



REGISTRATION GUIDELINES FOR YOUTH FOR A BETTER WORLD'S YEAR-LONG PROGRAM (MMUN AND YIF) AND FINAL CONFERENCES





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MMUN YLP PLUS CONFERENCE EVENT REGISTRATION

MMUN YLP PLUS CONFERENCE EVENT REGISTRATION

YEAR-LONG PROGRAM PLUS CONFERENCE REGISTRATION PROCESS

Coordinators will need to register their students for the Year-long Program (YLP) plus final Conference for Montessori Model United Nations for ages 9-15 (MMUN). An overview of the process is as follows:

PRIOR TO REGISTRATION

- 1) Students commit to the year-long program and final conference.
 - a) A letter or classroom presentation should have notified the parents of the program, requirements and commitments.
 - b) Some schools ask students to sign a student contract.
 - c) MMUN Coordinators collect registration fees
- 2) The MMUN coordinator works with the students to select the appropriate committee(s) (based upon those available) for their school delegation.
 - a) Please refer to the 'Conference Matrix' to determine which countries are represented in each committee.
 - b) Each individual delegate for the country is responsible for a specific committee, and both topics that are on the committee agenda for the duration of the conference. Delegates must be familiar with both topics as the two topics are related and familiarity will support their debate/negotiation and their partner delegate during committee sessions. For online conferences, the coverage of both topics is particularly critical since delegate partners will work separately in different working groups to develop resolutions.

UNDERSTANDING FEES

- 3) Schools are required to pay the applicable non-refundable 'Country Selection Fee' (fees vary by conference) in 'Step 1' of the registration process.
- 4) Each attending participant will need to pay the 'YLP and Conference Participant Fee'.
 - a) Online YLP plus Conference Fees are based on a flat rate per delegate, MMUN coordinator or adult observer. Please view the 'Online Conference' information page for pricing.
 - b) Onsite YLP plus Conference Fees also include hotel costs for the venue, sleeping room types, occupancy, and other costs. these fees vary by conference so please view the rooming options/pricing within the conference information pages on the website (under Ambassadorship). All participants must purchase their sleeping rooms through MMUN according to the contract MMUN holds with the hotel and the bundling of all associated onsite conference fees.

REGISTRATION PHASE

- 5) The coordinator initiates the school group's registration on www.montesori-mun.org under the 'Ambassadorship' tab. Please select the 'Register' button for the particular program/conference you wish to attend.
- a) 'Step 1' of the registration process focuses on country selection. Each available country is visible along with the total number of delegate spaces required to hold the country (ies). You may only select countries that align with your total delegate numbers (or one fewer in the case of an odd number of delegates). The system will not let you select country(ies) with more or less than the total number of participating delegates from your school.
- b) The coordinator registers the names of the delegates ('Step 2b') and then assigns the delegates to their specific committees ('Step 3').
- i) Please ensure the correct name is used and that it matches the individual's legal documentation, as MMUN uses this information exactly as entered to generate the name badges, certificates, etc.
 - All names are submitted by the conference registration deadline (see individual conference information page for exact dates) and will be used to generate all participant materials.
 - In the case of onsite conferences, these names are also used to generate any required security lists for an eventual Closing Ceremony at the UN. Typographical errors in your entry may result in exclusion from the Closing Ceremony.
- c) The coordinator should register for all intermediate event dates for the Year-long Program by October 14th (also having completed Step 2b by this time in order to do so) as per the following:
- (1) Delegates for two Year-long Program Working Sessions and two Student Meetups
 - (2) MMUN Coordinators for two Coordinator Meetups
 - (3) Parents, Chaperones and Observers for two MMUN YLP Workshops
 - i) Please note that availability is managed on a first come, first served basis. Any registrations after the 14th of October will be addressed on an ad hoc basis according to remaining availability.
 - i) Final confirmation with Zoom links for these sessions will be sent to the teacher coordinator two weeks before the event.
 - ii) MMUN coordinators are responsible for ensuring that all the students have received their materials and zoom links.
 - iii) Absences from year-long events will negatively impact the experience for other students; we therefore request that prior to registration, a full commitment is made to attend these events, and that MMUN coordinators monitor to ensure participation.

REGISTRATION DEADLINES (KEY DATES):

6) 'Early Financial Commitment Deadline' (EFCD)

- a) Registrants are responsible for the declared composition of their group size at the time of this deadline (which varies per conference) for the YLP plus final conference, in particular:
 - i) the YLP program plus final conference package fees associated with all participants
 - ii) the final and total number of hotel rooms and occupancy configurations declared at the time of this deadline.
- b) Registrants acknowledge and warrant that the EFCD date locks-in the minimum number of registered participants for the school group. From this point forward, the Registrant is financially responsible for the full and timely payment of all fees, expenses, and other charges associated with each and every participant identified in the registration at the time of the deadline.
- c) You are financially bound to the numbers you indicate by this date; however, are not required to pay in full until the 'Payment Deadline.'
- d) See the table below for details as the date differs by conference.

7) Deadline for Registration for Year-long Event Sessions for Students, Coordinators and Parents: October 14th

8) 'Hotel Selection Deadline' (FOR ON-SITE CONFERENCE ONLY)

- a) November 1st is the date by which you are required to select your hotel accommodations in 'Step 2a' based on the participant numbers indicated in 'Step 1'.
 - i) Please note, this is NOT A PAYMENT DEADLINE. You are able to make your hotel selections by making a small payment toward the total amount owed. This deadline is in place so that MMUN can re-evaluate rooming block availability early enough to activate additional rooms at secondary hotels as necessary.
 - ii) Please note that availability is on a first come, first served basis and many configurations are booked immediately.




9) Position Paper Deadlines and Optional Conference Event Submissions Deadline

- a) Each conference has a specific deadline for position papers, as well as all optional conference events (e.g. cultural submissions, fellow ambassador booklet, etc.).

MMUN YLP PLUS CONFERENCE EVENT REGISTRATION

10) 'Payment Deadline'

- The date in which you are required to make your payment in full (December 10th), based upon your Early Financial Commitment delegation size, plus any additional increases. (No reductions are allowed past the EFCD deadline.)
- After this date, 'Liability Fees' will be added to your original registration fees, so it is highly recommended that you make all payments prior to this date.

YLP plus Conferences		Conference Type	Date	Registration Opens	Early Financial Commitment Date (EFCD)	Last Day to Register	Payment Deadline	Position Paper Deadline	Optional Submissions Deadline	2021 2022 Year-long Intermediate Event Registration Deadlines (i.e. Meetings, Working Sessions, and Workshops)
Year-long Program Plus Conference by Location	 ONLINE	MMUN Online	April 29 – May 8 2022	September 15 2021 at 8 AM ET Check Your Time Zone	September 15 2021	February 15 2022	December 10 2021	March 15 2022	March 15 2022	Year-long Program Events must be reserved for the full academic year by the 14th of October 2021. Spots are occupied on a first come first served basis. Any registrations after that date will be addressed on an ad hoc basis according to remaining availability.
	 NYC	MMUN Onsite	February 16–19 2022	September 10 2021 at 12 PM ET Check Your Time Zone	October 14 2021	N/A	December 10 2021	December 10 2021	December 10 2021	
	 NYC	MMUN Onsite	March 16–19 2022	September 13 2021 at 12 PM ET Check Your Time Zone	October 14 2021	N/A	December 10 2021	January 21 2022	January 21 2022	
	 ONLINE/ NYC	YIF Online Onsite	Nov 2021 – May 2022 Forum 1: November 12 2021, Forum 2: December 10 2021, Forum 3: NYC February 16–19 2022, Forum 4: April 8 2022, Forum 5: May 13 2022	September 10 2021 at 12 PM ET Check Your Time Zone	October 14 2021	October 29 2021	October 29 2021	-	-	

