

# YFBW Policies

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## Policies for All Programs, Events, and Courses

### Financial Policies

#### Financial Commitment Deadline for Year Long Programs and Courses

Registrants acknowledge and warrant that, as of the Early Financial Commitment Deadline (hereinafter, “EFCD”), Registrants are bound to the composition of their group for all programs including, without limitation, the following:

- (1) the final and total number of participants who will participate;
- (2) the type and nature of Registrants’ Event, Programme or Activity Package, along with all information reasonably related and/or requested thereto; and
- (3) the final and total number of hotel rooms that Registrants shall use (onsite conferences only).

Registrants are only allowed to decrease participation by 20% prior to the EFCD and any additional decrease will incur the "Participant Drop Fee" (please see "Participation Drop Fee" section below. No decrease is allowed after the EFCD and groups are fully financially liable for all participants entered.

Registrants acknowledge and warrant that the EFCD date locks in the minimum number of the registered participants for the 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, including, without limitation, all registration fees associated therewith.

No reductions are allowed to these participant numbers after the EFCD. Please note that the EFCD for Year Long Programs (“YLP”) with online conferences and for online courses are never possible, as the EFCD is at the time the initial registration of the group is submitted.

A request by Registrant to add additional participants to a delegation after the EFCD may, in YFBW’s sole discretion, be accepted into the Registrant’s group as event and room space, travel, health, and financial and scheduling considerations permit.

Once a Registrant submits its registration, on or before the EFCD, the Registrant is expected and required to timely pay all fees, expenses, and other charges associated with each and every participant, including, without limitation, all registration fees associated therewith. Failure to make payment does not release Registrant from the obligation to pay the required fees.

Registrants acknowledge and agree that they shall not be entitled to any refund, reimbursement, or compensation for any reason including, without limitation, *force majeure* circumstances as outlined herein, past the EFCD even if payment has not yet been completed. Registrants further covenant and

agree that they shall not institute any chargeback or reimbursement request with their respective banking institutions or credit card

Companies once the initial registration of the group has been submitted or initial payment has been authorized, for fees, expenses, and other charges owed in connection with the final number of participants identified by Registrants in their registrations (“Wrongful Chargeback Request”). Registrants shall be liable for the full extent, nature, and type of losses, charges, fees, damages, injuries, and penalties incurred by YFBW as a result of any Wrongful Chargeback Requests initiated or authorized by Registrants.

#### Final Payment Deadline and Liability Fees

All payments due by Registrants as of the Early Financial Commitment Deadline (“EFCD”), may be made at any time up to and including the Final Payment Deadline (“FPD”). Registrants acknowledge and agree that any

outstanding fees (after the FPD deadline) shall be deemed late and that a late fee of thirty percent (30%) will be imposed by YFBW and incurred by Registrants for all of the remaining balance due. All fees (including liability surcharges) must be paid prior to the Step 3 deadline, when the position papers are due. Following the step 3 deadline, if any charges remain unpaid, registrants must also receive approval for participation with the understanding that an additional liability fee equal to another 30% of the balance due must be paid by Registrants. Nonetheless, YFBW has the right to not accept registrants if they have not paid all charges and liability fees in full by the step 3 deadline. Moreover, please note that payment of all fees must be completed before conference dates. Under no circumstances will delegations be allowed to participate without having paid in full all fees (including all liability fees), before the arrival of the registrants at the conference, for their full participation group.

Key Deadlines for 2024-2025 YFBW Programs (This chart was updated on 22<sup>nd</sup> August, 2024)

		Date	Opening of Registrations	Early Financial Commitment Date (EFCD)	Payment Deadline	Position Paper Deadline	Optional conference event submissions deadline	Year Long Intermediate I Event Registration Deadlines (i.e. Meet-ups, Working sessions, and Workshops)
YLP plus Conference Location	NYC	February 19-22 2025	10-Sep-2024	16-Oct-2024	11-Dec 2024	11-Dec-2024	11-Dec-2024	Year Long Program Events must be reserved for the full academic year by the 16th of October 2024. Spots are occupied on a first come first serve basis. Any registrations after that date will be addressed on an ad hoc basis according to remaining availability.
	NYC	March 12 - 15 2025	13-Sep-2024	16-Oct-2024	11-Dec 2024	15-Jan-2025	15-Jan-2025	
	Rome	April 8 - 11 2025	17-Sep-2024	16-Oct-2024	11-Dec 2024	25-Feb-2025	25-Feb-2025	

