

Tips and Guidelines

CHAPERONE

Welcome to Montessori Model United Nations. Thank you for your interest in supporting and caring for the delegates to ensure a positive conference experience. We would like to suggest some guidelines for you to follow, and provide some tips to help you navigate your role.



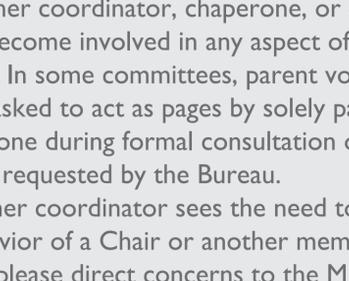
GETTING READY FOR THE CONFERENCE

- Delegates will be very excited and nervous, especially on their first day of committee session. They would benefit most from a restful night of sleep before the first day as well as a filling breakfast the morning of committee session. Your support of the delegates by making sure they are well-rested and well-fed is immeasurable!
- Help delegates use the conference program book to locate their committee rooms either the night before the first session or early on the morning of the first session. This will help your delegates feel confident.
- Encourage delegates to have their work in their binders, especially their speeches and position papers.
- To maintain the formality of the conference, we ask that chaperones support the work of the delegates by dressing in business casual attire for all committee sessions.
- Flexibility is an important characteristic of an MMUN chaperone. During a conference, things move very quickly. Your role helping the delegates face the logistics of the day will help shift their moods from nervousness to comfortability. Modeling flexibility to the delegates will also help them put into action the months they have spent of hard work and preparation for the conference.



DURING THE CONFERENCE

- Badges are required to be worn at all times during the conferences.
- Ensure delegates are present in a timely manner in their committee rooms. Your on-time arrival greatly helps bureau members follow MMUN instructions and ensures the security of all delegates as security is of the utmost importance to our organization.
- Be sure to pick up delegates promptly at lunch and at the end of the day from their respective committee rooms throughout the hotel. Bureau members are volunteers who work very hard to keep the sessions running smoothly. Our staff is not permitted to release delegates to anyone but their teacher coordinator or designated chaperones. Please note that MMUN will not release delegates to other conference visitors or observers.
- Help to maintain decorum (maintaining low voices, respectful delegate-to-delegate interaction, walking instead of running, etc.) of delegates at all times throughout all events during the conference as well as after hours inside the hotel venue.
- Retrieve/check-up on delegates who have been escorted to our office in 'Conference Services' due to illness, improper conduct (please see MMUN Code of Conduct), or if they were not promptly picked-up from their committee rooms. For this reason, chaperones are asked to remain on the premises and periodically monitor their phones during scheduled conference events. They should also be in communication with the group's teacher coordinator regularly.



ENJOYING THE CONFERENCE

- Please take advantage of the parent/teacher workshops while delegates are in committee. This will allow you to better understand what the delegates are doing. If it is your first conference, the workshops will also give you an opportunity to meet other chaperones from other schools.
- Some committee rooms allow for parent/adult observers. If you would like to observe, please feel free to do so. Please note that the committee environment is the foundation for this educational experience which your students have embarked upon. This educational experience is also happening at the bureau level, as almost all of the bureau members were once delegates who are now beginning to develop in a leadership role. We need your help to protect their opportunity for growth by keeping the committee simulation an uninterrupted, independent learning space.
- The following guidelines have been put in place for teacher coordinators, chaperones, and observers in committee sessions:

1. Committee delegates and the MMUN Bureau are completely in charge of the actions of the committee. Chairs have final authority over the decisions made by the committee.
2. If there is interference with any committee proceedings on the part of a teacher coordinator, chaperone, or observer, that individual may be asked to leave the committee by the Bureau or MMUN Staff.
3. No teacher coordinator, chaperone, or observer should become involved in any aspect of committee sessions. In some committees, parent volunteers may be asked to act as pages by solely passing a microphone during formal consultation or passing notes as requested by the Bureau.
4. If a teacher coordinator sees the need to report the behavior of a Chair or another member of the Bureau, please direct concerns to the MMUN Staff Information Center (Conference Services) or the MMUN Executive Director.
5. As mentioned earlier, chaperones must pick up their student delegates from committee rooms at lunch-time and at the end of the afternoon sessions.
6. Please refrain from using personal devices (i.e. phones, computers) within the committee sessions. Photos may be taken unobtrusively.



GENERAL RECOMMENDATIONS

- Regarding activities after the days' events have ended, please follow these MMUN guidelines:
 1. For safety and security reasons, Upper Elementary students must be in their assigned hotel room by 10:00 PM each evening and Middle School students must be in their assigned hotel room by 11:00 PM.
 2. It is absolutely prohibited to run in the hallways and be disruptive to other MMUN participants and hotel guests.
- Oversight of delegates and ensuring your visibility to them:
 1. Chaperones must stay at the same hotel as the delegates.
 2. You should create meeting points and communicate times to your group of delegates.
 3. Be sure to monitor the safety of the entire delegation at all times (during conference hours and after hours).
- We at MMUN hope you are prepared for an eye-opening and incredibly moving experience. Your hard work in helping your delegates and their teacher coordinator will ensure a safe, smooth, and successful MMUN Conference. Your contribution as a chaperone will help to make your school's experience a memorable one!
- We look forward to your feedback after the conference. Please visit our website and sign up for our newsletter to become part of the MMUN family.