*This chart was updated on 23RD of April 2021



REGISTRATION FOR YEAR-LONG PROGRAM PLUS MMUN CONFERENCE EVENT



NYC CONFERENCE
FEBRUARY 16 – 19, 2022


NYC CONFERENCE
MARCH 16 – 19, 2022

**YLP WITH MMUN ONSITE
CONFERENCE EVENT**

YLP WITH MMUN ONSITE CONFERENCE EVENT

STEP 1A (SCHOOL REGISTRATION AND COUNTRY SELECTION)



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Select Country and Committees for your Middle School Delegates

Countries

Niger (Max Delegates: 6) x Cyber-Bullying 7 (Max Delegates: 4) x

School Fee

Pay the school fee (flat fee per school group) *

Price: \$260.00

Choose A Payment Option

☐ PayPal

☒ Credit Card

☐ Wire Transfer



WHAT YOU NEED:

- 1. **Log-in credentials for your user portal.** If not already created, you will need to first create the credentials which is part of the registration process.
- 2. **School and teacher coordinator information** (address, phones numbers, etc.)
- 3. **Number of participants (delegates) to be able to properly select your country.** You can only hold a country or countries that support the total number of delegates (minus '1' if you have an odd number of delegates). If you have an odd number of delegates, one of your delegates will be in a committee on their own and will be required to research and present a position paper on both topics. Spots are reserved by making the non-refundable 'Country Selection Fee' of \$260 USD. Please note, if your delegation size changes, you will be required to also change your country selection to match your delegate numbers. If you are adding participants, you will need to select additional countries to satisfy your numbers (if no countries are available, the conference is sold out and you will be unable to add delegates to your delegation). You will need to release the country or countries you had originally chosen, and then make new country selections to match

STEP 1A (SCHOOL REGISTRATION AND COUNTRY SELECTION)

your new delegate numbers. Original delegate number confirmation is extremely important for this reason because, unfortunately, this does happen and delegations will then be forced to begin researching a new country. For example, if you originally had '10' delegates, and you were holding a 10-spot country, and now your delegation has decreased to '8' delegates, you will need to release that 10-spot country and select countries that total 8-spots. **The above can only be modified PRIOR to the 'Numbers Freeze Deadline'**, after which, the school is responsible financially for all participant numbers provided. This is done so that we do not run out of spots/countries for schools to choose, as MMUN must fill up every delegate spot and allow enough time to have another school fill any empty spaces. Spaces cannot be dropped after the 'Numbers Freeze Deadline' as it does not allow enough time for a school to prepare any delegates even if the spaces could be filled.

a.

Please be aware of delegate ratios listed in the 'Delegate Safety Policy' below which can affect your delegation numbers in 'Step 1' of this process.

b.

Please also note when selecting chaperones and observers, the section selected (upper or middle school), will be the section that they attend when it comes to the Closing Ceremony (i.e. at the United Nations in NYC). Due to capacity issues at these locations, participants will not be able to attend both sections (upper and middle school session at the UN). This applies when a school brings both sections/age groups to a conference.

• 4.

Credit card to pay the 'Country Selection Fee.' Please note, your country selections are not secured until your payment is received.

a.

If you are paying via a wire transfer, you must send the wire-confirmation from your bank to accounting@montessori-mun.org proving the funds have been transferred within '3' business days. If this confirmation is not sent to accounting@montessori-mun.org, your countries will be automatically released back into the pool for other schools to select. You will not have any selected countries and thus risk not participating in the conference if a sell-out occurs.



HOW LONG YOU NEED:

- If you have the information above, 'Step 1a' can be completed rather quickly (approximately 10-15 minutes).



WHAT YOU NEED:

- 1.

This steps merely confirms your committees based on the country selections made in 'Step 1a.' This is particularly important if you have an odd number of delegates. If you have an odd number of delegates, you will need to indicate which committee will contain only "1" delegate. After the 'Numbers Freeze Deadline,' this will lock and you will not be able to change the committee which has "1" delegate. This is done so that we are able to release spots in the committee and then assign more countries to other schools.




HOW LONG YOU NEED:

- If you have the information above, 'Step 1b' can be completed rather quickly (approximately 2-5 minutes).

YLP WITH MMUN ONSITE CONFERENCE EVENT

STEP 2A (ROOM-TYPE/OCCUPANCY SELECTIONS AND PAYMENT OF PARTICIPANT FEES)



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Select Accommodation Type

Room Type	Quantity	Participant Fee Per Person	Check In Date	Check Out Date	Shoulder Night Fees	Total Price
Marriott Double Full For 4 (Occupancy: 4) ID #32848	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Marriott Double Full For 3 (Occupancy: 3) ID #32850	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Marriott Double Full For 2 (Occupancy: 2) ID #32851	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

If you need more that one of the exact same room configuration (this includes exact dates), then simply add to the "Quantity" column to make your selections faster.

Total Participants From Step 1 (Includes: Teacher Coordinator + Delegates + Chaperones + Observers)

Total Participant Allocated to Rooms Above




WHAT YOU NEED:

- 1.
You will need to know your total numbers that will be attending the conference including coordinator(s), delegates, chaperones, and observers.
 - a.
These numbers from ‘Step 1’ must match the occupancy selections you make in the grid for ‘Step 2a.’
- 2.
You will need to know your group’s room type selections and occupancies to make your selections smoothly.
 - a.
Please note, room types are based on a first-come, first-served basis. MMUN does contract enough rooms to satisfy the number of participants. For larger conferences, there are more than ‘1’ contracted hotel and you may need to select a different hotel than the host hotel. These selections can be visible in the grid.
 - ‘Participant Fees’ are based on this selection and is generated within the room grid. To view pricing prior to completing this step, please visit the conference information page of your attending conference.

YLP WITH MMUN ONSITE CONFERENCE EVENT

STEP 2A (ROOM-TYPE/OCCUPANCY SELECTIONS AND PAYMENT OF PARTICIPANT FEES)

- Please also note for security purposes, the entire school group must be placed at one hotel and cannot be split.
- Room-type and occupancy selections must be made by the 'Hotel Selection Deadline.' This is not a payment deadline; however, a small payment toward the total will secure your selection. This deadline allows MMUN to gauge the rooming block needs, as well as, whether to activate additional rooming blocks at secondary hotels.

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Hotel Information:

New York Marriott Marquis
1535 Broadway New York, NY 10036 USA

Hyatt Centric Times Square
135 W 45th St New York, NY 10036 USA

Extras

3-Day New York City Tour
This tour package from February 23rd-25th includes: guided tours, entrance fees to all attractions and venues, transportation between attractions (including ferry boat and subway), bus tour on-board mini coaches, and entrance ticket to a Broadway show on day 3. For additional details please visit <https://registration.montessori-mun.org/mmun-official-tour-nyc-2020/>

Number of People	Cost Per Person	Extra Total
<input type="text"/>	\$599.00	\$0.00


- 3.
Credit card to begin the payment process for the 'Participant Fees.'
- a.
Full payment is not necessary immediately; however, the first payment toward your total amount owing is used to secure your rooming selections. You are able to then go back into this step to make another payment via the same or different credit card. This also allows the MMUN coordinator to collect multiple credit cards and make multiple payments toward the balance owing.
- Please note, MMUN recommends the MMUN coordinator be responsible for this as we have had issues in the past of parents accidentally changing hotel assignments which affected hotel location, and pricing. **MMUN is not responsible for any changes that are made within your user portal. MMUN also does not make any changes to any user portal without the permission of the MMUN coordinator.**

YLP WITH MMUN ONSITE CONFERENCE EVENT

STEP 2A (ROOM-TYPE/OCCUPANCY SELECTIONS AND PAYMENT OF PARTICIPANT FEES)

b.