	Online	May 16th - 19th 2025	20-Sep-2024	Time of Registration	Time of Registration	26-Mar-2025	15-April-2025	
Courses	Online	All dates	N/A	Time of Registration	Time of Registration	N/A	N/A	N/A

**“Participant Drop Fee” Penalty: Attrition Clause for Major Reductions PRIOR to the EFCD**

In the event that a twenty percent (20%) or greater attrition of the number of participants occurs between Registrants’ original delegation registration date and the EFCD, Registrants acknowledge and agree that a fee of one hundred fifty dollars (USD \$150.00) for the YLP and conferences per participant (delegate or adult) will be imposed by YFBW, incurred by Registrants, and added to the registration total in 'step 2a' to be paid by Registrants by the FPD. Only YFABW staff will be able to make changes to delegation sizes after the completion of Step1. All changes in delegation size after Step 1 completion will be made through request at [info@montessori-mun.org](mailto:info@montessori-mun.org).

**Last Date for Registration (YLP plus online conference and courses)**

For all online conferences, there is a last day for registration, after which no additions or new registrations can be made. After this date, teacher coordinators can contact [info@montessori-mun.org](mailto:info@montessori-mun.org) to verify whether any flexibility in adding delegates is possible. YFBW shall have sole discretion to accept any requested changes to existing delegations or to accept new registrations, said discretion to be exercised in good faith and to be based on event and committee space, and financial and scheduling considerations.

This date is also the deadline for swapping out delegates for MMUN.

**YFBW Year Long Program (YLP) plus Conference Event Pricing**

YLP with Online Conference			YLP with February Conference	YLP with March NYC Conference	YLP with Rome Conference (meals Included)
		Participant Room Configuration	Total Cost for Year Long Program per Participant (USD)	Total Cost for Year Long Program per Participant (USD)	Total Cost for Year Long Program per Participant (USD)
Delegates	\$250	Quadruple	\$ 861	\$ 922	N/A
Adults	\$100	Triple	\$ 983	\$ 1055	1208
		Double	\$ 1230	\$ 1319	1344
		Single	\$ 1970	\$ 2114	1670
		Local (no hotel room)	\$610	\$610	\$790

“MMUN Year Long Programs” refers to the fees for all participants including all YLP programs, events, conference activities, and accommodations (for YLP plus onsite conferences).

All participants are required to purchase the bundled Year Long Program plus Conference Package, including hotel room nights for onsite conferences. No conference packages include travel costs, transportation, visa or passport fees, tour packages, or shoulder nights.

Registrants will be required to provide a credit card on-site to secure each hotel room which will be used for incidentals and/or additional hotel services. Registrants acknowledge that the hotel(s) may have additional hotel policies, guidelines, and/or terms of service that govern Registrants’ stay at, and financial commitments to, said hotel(s) and Registrants hereby warrant and agree that they shall fully comply with all such hotel policies, guidelines, and/or terms of service. A copy of applicable hotel policies, guidelines, and/or terms of service may be provided by us upon request. Any and all questions, inquiries, and concerns regarding hotel room rates, services, accommodations, policies, guidelines, and terms of service must be communicated to us directly. Unless we have granted a Registrant prior written permission to do so, Registrants shall not be permitted to negotiate or engage directly with the hotel(s) regarding hotel room rates, services, accommodations, policies, guidelines, or terms of service.

Local participants submitting the required documentation (for schools closer than 50 miles from the location of the conference) can purchase an alternate YLP with Onsite Conference package (which excludes the room accommodations) if desired, or a combination thereof.

#### *Participant Categories*

All participants have to register for the conference (students, coordinators and observers adults and children).

