



PACMUN 2019

Official Registration Guidelines

Registering for PACMUN 2019

Delegates must register as part of a delegation or as an independent delegate. Please refer to the “Independent Delegates” section of this document for Independent Delegate-specific instructions. Delegates wishing to attend with a delegation should only register after their advisor completes the Delegation Registration Form. **All delegates, regardless of attending with a delegation or independently, will register for PACMUN 2019 through the Delegate Registration Form.**

After completing the registration form, delegates should receive a confirmation email within 24 hours, and a separate committee and position assignment email within 72 hours. If a delegate would like to switch their position and/or committee, they must email the Delegate Affairs team at delegateaffairs@pacificmun.com with their request.

Delegation Registration

In order to attend PACMUN 2019 as a delegation, a delegation representative - an advisor/sponsor teacher or head delegate - must first complete the Delegation Registration form. On this form, the representative must select whether their delegates will pay **individually** (individual payment) or **as a group** (group payment).

Individual Payment Instructions

If **individual payment** is selected,

- Delegates will be redirected to a payment screen upon the completion of their registration form. Delegates will be invoiced the registration fee associated with the registration period, as listed on the PACMUN 2019 registration page.
- Delegates will not receive positions until they have paid their own invoice.
- The delegation will only be invoiced as a whole for the incurred chaperone/advisor room costs.

Group Payment Instructions

If **group payment** is selected,

- Advisors will have the option of selecting the **Early Delegation Discount** or **Regular Registration**.
- If the **Early Delegation Discount** payment option is selected,
 - All delegates must register through the Delegate Registration form prior to **16 September 2019, 11:59 PM PDT**.
 - The delegation advisor or head delegate must confirm with PACMUN Delegate Affairs that their delegation has registered all of its delegates prior to **23 September 2019, 11:59 PM PDT**.
 - The delegation will be invoiced for its delegates at **\$190.00 USD** per delegate and payment will be due **26 October 2019, 11:59 PM PDT**.
 - **If any of the terms above are violated, PACMUN reserves the right to revoke the Early Delegation Discount and charge all delegates from that delegation the Regular Registration delegate fee, depending on the time of invoicing.¹**
- If the **Regular Registration** payment option is selected,
 - All delegates must register through the Delegate Registration form prior to **26 October 2019, 11:59 PM PDT**.
 - The delegation advisor or head delegate must confirm with PACMUN Delegate Affairs that their delegation has registered all of its delegates prior to **26 October 2019, 11:59 PM PDT**.
 - The delegation will be invoiced for its delegates at **\$200.00 USD** per delegate and payment will be due **30 October 2019, 11:59 PM PDT**.
- There are two ways in which a delegation could be charged the Late Registration Price (\$210.00 per delegate) for its entire delegation:¹
 - If payment of the original invoice is not received by **30 October 2019, 11:59 PDT**.
 - If any delegates from a delegation register **after 26 October 2019, 11:59 PDT**.
 - Late Registration delegation invoices will be due **21 November 2019, 11:59 PM PST**, prior to the beginning of the conference.

¹ Should a delegation have any concerns or questions about delegate fee increases, they can and are encouraged to contact the PACMUN Delegate Affairs team at delegateaffairs@pacificmun.com or the PACMUN Secretary-General at sg@pacificmun.com.

Delegation Advisor/Chaperone Rooms

In addition to completing the Delegation Registration form, delegations will also be invoiced the advisor/chaperone hotel fee, covering both nights of the conference, for \$290 per room. It is up to the delegation's discretion to determine how many advisors/chaperones they will bring and if they would like to share/divide up rooms. As a general guideline, PACMUN recommends one chaperone/advisor for every ten delegates.

Delegation chaperones **must** be registered for PACMUN 2019 through one of two means. They can be listed as a part of the Delegation Registration form submitted by the advisor or they can be added later by completing the Chaperone Registration form, found on the Registration page, and selecting their delegation through the form.

Delegation Positions & Hotel Rooming

Within 72 hours of completing the Delegation Registration Form, the advisor and head delegate will receive an email with their delegation's spreadsheet, which will be updated throughout the duration of the delegation's selected registration period to include delegates' position assignments and their hotel rooming information.

Delegation rooming will be left to the advisor's and head delegate's discretion. The advisor and head delegate will be able to specify which delegates in their delegation are to be placed in which rooms through the delegation spreadsheet. Please remember when making these decisions that all rooms are single-sex, quad occupancy. For an example of how this spreadsheet will function, please follow [this link](#).

Should the advisor or head delegate fail to assign their delegation rooms by **25 October 2019**, the Delegate Affairs team will assign rooms without delegation input. If there are any questions regarding this process, please feel free to contact the Delegate Affairs team at delegateaffairs@pacificmun.com.

Additional rooms for delegations staying Thursday night can be requested through the Delegate Registration Form at the cost of \$235 per room per

night, irrespective of the number of occupants. Other extra rooming requests may be made by emailing delegateaffairs@pacificmun.com.

Independent Delegate Registration

Independent Delegate Guidelines

Prior to registration, independents should be familiar with the following attendance guidelines:

- Independent delegates will not receive positions until they have paid their invoice.
- Independent delegates will not be asked to provide their school's name. Independent delegates are **not affiliated** with their school or their school's delegation, if applicable. In other words, independent delegates **may** be enrolled at schools represented by delegations at PACMUN 2019 but are allowed to enroll independently should it be allowed by their delegation.
- "Independent Delegations" will **not** be recognized at PACMUN 2019. All delegations must represent unambiguous institution(s) of secondary education.
- Independent delegates may request to be roomed with up to three other independent delegates of the same sex of their choice. PACMUN reserves the final authority to assign delegate rooms. Independent delegates **will not** be placed with delegates from delegations.

Independent Delegate Chaperones

Chaperones are not required for independent delegates; delegates and their legal guardians are expected to read, acknowledge, and sign the Independent Delegate Waiver digitally, as part of the Delegate Registration Form.

If adults *would* like to chaperone an independent delegate or a group of independent delegates, they are welcome to do so. Any adult intending on being a chaperone at PACMUN 2019 for any independent delegate(s) must fill out the Chaperone Registration Form, found on the Registration page, and list the name(s) of the student(s) they will be chaperoning.

Independent Delegate chaperones will be invoiced the chaperone hotel fee of \$290 per room, covering both nights of the conference, upon completion of the Chaperone Registration Form. Should an Independent Delegate chaperone request to stay the additional Thursday night, they will be invoiced at \$235 per room.

Independent Delegate & Chaperone Rooming

Independent delegates staying Thursday night will be invoiced an additional \$235 per room upon completion of the Delegate Registration Form.

Delegates seeking to stay in their own room or seeking alternate rooming arrangements are asked to email delegateaffairs@pacificmun.com immediately following the completion of this form. Delegates requesting to stay in their own room will be charged \$235 per room, per night, in addition to the standard registration rate. The delegate will be invoiced this amount separately after the completion of their registration form.

Financial Aid

Finances should not be a barrier to attending PACMUN. We are committed to providing both partial and full financial aid to delegates who demonstrate need. If you would like to request financial aid, please print, complete, and scan/photograph the Financial Aid form before registering with the Delegate Registration form. You will be asked to upload the Financial Aid form as a part of the Delegate Registration form. The PACMUN 2019 Financial Aid form can be found on our website.