If you are paying via a wire transfer, you must send the wire-confirmation from your bank to accounting@montessori-mun.org proving the funds have been transferred. This must be done in a timely manner. Please note, liability fees apply past the first payment deadline (early bird), which increases your conference fees. Liability fees apply after a certain date (please see 'Conference Deadlines' within the conference information page you are attending), as costs also rise after the first deadline (hotel rates included). If this confirmation is not sent to accounting@montessori-mun.org, your rooming selections will be released back into the inventory pool for other schools to choose.

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Liability Fees

Liability Fee Assessed On Unpaid Amount

Liability fees have been assessed on the unpaid portion of your total by assessing the percentage of unpaid participants and multiplied by the \$150 per person liability fee.

Liability Fee Assessed on New Participants Added After Payment Deadline

Liability fee of \$150 per person is also assessed for any new participant added to your registration in 'Step 1.' If you had not completed any portion of this step (Step 2a) prior to the payment deadline, then all participants listed in 'Step 1' have been assessed the \$150 per person 'Liability Fee.' Both above 'Liability Fees' (if applicable) have been automatically added to your 'Total' below.



HOW LONG YOU NEED:

- If you have the information above, 'Step 2a' can be completed rather quickly (approximately 15-30 minutes), depending on the size of your group and how many payments you are making.

YLP WITH MMUN ONSITE CONFERENCE EVENT

STEP 2B (PARTICIPANT DATA ENTRY)





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Enter Participant Information

Teacher Coordinator Or Group Leader

First Name	Middle Name	Last Name	Sex	Date of Birth	Coordinator Meet-Up 1	Coordinator Meet-Up 2	Group Leader
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="v"/>	<input type="text"/>	<input type="text" value="v"/>	<input type="text" value="v"/>	No <input type="text" value="v"/> <input type="button" value="⊕"/>



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Upper Elementary (Delegates)

First Name	Middle Name	Last Name	Sex	Date of Birth	Working Session 1	Working Session 2	Student Meet-up 1	Student Meet-up 2
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="v"/>	<input type="text"/>	<input type="text" value="v"/>	<input type="text" value="v"/>	<input type="text" value="v"/>	<input type="text" value="v"/> <input type="button" value="⊕"/> <input type="button" value="⊖"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="v"/>	<input type="text"/>	<input type="text" value="v"/>	<input type="text" value="v"/>	<input type="text" value="v"/>	<input type="text" value="v"/> <input type="button" value="⊕"/> <input type="button" value="⊖"/>



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Middle School (Delegates)


First Name	Middle Name	Last Name	Sex	Date of Birth	Working Session 1	Working Session 2	Student Meet-up 1	Student Meet-up 2
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="v"/>	<input type="text"/>	<input type="text" value="v"/>	<input type="text" value="v"/>	<input type="text" value="v"/>	<input type="text" value="v"/> <input type="button" value="⊕"/> <input type="button" value="⊖"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="v"/>	<input type="text"/>	<input type="text" value="v"/>	<input type="text" value="v"/>	<input type="text" value="v"/>	<input type="text" value="v"/> <input type="button" value="⊕"/> <input type="button" value="⊖"/>



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Upper Elementary (Chaperones)

First Name	Middle Name	Last Name	Sex	Date of Birth	YLP Workshop 1	YLP Workshop 2	Group Leader
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="v"/>	<input type="text"/>	<input type="text" value="v"/>	<input type="text" value="v"/>	No <input type="text" value="v"/> <input type="button" value="⊕"/>




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Middle School (Chaperones)

First Name	Middle Name	Last Name	Sex	Date of Birth	YLP Workshop 1	YLP Workshop 2	Group Leader
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="v"/>	<input type="text"/>	<input type="text" value="v"/>	<input type="text" value="v"/>	No <input type="text" value="v"/> <input type="button" value="⊕"/>


YLP WITH MMUN ONSITE CONFERENCE EVENT

STEP 2B (PARTICIPANT DATA ENTRY)

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Upper Elementary (Observers)

First Name	Middle Name	Last Name	Sex	Date of Birth	YLP Workshop 1	YLP Workshop 2
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="v"/>	<input type="text"/>	<input type="text" value="v"/>	<input type="text" value="v"/>

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Middle School (Observers)

First Name	Middle Name	Last Name	Sex	Date of Birth	YLP Workshop 1	YLP Workshop 2
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="v"/>	<input type="text"/>	<input type="text" value="v"/>	<input type="text" value="v"/>



WHAT YOU NEED:

- 1. You will need all your participant data to complete this step.
 - a. **Name as on passport or legal documentation.**
 - This is needed for security purposes, as well as UN*-security clearance. If a name is spelled differently than the one on the individual's government ID, the individual will not be allowed to access any Closing Ceremony at the UN.
 - These names are also used on the official MMUN badges and will be verified against government ID by our onsite security. Security is of the utmost importance to MMUN.
 - **Please also ensure that spelling is correct in this section of the website (double and triple check). This minimizes any issues you may have onsite with badges or certificates for delegates and allows the conference to run more smoothly.**
 - You are able to swap participants prior to the posted deadlines. Please also take note of the payment deadline posted within the conference information pages. Only participant "swaps" are allowed after the payment deadline.

* Please note:

The UN is an organization in constant operation and therefore the use of the UN GA Hall cannot be guaranteed. The UN is currently closed with only remote work due to COVID; it is unclear when this status will change.

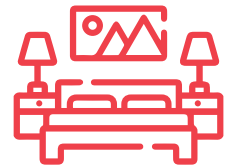
- b. **Gender and date of birth for each participant (MMUN coordinators, delegates, chaperones, and observers).**


STEP 2B (PARTICIPANT DATA ENTRY)



HOW LONG YOU NEED:

- If you have the information above, 'Step 2b' can be completed rather quickly (approximately 15-30 minutes), depending on the size of your group.




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Room Assignments To All Participants

Room #1

Room Type: Marriott Double Full For 4
Occupancy: 4
Check In Date: 02/17/2020
Check Out Date: 02/23/2020

Select People For This Room

Room #2

Room Type: Marriott Double Full For 4
Occupancy: 4
Check In Date: 02/17/2020
Check Out Date: 02/23/2020

Select People For This Room



WHAT YOU NEED:

- 1. You will need to know who will be housed in each room that was selected in ‘Step 2a’ of the registration process. Now that you have entered all the participant name information in ‘Step b,’ you will be able to assign those names to the appropriate rooms.
 - Please note, you will be unable to proceed to ‘Step 3’ without having completed all of ‘Step 2.’




HOW LONG YOU NEED:

- If you have the information above, ‘Step 2c’ can be completed rather quickly (approximately 15-30 minutes), depending on the size of your group and how many rooms you selected in ‘Step 2a.’

YLP WITH MMUN ONSITE CONFERENCE EVENT

STEP 3 (COMMITTEE ASSIGNMENTS AND POSITION PAPER UPLOAD)




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WHAT DATE/TIME WILL YOU THE 'TEACHER COORDINATOR' OR LISTED 'GROUP LEADER' BE ARRIVING AT THE HOTEL, AND WHAT DATE/TIME WILL YOU REQUEST FOR ON-SITE REGISTRATION?

MMUN and the hotel will need this information to properly prepare for your arrival, as well as, assign you an on-site registration time-slot. MMUN will try and accommodate you as close to your requested date/time. Please note, your hotel arrival and time-slot request may differ, which is why there are two different date/time selections. Certain conferences may host on-site registration over a 2-day span. If this is the case, please indicate the appropriate on-site registration date you wish to select (see conference information page for specific on-site registration dates).