#### *Participation Policies*

##### **Coordinator Preparation Ratio**

One (1) coordinator may only prepare a maximum of thirty-five (35) students for a single conference. A school must register additional coordinators if the number of delegates is higher.

##### **Teacher/Chaperone to Delegate Ratios (YLP plus Onsite Conferences and Events)**

One (1) chaperone must be registered for every eight (8) students for upper elementary delegates (Teacher coordinators are included in the chaperone ratio).

One (1) chaperone must be registered for every fifteen (15) students for middle school delegates (Teacher coordinators are included in the chaperone ratio).

Only participants designated as chaperones during the registration process are authorized to pick-up and accompany student delegates. Student delegates will not be released from their committee rooms without a registered school chaperone (vs. an observer or a visitor) present to collect them. Please refer to [chaperone guidelines](#) for additional information.



## Non-Delegate Underage Observers (On-site MMUN Conferences)

All MMUN non-delegate children must be registered as underage-observers to access the venue. In addition, parents must present ID to Security on-site to verify the age of the child and acquire a one-time wristband to be worn for the duration of the conference.

### Underage 0

Children under 1 year of age will be admitted to all evening events at the hotel venue including the Opening Ceremony, Cultural Performance Night, and Celebration Night.

### Underage 1-7

Children between ages 1 and 7 are not permitted to attend committee sessions or the UN Closing Ceremony; however, they will be admitted to all evening events at the hotel venue including the Opening Ceremony, Cultural Performance Night and Celebration Night, if they are registered for the conference as an underage non-delegate child (1-7).

### Ages 8 And Up

Children ages 8 and up will be admitted to all events including Opening Ceremony, Committee Sessions, Cultural Performance Night, and the Closing Ceremony at the UN. Although the UN reserves the right to refuse any children under 9, it has been our experience that 8- year-olds have not been denied entry.

YFBW has no control over UN actions and takes no responsibility if a child who is less than 9 years old is refused entry. Participants acknowledge and agree that they shall not be entitled to any refunds, credits, or other reimbursements from YFBW in connection with any child or adult who is refused entry for any reason.

## Refund Policies (please read carefully)

Registration constitutes acceptance of the no refund policy and waiver of all rights to claim additional amounts other than those expressly provided for herein, including, without limitation, any and all expectation damages, reliance damages, and compensatory damages.

Refunds of fees that have been paid arising out of a change, revision, modification, alteration, or participation cancellation that is communicated in writing to YFBW prior to the EFCD may be issued, in YFBW's sole discretion which shall not be unreasonably withheld. Registrant acknowledges and agrees that a ten percent (10%) processing fee shall be applied and deducted from the refund that Registrants receive. This potential refund is exclusive of any and all payments, fees, or other charges including, without limitation, transportation and travel expenses, incurred by Registrant in reliance on its anticipated attendance. Notice of cancellation must be given in writing and must be received by YFBW prior to 5pm EST on the EFCD. Registrants shall be required to pay all fees, expenses, and other charges associated with each and every participant including, without limitation, all registration fees.

A request to transfer the course value of a registration to a different course or to another individual is possible, in YFBW's sole discretion, if the request is made in writing thirty-one (31) days or more prior to the scheduled event ([info@montessori-mun.org](mailto:info@montessori-mun.org)). The request's date will be judged according to the Eastern Standard Time ("EST") on date of receipt. No refunds shall be issued for any reason

## Force Majeure (All Programs, Events and Courses)

The performance by either Party of the terms provided for herein, and of all Agreement(s) in connection with Conference(s) or other Event(s) held by YFBW, is subject to acts of God, war, government regulation, disasters, fires, viral outbreaks (including COVID-19), epidemics/pandemics, diseases, quarantines, strikes, terrorism or threats of terrorism, civil disorders, curtailment of transportation facilities preventing or unreasonably delaying at least 25% of Conference or Event attendees and guests from participating at the Conference or Event, or other similar causes including emergency or non-emergency conditions, beyond the control of the parties making it inadvisable, illegal, impossible, or commercially impractical to hold the Conference or Event or to perform under the terms provided for herein. In the event of a force majeure event, YFBW may: convert the event to an online event (while this is the most likely solution, nothing herein shall be construed as a guarantee that this option will be the selected solution), cancel the event entirely or postpone a Conference or Event upon written notice to Registrants. YFBW shall not be forced to bear any loss, liability, costs, fees, or expenses incurred by Registrants as a result of, or in connection with, any conversion, cancellation, or postponement of a Conference or Event. In the case of a postponement, the postponement date will be announced within twenty (20) days of the notice of postponement.

