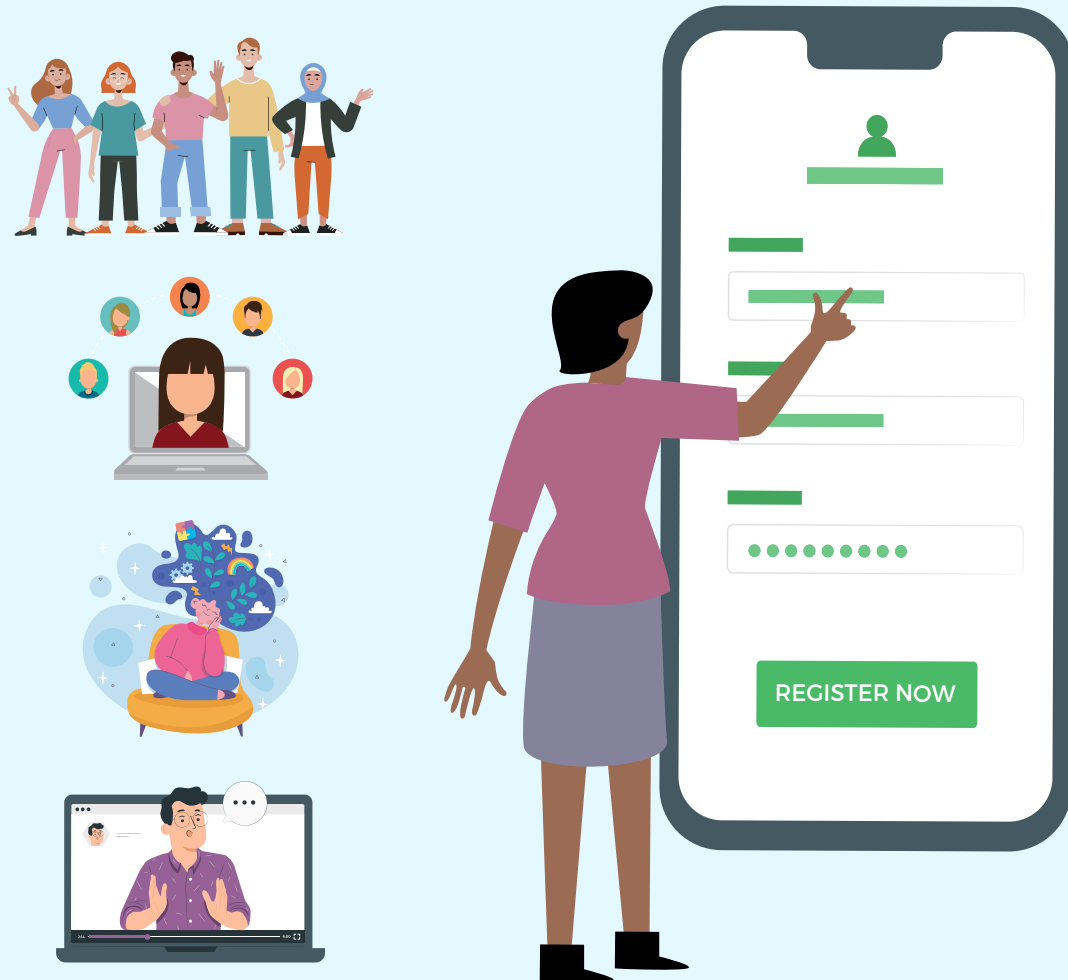


# REGISTRATION GUIDELINES FOR YOUTH FOR A BETTER WORLD'S YEAR-LONG PROGRAM AND FINAL CONFERENCES



## YEAR-LONG PROGRAM REGISTRATION PROCESS

This PDF will cover all the details Coordinators need to register their students for the Year-long Program (YLP) with information on both onsite and online MMUN Conferences.

Ensure you have taken time to understand this overview before beginning to guarantee participation in the many opportunities included in the Year-long Program.

Although registering for the Year Long Program has begun once you choose your countries, the registration process has several steps that match the planning and preparation of your delegation's MMUN journey.

It comprises many details including:

- Country Selection & Country Selection Fee
- Delegation Size (Delegates & Adults) & Participant Info
- Reservations for Student Working Sessions
- Hotel Rooming Lists, Room Type Deposit, & Shoulder Nights - Onsite
- Position Paper Upload Deadline
- Songwriting Applications
- Design Contest
- Cultural Performance
- Payment

Particularly for the onsite, there are many key details that affect logistics planning including badges, hotel occupancy, bussing, and event seating. It is a key element in setting up your delegation for success and ensuring the best experience possible. MMUN depends on this information as we organize vast amounts of identification, rooming lists, online events, ceremonies setup, and registration appointments. We urge all coordinators to schedule adequate time to plan and prepare for each step and deadline of this process.