Date and Time Arrival To The Hotel

Date *


Time *

HH : MM

Date and Time Slot Request For On-Site Registration

Date *

Time *


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ASSIGN DELEGATES TO COMMITTEES






Middle School

Country	Committee	Delegate	Upload Papers	Design Contest Entry (Optional)	Delegate Attending?
Niger	ECOSOC		adrian.advan.women.docx REMOVE	Choose File No file chosen	Yes <input type="checkbox"/>
Niger	ECOSOC		Forests.docx REMOVE	Choose File No file chosen	Yes <input type="checkbox"/>
Niger	HRC		ingrid.journalist.docx REMOVE	Choose File No file chosen	Yes <input type="checkbox"/>
Niger	HRC		ingrid.yemen.docx REMOVE	Choose File No file chosen	Yes <input type="checkbox"/>




WHAT YOU NEED:

- 1.
You will need to know which delegate you assigned to which committee based on the country you selected. The 'Conference Matrix' will detail which country sits on which committee (see below). Throughout this entire process you have already assigned your delegates, this is merely the formal assignment so MMUN knows which delegate will be in the respective committees for the country you have chosen. This is also reflected on their conference credentials (MMUN Badge).
- 2.
You will need the completed 'Position Paper' for each delegate in your delegation.
 - a.
Please note if you have an odd number of delegates, '1' of your delegates would have needed to research and complete both topics. This would mean '2' position papers for that delegate/committee will need to be uploaded.
- 3.
Any possible 'Design Contest' uploads will also be needed (optional).
 - a.
Please be aware of the plagiarism policy for both position papers and design contest. Designs must be original.
- 4.
You will also need to know which delegates will be assigned as 'Flag Bearers' for the 'Flag Procession.'
 - a.
Please note, only '2' flag bearers are allowed per country that is held by your delegation.

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ASSIGN FLAG BEARERS			
Middle School			
Assigned Country	Delegate #1	Delegate #2	
Niger			
Cyber-Bullying 7			

- 5. 'Cultural Performance Night' application details needed (optional).


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Cultural Event Performance Application and Requirements (OPTIONAL)

- Duration of performances must be no longer than 2 minutes for group performances, and 1 minute long for solo performances.
- IF any sound track is needed, the acceptable file formats are MP3 or MP4 and please attach the file below. Please note the file size must not exceed 10MB (megabytes). EACH school must fill out one application form per performance.
- ONLY ONE application form is acceptable per school. Schools registered for both grade levels (Upper Elementary and Middle School) can submit information and soundtrack files for up to 2 performances.
- Applications will NOT be accepted after the deadline or on-site.

Middle

Name of Performance

Description of Performance

Number of Participants Involved in Performance:

Upload Audio File (If needed, see requirements above):

No file chosen

- Name, description, and amount of delegates involved in the performance is necessary.
- If music is required for your performance, it is required to be uploaded here. Please ensure you follow the music file specifications to properly upload the file.
- MMUN will inform you of acceptance and communicate the 'Run of Show.' Group performances must not exceed 2 minutes in length. Solo performances must not exceed 1 minute in length. All performers commit to rehearsing regularly and must memorize their presentation and may not use scripts or written cues.
- At the conference, MMUN will allocate seating for each performer, as well as, one additional seat for a coordinator or chaperone. Microphones and chairs are provided for performers upon request.

- 6.

You will also need to know the date and time of your arrival at the hotel. This is required for MMUN to organize the on-site registration times (set time-slots), as well as, for the hotel to properly prepare for your arrival. Being a large group, these small details go a long way to ensuring a smooth process you and your group.



HOW LONG YOU NEED:

- If you have the information above, ‘Step 3’ can be completed in approximately 15-60 minutes, depending on the size of your group and on how many of the above “optional” tasks are completed.



REGISTRATION FOR YEAR-LONG PROGRAM PLUS MMUN ONLINE CONFERENCE EVENT





**YLP WITH MMUN ONLINE
CONFERENCE EVENT**

YLP WITH MMUN ONLINE CONFERENCE EVENT

STEP 1A (SCHOOL REGISTRATION AND COUNTRY SELECTION)




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Conference Registration Records

Conference



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Select Country and Committees for your Middle School Delegates

Countries

Niger (Max Delegates: 6) ✕ Cyber-Bullying 7 (Max Delegates: 4) ✕

School Fee
Pay the school fee (flat fee per school group) *
Price: **\$260.00**

Choose A Payment Option
☐ PayPal
☒ Credit Card
☐ Wire Transfer




WHAT YOU NEED:

1.
Log-in credentials for your user portal. If not already created, you will need to first create the credentials which is part of the registration process.
2.
School and MMUN coordinator information (address, phones numbers, etc.)
3.
Number of participants (delegates) to be able to properly select your country. You can only hold a country or countries that support the total number of delegates (minus '1' if you have an odd number of delegates). If you have an odd number of delegates, one of your delegates will be in a committee on their own and will be required to research and present a position paper on **both** topics. Spots are reserved by paying the non-refundable 'Country Selection Fee' of \$260 USD. Please note, if your delegation size changes, you will be required to also change your country selection to match your delegate numbers. If you are adding participants, you will need to select additional countries to satisfy your numbers (If no countries are available, the conference is sold out and you will be unable to add delegates to your delegation). You will need to release the country or countries you had originally chosen, and now make new country selections to match your new delegate numbers. Original delegate number confirmation is extremely important for this reason because, unfortunately, this does happen, and delegations will then be forced to begin researching a new country. For example, if you originally had '10' delegates, and you were holding a 10-spot country, and now your delegation has decreased to '8' delegates, you will need to release that 10-spot country and select countries that total 8-spots. **The above can only be modified PRIOR to the 'Numbers Freeze Deadline**, after which, the school is responsible financially for all participant numbers provided. Spaces cannot be dropped after the 'Numbers Freeze Deadline' as it does not allow enough time for a school to prepare any delegates even if the spaces could be filled.
4.
Credit card to pay the 'Country Selection Fee.' Please note, your country selections are not secured until your payment is received.
 - a.
If you are paying via a wire transfer, you must send the wire-confirmation from your bank to accounting@montessori-mun.org proving the funds have been transferred within '3' business days. If this confirmation is not sent to accounting@montessori-mun.org, your countries will be automatically released back into the pool for other schools to select. You will not have any selected countries and thus risk not participating in the conference if a sell-out occurs.



HOW LONG YOU NEED:

- If you have the information above, 'Step 1a' can be completed rather quickly (approximately 10-15 minutes).


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If you had an ODD number of delegates in either Upper Elementary or Middle school, please indicate which committee will be represented by the single delegate. Please note that this space will be released to MMUN and recycled back into the matrix when your delegation numbers can no longer be altered (Freeze date listed in Step 1a). This is done to free up more space for schools on the waiting list. After the freeze date, you will be unable to alter your delegation in any way including the single delegate. Please see the conference information page for important dates.

If your delegates are EVEN, then you will not need to indicate anything on this page, simply click SUBMIT to proceed to the next step.

Upper Elementary Country Selection & Associated Committees

Please indicate which committee will only have one delegates if you have an odd number of delegates. If you have an even number of delegates there will automatically be '2' delegates in each committee and those delegates are decided by you. You will let MMUN know of the placements in Step 3, but this does not stop you from your preparation process. Please click the 'Submit' button to proceed.

Country Selection	Committee	Indicate Single Delegate Committee (If Applicable)
Estonia	FAO	<input type="radio"/>
Estonia	HRC	<input checked="" type="radio"/>
Estonia	SOCHUM	<input type="radio"/>
Sudan	DISEC	<input type="radio"/>

Middle School Country Selection & Associated Committees

Country Selection	Committee	Indicate Single Delegate Committee (If Applicable)
Vietnam	DISEC	<input type="radio"/>
Estonia	DISEC	<input type="radio"/>

Confirmation Email



WHAT YOU NEED:


- 1. This steps merely confirms your committees based on the country selections made in 'Step 1a.' This is particularly important if you have an odd number of delegates. If you have an odd number of delegates, you will need to indicate which committee will contain only "1" delegate. After the 'Numbers Freeze Deadline,' this will lock and you will not be able to change the committee which has "1" delegate.