### Case of Onsite Conference Conversion to Online Conference due to Force Majeure

For those who register for an onsite conference for 2025, in the case of an inability to deliver a conference due to force majeure, at YFBW's sole discretion which shall not be unreasonably withheld:

- Participants will be automatically enrolled in the ad hoc online conference. The online conference would be held over the same period from Wednesday to Sunday based upon 3,5 hour Zoom sessions:
  - Wednesday: Orientation, Opening Ceremony, and Committee Session (3.5 hours)
  - Thursday: Committee Session (3.5 hours) + Cultural Party (60 minutes)
  - Friday: Committee Session (3.5 hours) + Fellow Student Ambassador Speed Meet-ups (60 minutes)
  - Saturday: Committee Session (3.5 hours)
  - Sunday: Closing Ceremony + Celebration Festival (90 minutes)
- Equivalent compensation would be given for the difference between the paid registration of the participants for the YLP plus onsite conference vs. the YLP plus online conference fees with:
  - 100% of the difference paid will be issued if the cancellation occurs before the 31<sup>st</sup> of December 2024.
  - 80% of the difference paid will be issued if the cancellation occurs after the 31<sup>st</sup> of December 2024 (this is due to the unrecoverable costs which are incurred and committed to as the conference dates become closer).
- No other refunds will be allowed. If Participants choose not to participate in the ad hoc online conference, they will not be entitled to any refund.

### Case of Postponement of Conference or Event due to Force Majeure

In the event that any event must be postponed as a result of a force majeure occurrence as provided for herein, all registration fees shall be rolled over and applied to the postponed event date automatically. Registrants acknowledge and agree that they shall not be entitled to ANY REFUND for registration fees that have been paid for an event that has been postponed, even if they elect not to attend the postponed event.

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## Behavioral Policies (All Programs)

### *Plagiarism*

YFBW defines plagiarism as the knowing and willful attempt to use the thoughts, ideas, or words of someone else as one's own, wherein "knowing" is found where the writer knew or should have known that the he/she was using the thoughts, ideas, or words of someone else.

MMUN Position Papers are required to have proper citations. When writing a position paper, delegates must cite work properly, not only to avoid plagiarism, but to effectively use a quote to bolster a position. In order to avoid plagiarism, a delegate should only use the exact words or ideas of a source in a quotation with proper citations. Plagiarism or allegations of it will be dealt with holistically, with consequences including the demotion to observer status or expulsion from the conference. No Registrant, delegate, or delegation shall be entitled to any type of refund arising out of, or in connection with, the demotion from a delegate to an observer delegate as a result of position papers which are found or believed to contain plagiarized content.

The Design artwork and any accompanying text submitted for YFBW design competitions must also be completely original in both concept and creative design. All entries must be created solely for the current contest. Artwork from previous contest submissions or artwork that is based upon ideas or images created by others is not acceptable for submission. YFBW reserves the right to request proof of originality from the delegate's school at any time. Noncompliance with this rule will result in immediate disqualification. Participants are solely responsible for any infringement of copyrighted materials, as well as any production and/or material costs YFBW incurs following the known or inadvertent submission of a plagiarized image, slogan, or work.

Participants covenant and agree to indemnify and hold YFBW harmless from and against any and all damages, losses, costs, liabilities and expenses (including reasonable attorneys' fees) arising out of or related to any claim of infringement or violation of any third party's Intellectual Property Rights by Participant and/or any and all content submitted by Participant or on Participant's behalf including, without limitation, any written, visual, and audio content, artwork, design elements or works, or accompanying text.