[For full 2023 YLP Pricing - click here](#)

## COVID-19

- MMUN will not be requiring proof of vaccination to attend any conference.
- The UN is currently requiring proof of full COVID-19 Vaccination and a mask that covers nose and mouth for entry.
- MMUN is doing everything possible to obtain permission to use the United Nations for the closing ceremony. However, we can never guarantee access.
- In the event that the closing ceremony is held at the United Nations, all conference participants, adults and delegates, will be required to show proof of full Covid-19 vaccination in order to enter the United Nations.
- This only applies to the events held at the United Nations and not to any other part of the MMUN conference; opening ceremony, committee session, celebration night, etc.
- MMUN will provide updates on the UN's COVID-19 policies as they occur.

## FEE OVERVIEW

The Country Selection Fee of \$ 360 USD is non-refundable and required of all schools in Step 1 of the registration process.

Each attending participant will need to pay the 'YLP Fee'.

- Online YLP Fees are based on a flat rate per delegate - \$ 550 USD, MMUN coordinator or adult observer - \$ 275 USD.
- Onsite YLP Fees also include hotel costs for the venue, sleeping room types, occupancy, and other costs. These fees vary by conference so please view the YLP pricing for all rooming options and costs. All participants must purchase their sleeping rooms through MMUN.

[Click here to download SUGGESTIONS FOR COORDINATORS BEFORE REGISTRATION pdf](#)

## MMUN YLP EVENT REGISTRATION

The coordinator initiates the school group's registration on [www.montessori-mun.org](http://www.montessori-mun.org) under the conference tab. Please select the 'register now' button (it will be activated when we open the registration) for the program/conference you wish to attend. The register button on the page of that conference date will take you to the registration system.

### Overview of Registration Steps with deadlines

#### Step 1A

- Enter the number of participants, both student and adult
- Choose your countries, each available country is visible along with the total number of delegate spaces required to hold the country. You may only select countries that align with your total delegate numbers (or one fewer if you have an odd number of delegates)
- Pay the Country Selection fee of \$ 360 USD

#### Step 1B

- Confirm committees based on country selections
- The participant numbers will now be locked and can only be changed through request

#### Step 2A Deadline October 14<sup>TH</sup> - Onsite only

- Choose your room types for onsite conference participants

### **Step 2B** *Deadline October 14<sup>TH</sup>*

- The coordinator registers the names of the delegates
- Register all participants for the events of the Year-long Program including:
  - *For Delegates:* two Student Working Sessions and two Student Meetups
  - *For MMUN Coordinators:* two Coordinator Meetups
  - *For Parents, Chaperones and Observers:* two MMUN webinars

### **Step 2C** *Onsite only*

- Complete the rooming list, who will be housed in each room selected in Step 2A

### **Step 3** *Deadline varies by conference – See chart on page 8*

- Assign the delegates to their specific committees
- Upload Position Papers (deadline varies by conference – check key dates)
- Upload optional activities including:
  - Design Contest Entry
  - Ambassador Booklet Photo
  - Songwriting Workshop Application
  - Cultural Performance Night Application

## FINANCIAL COMMITMENTS & DEADLINES

Once you register your participants in Step 1, MMUN removes those countries from circulation, guaranteeing your participation in the YLP. If you drop participants, that space cannot be filled. We understand schools cannot pay the entire cost of the YLP at registration, which is why we have a long period between registration and the final payment deadline. MMUN has created guidelines to protect the integrity of the program for all and to ensure we can continue to offer schools adequate time to fundraise for our programs. Be sure to read through these deadlines and financial commitments carefully.

They include:

- Participant Drop Fee
- Early Financial Commitment Deadline
- Hotel Selection Deadline
- Final Payment Deadline
- Participant Drop Fee – If the total number of participants drops by more than 20% after the completion of Step 1 – there will be a \$ 150 USD participant drop fee, for every person dropped, delegate or adult.
  - This fee is in effect up until the ‘Early Financial Commitment Deadline’ on October 14. After this date, it will not be possible to drop ANY participants and you are fully financially responsible for the entire delegation at this time (see below for further details).