HOW LONG YOU NEED:

- If you have the information above, 'Step 1b' can be completed rather quickly (approximately 2-5 minutes).




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Pricing And Payment

Total Participants From Step 1 (Includes: Teacher Coordinator + Delegates + Observers)

5

Delegate(s) Fee Total

Amount of Delegates	Fiat Fee Per Person	Total
4		

Observer(s) Fee Total

Amount of Observers	Fiat Fee Per Person	Total
0	0	\$0.00

Teacher Coordinator(s) Fee Total

Amount of Teacher Coordinators	Fiat Fee Per Person	Total
1	0	\$0.00



WHAT YOU NEED:


- 1.
 - You will need to know your total numbers that will be attending the conference including coordinator(s), delegates, observers.
 - a.
 - These numbers entered into 'Step 1' will then appear in a grid with their appropriate flat fee pricing associated with each participant type.
- 2.
 - Credit card to begin the payment process for the 'Participant Fees.'
 - a.
 - Full payment is not necessary at once; however, the first payment towards your total amount owing is used to secure your rooming selections. You are able to then go back into this step to make another payment via the same or different credit card. This also

allows the teacher coordinator to collect multiple credit cards and make multiple payments towards the balance owing.

- Please note, MMUN recommends the teacher coordinator be responsible for this as we have had issues in the past. MMUN is not responsible for any changes that are made within your user portal. **MMUN also does not make any changes to any user portal without the permission of the MMUN coordinator.**

b.

If you are paying via a wire transfer, you must send the wire-confirmation from your bank to accounting@montessori-mun.org proving the funds have been transferred. This must be done in a timely manner. Please note, liability fees apply past the first payment deadline (early bird), which increases your conference fees. Please see 'Conference Deadlines' within the conference information page you are attending.



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Late Fees

Late Fee Assessed On Unpaid Amount

\$0.00

Late fees have been assessed on the unpaid portion of your total by assessing the percentage of unpaid participants and multiplied by the \$150 per person late fee.

Late Fee Assessed On New Participants Added After Early Bird Deadline

\$0.00

Late fee of \$150 per person is also assessed for any new participant added to your registration in 'Step 1.' If you had not completed any portion of this step (Step 2a) prior to the early bird deadline, then all participants listed in 'Step 1' have been assessed the \$150 per person 'Late Fee.' Both above 'Late Fees' (if applicable) have been automatically added to your 'Total' below.

Pay Participant Fees

Total


Paid



HOW LONG YOU NEED:

- If you have the information above, 'Step 2a' can be completed rather quickly (approximately 15-30 minutes), depending on the size of your group and how many payments you are making.




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Participant Names

Individual emails are particularly important to check appropriate committee access for delegates to the online conference.

Enter Participant Information

Teacher Coordinator Or Group Leader

First Name	Middle Name	Last Name	Sex	Date of Birth	Email	Group Leader
			Female			Yes

Middle School (Delegates)

First Name	Middle Name	Last Name	Sex	Date of Birth	Email
			Female		
			Female		
			Female		
			Male		



WHAT YOU NEED:

- I.
You will need all your participant data to complete this step.
 - a.
Name as on passport or legal documentation.
 - These names are also used on the official MMUN Committee Roll Call, and Certificates.
 - **Please also ensure that spelling is correct in this section of the website (double and triple check).**
 - You are able to swap participants prior to the posted deadlines. Please also take note of the payment deadline posted within the conference information pages. Only participant “swaps” are allowed after the payment deadline.
 - b.
Emails, gender and date of birth for each participant (coordinators, delegates, chaperones, and observers).


STEP 2B (PARTICIPANT DATA ENTRY)



HOW LONG YOU NEED:






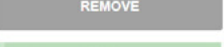







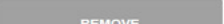


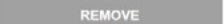

- If you have the information above, 'Step 2b' can be completed rather quickly (approximately 15-30 minutes), depending on the size of your group.




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ASSIGN DELEGATES TO COMMITTEES

Middle School

Country	Committee	Delegate	Upload Papers	Design Contest Entry (Optional)	Delegate Attending?
Niger	ECOSOC	 ▼	 	<input type="button" value="Choose File"/> No file chosen	Yes ▼
Niger	ECOSOC	 ▼	 	<input type="button" value="Choose File"/> No file chosen	Yes ▼
Niger	HRC	 ▼	 	<input type="button" value="Choose File"/> No file chosen	Yes ▼
Niger	HRC	 ▼	 	<input type="button" value="Choose File"/> No file chosen	Yes ▼
Niger	UNSC	 ▼	 	<input type="button" value="Choose File"/> No file chosen	Yes ▼
Niger	UNSC	 ▼	 	<input type="button" value="Choose File"/> No file chosen	Yes ▼



WHAT YOU NEED:

- 1.
 You will need to know which delegate you assigned to which committee based on the country you selected. The 'Conference Matrix' will detail which country sits on which committee. Throughout this process you have already assigned your delegates; this is merely the formal assignment so MMUN knows which delegate will be in the respective committees for the country you have chosen.
- 2.
 You will need the completed 'Position Paper' for each delegate in your delegation.
 - a.
 Please note if you have an odd number of delegates, '1' of your delegates would have needed to research and complete both topics. This would mean '2' position papers for that delegate/committee will need to be uploaded.



- 3.
Any possible 'Design Contest' uploads will also be needed (optional).
- a.
Please be aware of the plagiarism policy for both position papers and design contest. Designs **must** be original.



HOW LONG YOU NEED:

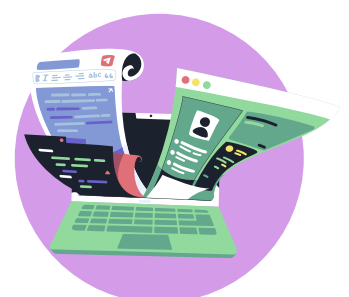
- If you have the information above, 'Step 3' can be completed in approximately 15-60 minutes, depending on the size of your group.

User Portal Reminders:

- You are able to access your conference registration by clicking on 'Profile/Log-in, and then clicking on 'Conferences.'
- You are also able to either 'VIEW' or 'EDIT' your conference once you are in 'Conferences.'
 - Please note, you are only able to make ANY changes while in the 'EDIT' portion of your registration. If you have clicked on 'VIEW,' any changes you make here will **NOT** be saved in your registration (it is for you to simply view your steps).
- To make additional payments, you will need to re-enter 'Step 2a' of the registration process by click on the 'Edit' button next to your conference registration, and then clicking on 'Edit Step 2a.'
- **All portions of your registration are editable prior to the final deadline.**
- If you have any questions of the registration process, please contact info@montessori-mun.org for assistance.



MMUN ONSITE AND ONLINE 'OPTIONAL ACTIVITY' SUBMISSIONS FOR ALL CONFERENCES



**OPTIONAL ACTIVITY SUBMISSIONS
FOR ALL CONFERENCES**



COMPLETE YOUR *FELLOW STUDENT AMBASSADOR* PROFILE ONLINE AND ONSITE

Delegates complete their profiles and return them to MMUN where they will be converted into a “Fellow Student Ambassadors Booklet.” Once created, the digital booklet will be sent to the delegates.

Ask your students (or their parents) to submit their Student Ambassador Profile information, including:

- Conference Attending
- School Name/Group Name
- Coordinator First Name
- Coordinator Last Name
- Student’s photo (optional)
- Student’s First Name
- Student’s Last Name (not to be published)
- Student’s Nationality
- Committee
- Country, Press Corp Agency or Cyberbullying Group Student is representing
- Email Address for Student or Student’s Parent (to receive final booklet)
- One Favorite Fact about the Country they are representing
- Student’s Best MMUN Memory
- Student’s Goal for the Conference



MMUN CULTURAL PRESENTATION SUBMISSIONS WILL ALSO BE NEEDED ONLINE AND ONSITE

For online:

Delegates create a video of a cultural aspect from their country – the possible activities include music, dance, cooking a traditional dish, a language demo, or local games/ hobbies. These 2-minute cultural presentations will be streamed with a live host and include opportunities for individual “shout-outs” by the delegates/schools.