### *Code of Conduct*

During all YFBW program events, all participants need to respect the diplomatic nature of the event at all times, particularly in their words and actions. Participants must always act in a respectful and polite manner toward all other participants. The Parties acknowledge and agree that YFBW shall not be directly or contributorily liable for any defamatory, disparaging, damaging, harmful, or negative comments that are published, initiated, or made by any delegates, delegations, Registrants, or any other third-party individuals or entities who are not employed by YFBW. YFBW shall not be liable for any criminal or civil liability arising from, or related to, any act, representation, or omission effectuated by any delegates, delegations, Registrants, or any other third-party individuals or entities who are not employed by YFBW.

### *Dress Code*

All participants must dress appropriately, be polite and use proper manners, so as to show respect for your fellow participants, for the work being done and for the United Nations.

For all YLP events, refer to the following [dress code \(see link\)](#).

### *Coordinator Accessibility During YLP Events*

Coordinators must provide a functioning telephone number (or whatsapp /wechat number) that will be useful during the hours of all events in case any issue arises.

## **Authorizations (All Programs, All Events)**

### **Coordinators are Responsible for Authorization on All Activities on Behalf of all participants as well as acceptance of all policies**

If a certified coordinator submits registrations for participants (students and adults) in any of the programs and events, including optional activities, this submission is considered explicit authorization for participation in said event, program, course and acceptance of all policies.

YFBW does not require proof of this authorization from parents or guardians given the explicit authorizations to teachers from parents or guardians for student participation in school (and after school) activities, but reserves the right to request evidence or documentation of such authorization from parents, guardians, teachers, or anyone acting or appearing on behalf of Registrants.

A certified coordinator is responsible for communicating and obtaining acceptance of all policies on behalf of all participants (including observers and chaperones).

### **Coordinators are Responsible for Authorization on All Activities on Behalf of Participants**

## **Photo and Video Policy (All Programs, All Events)**

Youth for a Better World, Inc. D/B/A Montessori Model UN (“YFBW”) believes that using photos, videos and other digital media (“the Images”) of participants at our YLP program events, conferences, seminars, committees, workshops and related activities fosters a greater sense of community and enhances the quality of our informational and presentation materials.

### *Authorization to be Recorded and Streamed*

By registering for the YLP programs and events, Registrants expressly acknowledge and consent to being photographed, filmed and recorded, including live streaming to sites (e.g. YouTube, Vimeo or other).

Registrants further represent, warrant, and covenant that they have obtained written consent, permission, and/or authorization from all of their participants, students and agents appearing or attending the events on their behalf, to be photographed, filmed and recorded, including live streamed to a site (e.g. YouTube, Vimeo or other). Registrants, (including Registrants’ participants, students, and agents) expressly waive any and all claims, demands, lawsuits, and causes of action (“Claims”) arising out of the allegation, position, or contention that their image or likeness was used, reproduced, modified, adapted, published, disseminated, distributed, or displayed for informational, educational, commercial, or promotional purposes without their consent, permission, or authorization. Registrants expressly agree by their registration that they agree to the use of event images for informational, educational, commercial, and promotional purposes (only first names, pictures and schools would be disclosed). No compensation is provided for the use of such images, nor is any received by YFBW.

In the event a media organization wishes to print or present to the general public any of the Images that contain your image, or wish to contact you for a quote or interview, we will not release your personal information without your written permission.

As a participant in YFBW onsite events, registrants have a right to opt-out of inclusion in photographs ONLY if the registrant has signed and delivered to YFBW the Image and Media OPT-OUT form (for onsite events). Without having executed and delivered the OPT-OUT document, participation in YFBW activities implies permission for the use of images taken during those activities.