- For example, if you originally registered 10 total participants and you wish to decrease to 6 participants in total. If this happens prior to the 'Early Financial Commitment Deadline,' you will be allowed to drop 2 participants free of charge, and then a 'Participant Drop Fee' of \$ 300 USD will be added to your account for the other 2 dropped participants. If you wish to make this drop AFTER the 'Early Financial Commitment deadline of Oct 14th, you will not be allowed to make the drop as you are fully financially responsible for all 10 spaces entered.
- 'Early Financial Commitment Deadline' - Oct 14<sup>TH</sup>
  - From this point forward, you are financially responsible for all fees, expenses, and other charges associated with each participant identified in the registration at the time of the deadline. Which includes:
    - YLP package fees associated to all participants
    - The final and total number of hotel rooms and occupancy configurations declared at the time of this deadline.
    - Any additional fees or charges
  - 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 Dec 9<sup>TH</sup>
  - 'Hotel Selection Deadline' (FOR ON-SITE CONFERENCE ONLY) - October 14<sup>TH</sup>
  - The date by which you are required to select your hotel accommodations in 'Step 2a' based on the participant numbers indicated in 'Step 1'.
  - This is NOT A PAYMENT DEADLINE. You can make your hotel selections with a small payment toward the total. This deadline is for MMUN to re-evaluate rooming block availability with the hotel.
  - Availability is on a first come, first served basis and many configurations are booked immediately.
- 'Payment Deadline' - December 9<sup>TH</sup>
  - The date required to make all payments in full 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 to make all payments on or prior to this date.

### ACADEMIC DEADLINES FOR YEAR LONG EVENTS, POSITION PAPERS, AND OPTIONAL SUBMISSIONS

These deadlines are about your delegate's full participation in the Year Long Program. The Student Working Sessions and Meet-Ups will fill up quickly so please register as early as possible to ensure your preferred dates. After the deadline, you will need to write [info@montessori-mun.org](mailto:info@montessori-mun.org) to request participation and will be added based on availability. The position paper deadline ensures time for feedback and any necessary revision required. It is crucial to prepare the

environment of the committee session and to maximize student engagement. Be sure to introduce your students to the optional submissions so they can prepare in time to meet the deadlines. The optional submissions offer alternative ways to participate and highlight students' unique skills and talents. To help you and your delegates with submissions, ask your art, music, or drama teacher or even a parent to support your students in participating in these unique opportunities.

They include:

- Deadline to Register for Student Working Sessions and Student Meet-Ups
- Position Paper Deadline
- Optional Submissions Deadline (Songwriting, Design, & Cultural Performance).











Deadline for Registration for Year-long Event Sessions for Students, Coordinators and Parents - October 14<sup>TH</sup>

- Ensure to complete all registrations for the YLP in Step 2b by October 14<sup>TH</sup>.
- Please note that availability is managed on a first come, first served basis.
- Any registrations after the 14<sup>TH</sup> of October will be addressed on an ad hoc basis according to remaining availability.
- 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.

### POSITION PAPER DEADLINES AND OPTIONAL EVENT SUBMISSIONS DEADLINE

- Each conference has a specific deadline for position papers, as well as all optional conference events (Songwriting Application, Design Contest, Cultural Submissions, Ambassador Booklets)

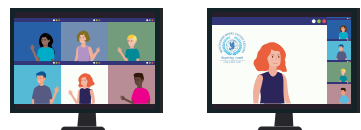
# MMUN YLP PLUS CONFERENCE EVENT REGISTRATION

		 Conference Type	 Date	 Registration Opens	 Early Financial Commitment Date (EFGD)	 Hotel Selection Deadline	 Last Day to Register	 Payment Deadline	 Position Paper Deadline	 Optional Submission Deadline	<b>2022-2023</b> <b>Year-long Intermediate Event Registration Deadlines (i.e. Meetups, Working Sessions, and Workshops)</b>
<b>Year-long Program Plus Conference by Location</b>	 <b>NYC</b>	Onsite	February 15-18, 2023	September 14, 2022 10:00 AM ET	October 14, 2022	October 14, 2022	N/A	December 9, 2022	December 9, 2022	December 9, 2022	Year-long Program Events must be reserved for the full academic year by the 14th of October 2022.  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.
	 <b>NYC</b>	Onsite	March 15-18, 2023	September 16, 2022 10:00 AM ET	October 14, 2022	October 14, 2022	N/A	December 9, 2022	January 11, 2023	January 11, 2023	
	 <b>ONLINE</b>	Online	April 28-30 & May 6-8, 2023 8:00 - 11:00 AM ET and 8:00 - 11:00 AM PT	September 21, 2022 10:00 AM ET	October 14, 2022		February 18 2022	December 9, 2022	February 22, 2023	March 8, 2023	

\*This chart was updated on 22<sup>ND</sup> of August 2022



**DOWNLOAD THE REGISTRATION FOR YEAR-LONG PROGRAM PLUS MMUN CONFERENCE EVENT - STEP BY STEP DETAILS PDF**



**DOWNLOAD THE REGISTRATION FOR YEAR-LONG PROGRAM PLUS MMUN ONLINE CONFERENCE EVENT - STEP BY STEP DETAILS PDF**