For onsite:

Delegates submit performance application and music file.



WAVE YOUR VIRTUAL FLAG ONLINE ONLY

Submit a drawing of your country's flag for our virtual Celebration of Nations.



SONGWRITING WORKSHOP ONLINE AND ONSITE

Work with performer and Emmy-nominated artist, Alexander Star, to write and record original songs based on the Sustainable Development Goal (SDG) conference theme. Through this creative process, students will have the opportunity to compose, record, and perform original music with other delegates.

To apply, students should write out five brief bullet points highlighting why the conference-specific SDG is important to them, and how they envision making a change:

- NYC February Conference 2022 – SDG 7 Affordable and Clean Energy
- NYC March Conference 2022 – SDG 9 Industry, Innovation and Infrastructure
- ONLINE Conference 2022 – SDG 14 Life Below Water

Please keep your bullet points profound, yet concise, and submit them to viviana@montessori-mun.org by the deadlines listed below:

- NYC February Conference December 10, 2021
- NYC March Conference January 15, 2022
- ONLINE Conference: March 15, 2022

You will be contacted by MMUN if one of your students is selected to participate.



SUBMIT YOUR QUESTIONS TO A REAL UN AMBASSADOR ONLINE AND ONSITE

• Submit your students' questions for a Real UN Ambassador (maximum of two questions per student). A selection of the questions received will be sent to the ambassadors to be considered for addressing in their speeches.



MMUN-IN-A-MINUTE VIDEO PROJECT ONLINE AND ONSITE

Record one minute of your MMUN preparation on video before attending an MMUN Conference. Have a teacher, family member or a fellow delegate record students and their friends working on their research or speeches, and then share the video with us! We will collect and merge the videos that we receive to create a final compilation showing the hard work of delegates throughout the school year. The video compilation will be shared on a dedicated conference web page.



ELECTRONIC COUNTRY DISPLAY ONLINE ONLY

Electronic Country Display Boards are a great opportunity to showcase the culture, geography, and traditions of the country which your delegates represent.

Submit your students' electronic country displays (i.e. photos, powerpoints, jpegs, etc.).

DEADLINES FOR ALL SUBMISSIONS (Step 3) are as follows:

- NYC February Conference December 10, 2021
- NYC March Conference January 15, 2022
- ONLINE Conference: March 15, 2022



QUESTIONS?

Submit questions based to the following addresses based on the conference you will attend:

febonsite@montessori-mun.org

(if your school/group will attend the **NYC February 2022 Onsite Conference**)

marchonsite@montessori-mun.org

(if you will attend the **NYC March 2022 Onsite Conference**)

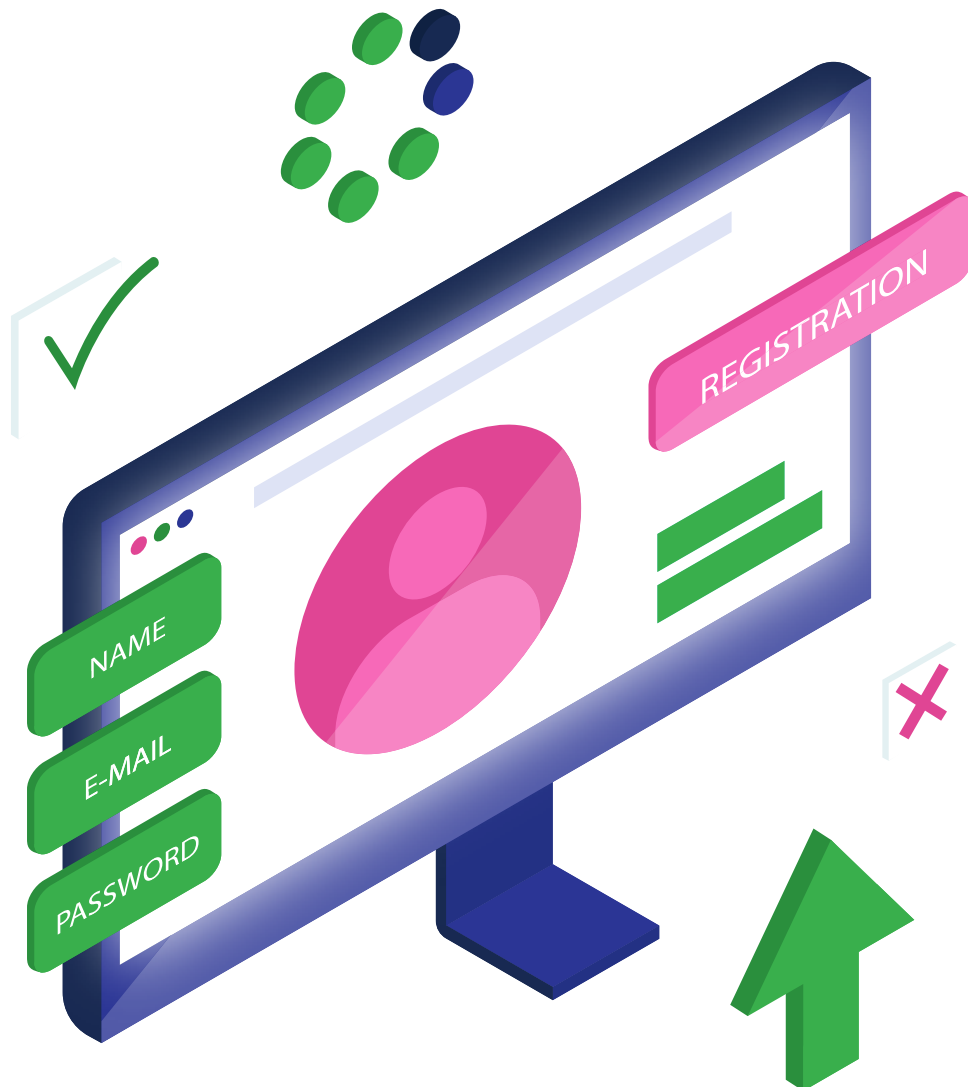
online2022@montessori-mun.org

(if you will attend the **2022 Online Conference**)

Please note that we will provide the forms, specs and means to communicate all submissions for optional activities in October 2021.



YIF YLP PLUS SUMMIT REGISTRATION



YIF YLP PLUS SUMMIT REGISTRATION

YIF YLP PLUS SUMMIT REGISTRATION

GUIDELINES FOR CLASSROOM PLANNING

The YIF program can be managed within the classroom based upon different approaches, however, YFBW's experience has been that a **minimum of 2 hours** of classroom work are required to keep up with the overall progress within the program. Furthermore, the students will need to dedicate at least another 2 hours per week for student project development and for community outreach.

YIF YLP EVENTS

The student work develops both locally as well as in the broader YIF peer community, as students meet regularly over the course of the academic year to drill down on project ideas and skills.



	TYPE	FOCUS	DATE	DURATION
FORUM 1	ONLINE	Engaging with Your Community and Opportunities	November 12 TH 2021	3 hours
FORUM 2	ONLINE	Defining Project Parameters and Success Criteria	December 10 TH 2021	3 hours
FORUM 3	Onsite YIF Summit: NYC	Refining the Details of Your Project Plan	February 16-19 TH 2022	2 half days, 2 full days
FORUM 4	ONLINE	Communication and Promotion	April 8 TH 2022	3 hours
FORUM 5	ONLINE	Showcase	May 13 TH 2022	3 hours


UNDERSTANDING FEES

- Schools are required to pay the applicable non-refundable ‘Country Selection Fee’ (fees vary by conference) in ‘Step 1’ of the registration process.
- Each attending participant will need to pay the ‘YLP and Conference Participant Fee’.
- The fee covers:
 - YLP YIF Online forums:
1 (November 12th 2021); 2 (December 10th 2021), 4 (April 8th 2022) and 5 (May 13th 2022)
 - Onsite Summit with hotel costs for the venue, sleeping room types, occupancy, and other costs. Please view the rooming options/pricing within the conference information pages on the website (under Ambassadorship).
 - All participants must purchase their YIF SUMMIT sleeping rooms through YFBW according to the contract YFBW holds with the hotel and the bundling of all associated onsite conference fees.

