demonstrated financial shortfalls, we award school and delegate fee waivers, as well as reimbursements for travel and hotel costs. Our goal has always been to make cost as much of a non-factor as possible, and we have proudly met 100% of all demonstrated need for several years running now. This year, applications for financial aid will be considered on a *rolling* basis, but must be submitted no later than October 22, 2018. We will return a decision to you as soon as possible, and generally within three weeks. Please note that in some cases, we may defer a final decision on your application until after the October deadline. Additionally, please note that the application, available on the MUNUC website, has been revised from past years. Finally, we encourage schools for whom the cost of attending MUNUC may be prohibitive to fill out a *financial aid estimate form* (also on our website), to get a sense of how much assistance we would be able to provide. Please note this information is subject to change, and for the most current information, please check the website.

Payment Methods

Payments must be made by wire, check, or credit card; we are unable to accept cash payments. We strongly prefer checks, which may be made out to “Model United Nations of the University of Chicago” and mailed to our office (see the *Contact Us* section for our mailing address).

Please email our Chief Financial Officer, Ms. Hannah Pittock, at cfo@munuc.org to pay by credit card or wire transfer, so we can arrange a call to exchange relevant financial details. For credit-card payments, we will collect your card information over the phone, as we do not process payments online.

Travel Logistics

Airports

Chicago is served by two international airports, [O'Hare \(ORD\)](#) and [Midway \(MDW\)](#). Both airports provide convenient transportation options to the conference venue in the downtown Chicago area, though Midway is slightly closer.

From O'Hare:

- We recommend getting on a Blue Line train at the airport and riding it to the Washington station, a 10 minute walk from the Hyatt. This is a roughly 50-minute ride and the fare is \$5 per person.
- Alternatively, you might opt for a taxi or ride-sharing car; for the latter, Uber and Lyft are both reliable options and can pick up directly at the airport. The trip is 30 minutes in good traffic but can stretch to over an hour at peak times. Depending on traffic, you can expect it to cost \$25 and up.
- Shuttle buses and vans are also available, with prices varying depending on the service.

From Midway:

- We suggest getting on an Orange Line train at the airport and riding it to the State/Lake station, a 7 minute walk from the Hyatt. The per-person fare is \$2.25.
- A taxi or ride-sharing car will get to the Hyatt Regency in 25 minutes in good traffic and closer to an hour in rush hour. The cost will vary by trip duration but you can expect it to be at least \$25.
- Shuttle buses and vans from the airport will be available as well.

Trains

If you are arriving into Union Station, you can take the #151 bus from Canal/Jackson to Michigan/E. Wacker, or any one of another buses. You can also take a cab, which should cost under \$10.

Driving

We recommend referring to Google Maps for driving directions. Self-parking is available at the Illinois Center garage for \$49/night. The Hyatt Regency offers valet parking.

Getting Around

The Hyatt Regency is centrally located in the bustling Loop district of downtown Chicago and is close to a number of transportation methods, making it easy and convenient to bring your students around the city. Several dining options and attractions, including Millennium Park (home to Cloud Gate, better known as the Bean) and the Art Institute, are within walking distance.

You might also consider one of the following options should you wish to go further:

- The Chicago Transit Authority, or CTA, operates several bus and train lines that will take you almost anywhere within city limits. In particular, the #2, #4, and #6 buses all run from downtown to Hyde Park, the site of the University of Chicago campus, and back.
- The city is well-served by taxis and ride-sharing services, Uber and Lyft in particular.

Delegate Preparation

MUNUC is proud to provide a diversity of high-quality preparation resources, and we encourage you to emphasize these resources to your students:

- *Background guides* are prepared for each committee by our chairs and crisis directors, and are comprehensive introductions and explanations of the topics that will be discussed at conference. These guides assume no prior knowledge and provide students with a general picture of the current situation of a problem as well as the historical context. Background guides, which will be posted to the MUNUC website by December, are intended as the introduction and springboard to a student's research.
- *Update papers* are published in January, closer to the conference dates, and supplement background guides by informing delegates of recent developments relating to the committee topics and helping them make sense of relevant news breaks.
- Our *website* hosts additional information about committee preparation, including an extensive guide on formulating [position papers](#), which are highly encouraged for all students and are submitted electronically in mid-January. Students can also find a copy of our [rules of procedure](#), the standard set of rules that the majority of MUNUC committees will abide by.

Research Strategies and Resources

We strongly recommend that delegates conduct additional research on their committee, topics, and assigned country or position, so that they can get the most out of their conference experience. Two potential starting points are the official websites of their delegation (if they are representing a country) and of the committee, and sources listed in the bibliography of the background guide—all MUNUC documents are extensively cited, and students can read more in depth about their topics by clicking through those citations.