YIF YLP PLUS SUMMIT REGISTRATION

PRIOR TO REGISTRATION

- 1) Schools ensure appropriate schedule classroom time
 - 2) Students commit to the Year-long Program and YIF summit, with an explicit student contract which includes all the assignments, outreach requirements and student submissions
- Students have fixed elements that are required for each month and must be completed and submitted in order to qualify to participate in the Forums:



	MONTH	FOCUS	STUDENT ASSIGNMENTS	COMMUNITY OUTREACH REQUIREMENTS	STUDENT SUBMISSIONS IN ORDER TO MOVE FORWARD	CHECKPOINT
2021	SEPTEMBER	Getting Started			<ul style="list-style-type: none"> Map Your Heartbreak Blue Skies, Aim High 	
	OCTOBER	Getting Information	Planning Field Research	<ul style="list-style-type: none"> First Field Interviews & Community Visits Understanding how your community currently deals with theme which breaks your heart 	<ul style="list-style-type: none"> Research Community Visit Templates completed for 3 interviewees (after interview) 	YIF YLP WORKSHOP October 23, 2021 11:00 AM ET
	NOVEMBER	Conception and Initiation	<ul style="list-style-type: none"> Becoming Aware Stakeholder Engagement Mapping the actors involved in the issues, categorization of the community actors 	<ul style="list-style-type: none"> Second round of field and community visits based upon mapping of players Drilling down on the project idea that could contribute to the community, by discussing with your community members (finding synergies, and players) 	<ul style="list-style-type: none"> Mapping and Defining the Problems Mapping of your Stakeholders Extend Field Research Community Visit Templates completed for an additional 3 interviewees (post mapping and interview) 	FORUM 1 November 12, 2021 YIF COORDINATOR MEET-UP November 13, 2021 11:00 AM ET
	DECEMBER	Definition of Project Idea	<ul style="list-style-type: none"> Mapping and Defining the Problems Iceberg Analysis Mapping the Players relevant to their project idea Project Problem Setting the Goals and Scope 	<ul style="list-style-type: none"> Third round of field and community visits based upon defining the problems and opportunities (finding synergies, and potential supporters) - another 3 interviews with new stakeholders 	<ul style="list-style-type: none"> Mapping and Defining the Problems Iceberg Analysis Field Research Community Visit Templates completed for an additional 3 interviewees (post mapping and interview) Submission Deadline for YIF Report: December 10, 2021 (i.e. Step 3 in the YIF Registration Portal) 	FORUM 2 December 10, 2021
2022	JANUARY	Developing Elements of Project idea	<ul style="list-style-type: none"> Final Project Charter Summary of Stakeholder Feedback and Integration to Project Ideas First List of Supporters and Partners 	<ul style="list-style-type: none"> Verify with your community your project charter Update and fine-tune your project charter Obtain support and partners for your project (List of partners and supporters) 	<ul style="list-style-type: none"> Create a Project Charter Stakeholder Engagement, Revise Stakeholder Map Project Charter 	YIF COORDINATOR MEET-UP January 15, 2022 11:00 AM ET YIF YLP WORKSHOP January 23, 2022 11:00 AM ET
	FEBRUARY	Refining the Details of your project	<ul style="list-style-type: none"> Draft Work Breakdown Structure Updated list of Supporters and Partners 	<ul style="list-style-type: none"> Obtain support and partners for your project 	<ul style="list-style-type: none"> Updated Work Breakdown Structure Revisions, Modifications and Adjustments: Stakeholder Verification 	FORUM 3 NYC February 16-19, 2022
	MARCH	Communication Planning	<ul style="list-style-type: none"> Resources and Project Budget Project Schedule 	<ul style="list-style-type: none"> Obtain support and partners for your project 	<ul style="list-style-type: none"> Build Your Team Resources Needs and Budget Project Schedule 	
	APRIL	Preparing for the YIF Showcase	<ul style="list-style-type: none"> Communication Plan Video of Project Pitch Project Presentation Flyer Mentor Application 	<ul style="list-style-type: none"> Promotion of project launch 	<ul style="list-style-type: none"> Communication Strategy Developing Your Pitch Mentorship Application Project Flyer Video Pitch 	FORUM 4 April 8, 2022
	MAY	Mentoring as a support for project launch		<ul style="list-style-type: none"> Promotion of project launch 	<ul style="list-style-type: none"> Promote the project 	FORUM 5 May 13, 2022

REGISTRATION PHASE

The coordinator initiates the school group's registration on www.montessorimun.org under the 'Ambassadorship' tab. Please select the 'Register' button for the YLP plus February Conference for the YIF YLP and SUMMIT.

- a) 'Step 1' of the registration process focuses on your general participation numbers and categories.
- b) The coordinator selects the conference package for all participants for the SUMMIT in NYC. The coordinator then registers the names of the delegates ('Step 2b') and then assigns the delegates to their specific projects ('Step 3').
 - Please ensure the correct name is used and that it matches the individual's legal documentation, as MMUN uses this information exactly as entered to generate the name badges, certificates, etc.
 - All names are submitted by the conference registration deadline (see individual conference information page for exact dates) and will be used to generate all participant materials.

The coordinator should register for all intermediate event dates for the Year-long Program by October 14th (also having completed Step 2b by this time in order to do so) as per the following:

YIF Coordinators:

- November 13th, 11:00 AM Eastern Time (TBC based upon school locations registered)
- January 15th, 11:00 AM Eastern Time (TBC based upon school locations registered)

YIF YLP Parent, Chaperone and Observer Workshops:

- October 23rd, 11:00 AM Eastern Time (TBC based upon school locations registered)
- January 23rd 11:00 AM Eastern Time (TBC based upon school locations registered)

REGISTRATION DEADLINES (KEY DATES)

‘Early Financial Commitment Deadline’

- Registrants are responsible for the declared composition of their group size by the 14th of October for the YLP plus YIF Summit, in particular:
 - i) the YLP program plus NYC YIF Summit conference package fees associated with all participants
 - ii) the final and total number of hotel rooms and occupancy configurations declared at the time of this deadline.
- Registrants acknowledge and warrant that the EFCD date locks-in the minimum number of registered participants for the school group. From this point forward, the Registrant is financially responsible for the full and timely payment of all fees, expenses, and other charges associated with each and every participant identified in the registration at the time of the deadline.
- You are financially bound to the numbers you indicate by this date; however, are not required to pay in full until the ‘Payment Deadline of October 29th 2021.

Deadline for Registration for Year-long Event Sessions for Coordinators and Parents: October 14th

‘Hotel Selection Deadline’ (FOR the YIF NYC Summit in February 2022)

- October 29th is the date by which you are required to select your hotel accommodations in ‘Step 2a’ based on the participant numbers indicated in ‘Step 1’.
- Please note that availability is on a first-come, first-served basis and many configurations are booked immediately.

YIF Submission Deadlines

- Each Month (see previous table under Prior to Registration: Student Commitment) students have direct activities and submissions that must be completed in order to proceed to the next YIF Forum.
- In addition, during the step 3 registration, a YIF report must be uploaded for each project.