Through their research, delegates should seek to be able to answer the following questions:

- What is my committee's purpose and mandate? How is it structured (size, voting rights, etc.)?
- What actions are within its powers, and what actions aren't? What has it done in the past?
- What are my assigned country's main foreign policy objectives?
- What stances have diplomats from my country taken on this issue in the past, and how has my country's position evolved over time? What factors and incentives—historical experience, culture, economy, political system and government, and so on—are likely motivating those positions?
- Who are my country's main allies, in general and on the topics of the committee more specifically?
- What approaches and solutions to the committee topics does my country support, or is likely to support? What concrete efforts has it made to address these issues? If none, is there a reason for this?

Our committee executives are also more than happy to speak directly with students via email prior to conference, to provide pointers on research and clarify any questions and points of confusion. Students can find the email address for their Under Secretary-General on its [committee page](#).

Contact Us

Visit our website at <https://munuc.org> for complete and up-to-date information about the conference.

Getting in Touch

We're always here to answer your questions! The easiest way to reach us is via email; you should expect a response within one business day.

For questions regarding...

Contact...

Registration

Including country and position assignments, delegate rosters, liability forms, and position papers

Ms. Nina Shirole

Chief Administrative Officer

cao@munuc.org

Finances

Including financial aid, the fee schedule, and payment

Ms. Hannah Pittock

Chief Financial Officer

cfo@munuc.org

Website

Mr. Na Chaichanawanich

Chief Technology Officer

cto@munuc.org

Anything else!

Our general administrative email:

admin@munuc.org

Or our office phone:

(773) 834-0547

Sending Documents

Our mailing address is:

Model United Nations of the University of Chicago
5706 South University Avenue, Room 002b
Chicago, Illinois 60637
United States of America

You may also fax documents, such as completed liability forms, to (773) 834-0548.

Appendix A: Conference Venue

All conference events for MUNUC 31 will be held at the Hyatt Regency. We are incredibly excited to be moving to a larger space that can accommodate both more committees, as well as more delegates. The Hyatt will provide modern amenities that will improve the conference experience. We welcome the change and look forward to seeing how conference evolves for its thirty-first annual session!

The Hyatt Regency is located in downtown Chicago, near many dining options and less than an hour from the city's major airports at O'Hare and Midway. For your reference, we've also compiled a list of nearby attractions to consider while you're in town in the *See Chicago* portion of this handbook.

The address of the Hyatt Regency is:

151 E Upper Wacker Dr
Chicago, Illinois 60601
United States of America

Room Rates

For your convenience, MUNUC has arranged for the following special room rates at the Hyatt Regency around and during the conference dates of February 7–10, 2019.

Single or Double Room	\$139
Triple Room	\$139
Quadruple Room	\$139

Rates are per-night and do not include tax.

Rooms may be reserved through the link provided by MUNUC after registration. Payments for room fees should be made directly to the Hyatt Regency. Please note that due to high demand, reservations at the Hyatt Regency are accepted on a *first-come, first-served* basis.

Appendix B: Conference Schedule

A rough schedule of major conference events is listed below for planning purposes. Please note this is *highly tentative and will almost certainly change* in the coming months; in particular, we may adjust the timing and order of events, and add or remove programming. A finalized schedule will be available on our website closer to February. All events occur in the conference venue, the Palmer House Hilton, unless specifically noted.

Thursday, February 7

Time	Event	Notes
Afternoon	Conference Registration <i>required</i>	The delegation's head advisor must complete conference registration. During registration, we will distribute all necessary conference materials, including name badges, placards, and folders. Please note that you must settle any outstanding fees and provide missing liability forms at this time.
Late Afternoon	Delegate Training Sessions	MUNUC representatives will run several training sessions from Thursday afternoon to Friday morning to introduce and refresh key Model UN concepts and procedures. Please encourage interested students to attend the training most relevant to them: <ul style="list-style-type: none"> • <i>General training</i>: for delegates on traditional (i.e. non-crisis) committees • <i>Novice training</i>: for newer delegates especially, also on traditional committees • <i>Crisis training</i>: for delegates on a continuous crisis committee • <i>Single session crisis training</i>: for delegates on a single session crisis committee • <i>International training</i>: same content as general training, and with Chinese translations provided <p>We will run multiple sessions of each training type, but the content will be identical, so students need only attend one training.</p>
Early Evening	Dinner Break	Recommendations on quick, nearby dining options will be included in the packet of materials you'll receive when you check in at conference!
Evening	Opening Ceremonies	Admittance will be on a <i>first-come, first-served</i> basis, and we will be enforcing a strict policy of <i>no seatsaving</i> . We may redirect you to one of our alternate viewing rooms in the event that the main ballroom reaches capacity.
Late Evening	Committee Session I <i>required for students</i>	Advisors and chaperones are welcome to observe committees during session!

Time	Event	Notes
Late Evening	Advisor Reception & Briefing at least one advisor must attend	This meeting will take place during Committee Session I. As with all advisor briefings over the course of the weekend, it is mandatory for <i>at least one</i> advisor from each school to attend, as the Executive Committee and Hyatt Regency staff will review key procedures and make important announcements.
12:30am	Delegate Curfew required for students	Students may not be out of their rooms past this point (including in a room that is not their own, e.g. of a friend), unless individually escorted by an advisor.

Friday, February 8

Time	Event	Notes
Morning	Optional Delegate Programming	We plan on hosting an assortment of activities for students during this time block, including a college information session with admissions representatives from the University of Chicago, a forum with a UChicago professor, consulate visits, and additional delegate training sessions. Alternatively, this is an excellent time to take your students out of the hotel and explore the city of Chicago! The <i>See Chicago</i> section has tips on places to visit.
Afternoon	Committee Session II required for students	
Early Evening	Dinner Break	
Evening	Committee Session III required for students	
Evening	Advisor Briefing at least one advisor must attend	Held during Committee Session III.
12:30am	Delegate Curfew required for students	

Saturday, February 9

Time	Event	Notes
Morning	Committee Session IV <i>required for students</i>	
Early Afternoon	Lunch Break	
Afternoon	Committee Session V <i>required for students</i>	This is the last committee session of the day. Unlike on Thursday and Friday, there are no sessions scheduled in the evening to allow you and your students to enjoy Chicago or relax before departing tomorrow.
Afternoon	Advisor Briefing <i>at least one advisor must attend</i>	Held during Committee Session V.
Late Evening	Delegate Social Events	<p>We plan on providing a selection of activities, including a concert, an arcade, and a film screening. MUNUC affiliated security in conjunction with Hyatt Regency staff will be on hand to ensure a safe environment for all participants, so please remind your students to adhere to all relevant policies (to be communicated at conference).</p> <p>Alternatively, we encourage you to plan an event for your school outside the hotel, such as attending a performance (the <i>See Chicago</i> page has suggestions)! But whether you have your students attend the MUNUC - sponsored activities or plan your own, we do ask that you structure this time for your students in advance.</p>
12:30am	Delegate Curfew <i>required for students</i>	

Sunday, February 10

Time	Event	Notes
Morning	Committee Session VI	Activities on Sunday are not required for schools who have to leave early.
11:00am	Hotel Check-Out Time <small>required</small>	<p>This typically falls in the middle of Session VI, so we encourage students to have cleared out of their rooms <i>before</i> going to committee in the morning.</p> <p>Delegates, advisors, and chaperones may store luggage in the Exhibition Hall on the 4th floor. Please note that this area will be unsecured and MUNUC is not responsible for lost items.</p>
Late Morning & Early Afternoon	Closing Ceremonies	Seating will be on a first-come, first-served basis. Schools will be permitted to reserve blocks of seats (unlike with Opening Ceremonies).

Appendix C: See Chicago

The third-largest city in the nation, Chicago is home to world-class recreational and educational attractions, and we are more than happy to help your group arrange events before and during MUNUC! Additional planning resources will be available on our website closer to conference, but we've listed some major attractions below.

The Field Museum of Natural History

<http://www.fieldmuseum.org>

Founded with artifacts from 1893 World's Columbian Exposition, the Field Museum houses Egyptian mummies, an underground adventure, and "Sue," the largest T-Rex in the world!

Shedd Aquarium

<http://www.sheddaquarium.org>

Can you resist an aquarium that shipped seawater directly from Florida to build the first ever inland saltwater collection? In 2007, Shedd Aquarium was the most visited cultural attraction in Chicago.

The Museum of Science and Industry

<http://www.msichicago.org>

The MSI is known for holding unique and bizarre exhibits. See the u-505, the only German submarine in the United States, descend a mine shaft to see a coal mine, or walk through Yesterday's Mainstreet!

The Art Institute of Chicago

<http://www.artic.edu>

Within walking distance of the Palmer House, the Art Institute is home to the famous "American Gothic" and an extraordinary collection of Impressionist paintings featuring Van Gogh, Seurat, Renoir, and more than 30 pieces by Monet.

Adler Planetarium & Astronomy Museum

<http://www.adlerplanetarium.org>

Adler was the first planetarium to ever be built in the Western Hemisphere! Experience space for yourself through an exciting virtual reality environment in the space theater and various hands-on exhibits.

Broadway in Chicago

<http://www.broadwayinchicago.com>

Broadway in Chicago is the source for terrific seats to the most exciting shows in Chicago's bustling downtown theater district. Rush tickets are offered for \$25 on the day of the show!

Willis (Sears) Tower Skydeck

<http://www.theskydeck.com/>

Voted one of the 7 wonders of Chicago! You haven't seen Chicago until you've seen it from the Willis Tower Skydeck—panoramic views from the deck span over 50 miles and 4 states!