Payment Deadline

- The date in which you are required to make your payment in full (October 29th 2021) based upon your Early Financial Commitment delegation size, plus any additional increases. (No reductions are allowed past the EFCD deadline.)
- After this date, ‘Liability Fees’ will be added to your original registration fees, so it is highly recommended that you make all payments prior to this date.



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STEP 1 (SCHOOL REGISTRATION AND YIF TEAM MEMBER NUMBERS)






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Conference Registration Records

Conference	
2020 - 2021 ONLINE YIF & Showcase (39703-40472-19345) School: The Laren School Registered: November 19, 2020	View Edit Print Receipts Request Refund View Confirmation
2021 MMUN Live Online Conference - March (39161-40496-19341) School: The Laren School Registered: November 19, 2020	View Edit Print Receipts Request Refund View Confirmation

Warning: You need to complete payment (of \$3,750.00) in order to secure your accommodations for this conference. See 'Step2a'. Please click on the 'Edit' button next to your conference registration to make the appropriate changes.

STEP 1 (SCHOOL REGISTRATION AND YIF TEAM MEMBER NUMBERS)



WHAT YOU NEED:

1. Log-in credentials for your user portal. If not already created, you will need to first create the credentials (which is part of the registration process).
2. School and YIF Coordinator information (address, phone numbers, etc.)
3. Number of participants ('Team Members'). **The number of participants can only be modified PRIOR to the 'Numbers Freeze Deadline'**, after which the school is financially responsible for all participant numbers provided.



HOW LONG YOU NEED:

- If you have the information above, 'Step 1' can be completed rather quickly (approximately 5-10 minutes).

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YIF Project Members

Student leading team members in delivering the project outcome.

YIF Observers
(i.e. any adult or child which accompanies the school delegation. A child observer can include an accompanying family member or a school student who wishes to experience the conference).

of Teacher Coordinators

Ratios of Teacher Coordinators and Observers (Check Box Only To Request Exemption)


☐ Please check here if you request an exemption from the ratio policy. The ratios are listed above, as well as, under the 'MMUN Policies' section of the website. You must send an email to info@montessori-mun.org with the details of your exempt request for review. MMUN reserves the right to refuse any exemption request.

STEP 2A (ROOM-TYPE/OCCUPANCY SELECTIONS AND PAYMENT OF PARTICIPANT FEES)



WHAT YOU NEED:

- 1.
The participant numbers from 'Step 1' including coordinator(s), team members, chaperones, and observers.
 - a.
The numbers from 'Step 1' must match the occupancy selections you make in the grid in 'Step 2a.'
- 2.
You will need to know your group's room type selections and occupancies to make your selections efficiently.
 - a.
Please note, room types are based on a first-come, first-served basis. YFBW (Youth For a Better World) contracts enough rooms to satisfy the number of participants. For larger events, there is more than '1' contracted hotel and you may need to select a different hotel than the host hotel. These selections are visible in the grid.


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Pricing And Payment

Total Participants From Step 1 (Includes: Teacher Coordinator + Delegates + Observers)

5

Delegate(s) Fee Total

Amount of Delegates	Flat Fee Per Person	Total
4	\$475.00	\$1,900.00

Observer(s) Fee Total

Amount of Observers	Flat Fee Per Person	Total
0	0	\$0.00

Teacher Coordinator(s) Fee Total

Amount of Teacher Coordinators	Flat Fee Per Person	Total
1	0	\$0.00

STEP 2A (ROOM-TYPE/OCCUPANCY SELECTIONS AND PAYMENT OF PARTICIPANT FEES)

- i. 'Participant Fees' are based on this selection and are generated within the room grid. To view pricing prior to completing this step, please visit the YIF information page.
 - ii. Please also note for security purposes that the entire school group must be placed at one hotel and cannot be split.
 - iii. Room-type and occupancy selections must be made by the October 14th Deadline. This is not a payment deadline; however, a small payment towards the total will secure your selection. This deadline allows YFBW to gauge the rooming block needs, as well as whether to activate additional rooming at secondary hotels.
 - iv. While adjacent rooms cannot be promised, YFBW will work with the hotel to place your group's rooms on the same floor.
- 3.
Provide a credit card (or alternate method of payment) to begin the payment process for the 'Participant Fees.'
 - a.
Full payment is not necessary immediately; however, the first payment toward your total amount owing is used to secure your rooming selections. You will then be able to go back into this step to make another payment via the same or alternate credit card. This also allows the coordinator to collect multiple credit cards and make multiple payments toward the balance owing.
 - i. Please note, YFBW recommends the coordinator be the sole organizer for this process, as we have had issues in the past when parents have used coordinator's log-in and accidentally changed hotel assignments which affected the group's hotel location and pricing. YFBW is not responsible for any changes that are made within your user portal. YFBW also does not make changes to any user portal without written permission from the coordinator.
 - b.
If you are paying via a wire transfer, you must send the wire confirmation from your bank to accounting@montessori-mun.org (proof of funds transfer). This must be done in a timely manner. Please note that late fees will apply after the payment deadline which increase your conference costs because costs such as hotel rates also rise for MMUN at this point (see the 'Deadlines' section within the YIF information page). If a wire confirmation is not sent to accounting@montessori-mun.org, your rooming selections will be released back into the inventory pool for other groups to choose.



HOW LONG YOU NEED:

- If you have the information above, 'Step 2a' can be completed fairly quickly (approximately 15-30 minutes) depending on the size of your group and how many payments you are making.

STEP 2B (PARTICIPANT DATA ENTRY)



WHAT YOU NEED:

- I.
You will need all of your participant data to complete this step.
 - a.
Name as on passport or legal documentation.
 - i. **Please ensure that spelling is correct in this section of the website (double and triple check).**
 - ii. These names are also used on the official YIF certificates.
 - iii. You are able to swap out participants prior to the posted deadlines. Please also take note of the payment deadline posted within the YIF information pages.
 - b.
Emails, gender, and date of birth for each participant (coordinators, team members, and observers).



HOW LONG YOU NEED:

- If you have the information above, 'Step 2b' can be completed rather quickly (approximately 10-15 minutes) depending on the size of your group.

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YIF Team Members

First Name	Middle Name	Last Name	Sex	Date of Birth	Email
<input type="text"/>	<input type="text"/>	<input type="text"/>	Male <input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	Female <input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	Female <input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	Male <input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	Female <input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	Male <input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	Female <input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	Male <input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	Female <input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	Male <input type="text"/>	<input type="text"/>	<input type="text"/>

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STEP 2C (ROOMING LIST ASSIGNMENTS)



WHAT YOU NEED:

- I.
You will need to know who will be housed in each room that was previously selected in 'Step 2a' of the registration process. At this point, since you have entered all the participant name information in 'Step 2b,' you will be able to assign those names to the appropriate rooms.
- a.
Please note, you will be unable to proceed to 'Step 3' without having completed all of 'Step 2.'



HOW LONG YOU NEED:

- If you have the information above, 'Step 2c' can be completed rather quickly (approximately 15-30 minutes) depending on the size of your group and how many rooms you selected in 'Step 2a.'




WHAT YOU NEED:

- 1.
Titles/Names of the associated projects.
- 2.
You will need the completed 'YIF Report' document to be able to upload for each project /appropriate (registered) team member.



HOW LONG YOU NEED:

- If you have the information above, 'Step 3' can be completed in approximately 5-10 minutes, depending on the size of your group.


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Step Three

YOUTH IMPACT FORUM PROJECTS

Project Information (Please enter the project name(s) and upload all the required documents. If the project name is the same, you only need to upload the documents into one respective row and do not need to duplicate the uploads. Separate projects will require separate documents and uploaded in the respective row).

YIF Project Leader	Project Name	YIF Report (.pdf)
<input type="text"/>	<input type="text"/>	<input type="button" value="Choose File"/> No file chosen
<input type="text"/>	<input type="text"/>	<input type="button" value="Choose File"/> No file chosen

SUBMIT