#### **Certified Coordinators are Responsible for Safeguarding Access to the Registration System**

Certified coordinators are responsible for keeping all their passwords, usernames, log-in credentials, and access information (“Access Information”) safe, protected, and guarded against unauthorized use and disclosure. In the event that an actual or attempted unauthorized use or disclosure of said information occurs, teacher coordinators acknowledge and agree that they shall be solely responsible and that YFBW shall not be held liable for any actual or attempted unauthorized use or disclosure of Access Information. Coordinators further agree to hold YFBW harmless from and against any and all damages, losses, costs, liabilities and expenses (including reasonable attorneys’ fees) arising out of or related to any unauthorized use or disclosure of Access Information including, without limitation, all errors, mistakes, changes, or modifications (whether desired or undesired) made to a YLP program, event or conference registration on behalf of the teacher coordinator.

#### **Purchases (All Programs, Events, Goods, Products, & Materials)**

If you wish to purchase any YFBW product or service (including registrations to YLP programs, events, courses, workshops, etc.), you may elect to pay with an electronic form of payment including, without limitation, a credit card, debit card, wire or bank transfer, PayPal, Wise (formerly TransferWise), etc. Based upon the registrant’s payment choice, they will be asked to supply certain payment related information including, but not limited to, a credit card number, debit card number, or other payment method(s) account numbers, expiration date of a credit or debit card, associated billing address, etc. The registrant represents and warrants that:

- (i) they have the legal right to use the relevant payment option connected to the Purchase, i.e., they are an authorized account holder or have obtained the authorized account holder(s)’ express authorization to make the Purchase; and
- (ii) that the payment information they supply to YFBW is true, correct and complete.

YFBW employs the use of third-party payment processors for the purpose of facilitating the payment and completion of Purchases. By submitting registrant’s information and the relevant payment information, the registrant grants us the right to provide the information to these third parties subject to our Privacy Policy. Registrant acknowledges that its payment information will be used by our third-party payment processors to effectuate Registrant’s payment transaction(s) and that the use of Registrant’s payment details, once such payment details are transmitted to the third-party payment processor(s), may be governed by the third-party payment processors’ applicable privacy policies and terms of service.

YFBW reserves the right to refuse or cancel your order at any time for reasons including but not limited to:

- product or service availability;
- errors in the description or price of the product or service;
- error in the registrant’s order or other reasons.



YFBW reserves the right to refuse or cancel a registrant's order if fraud or an unauthorized or illegal transaction is suspected.



### Purchase & Delivery of Souvenir from the YFBW Online Shop

For non-personalized products purchased through our online shop, YFBW will accept for return, replacement or refund any item returned within ten (10) calendar days of purchase under the following conditions:

- If the product is defective, YFBW will reimburse the customer for shipping/postage and replace the product or exchange it for a product of the customer's choice of an equal or lesser value.
- YFBW will not reimburse the customer for products returned due to purchase of the wrong size, although if available, YFBW will exchange the product for one with the proper size. In such case, the new shipping/postage costs shall be at the expense of the customer.

## Specific MMUN Conference Policies

### Committee Composition

Final committee room placement will be determined by the number of participants for a particular committee. Large committees may have multiple sections meeting in more than one room. Additionally, UE and MS delegates will be placed together in the same committee room when the combined number of delegates optimizes the functioning of the committee.

### Position Paper Policies

#### Responsibility for Position Paper Content

Each country's delegation within each committee, as a whole, is responsible for both committee topics. YFBW strongly suggests that the two country member delegates for each committee collaborate on creating their position papers since both delegates must be familiar with both topics and be involved throughout the negotiation process of each topic.

YFBW does not control the amount of time spent on each topic in committee, therefore both delegates need to be equally invested in both topics. Furthermore, the online conferences require both delegates to contribute constructively and independently to the development of resolutions for both topics (regardless of who originally wrote the position paper).

#### Single Delegate Representatives

In the case of a delegation with only one delegate, this single representative must submit two position papers. All single delegates must be declared during Registration in Step 1.

#### Position Paper Submission Deadlines & Consequences

Position papers must be uploaded into the registration system by the published deadline. If not, the delegate(s) will be automatically considered an observer delegate(s).

#### Necessity of Position Paper Acceptance

MMUN's bureau will review the position papers of all delegates. If problems exist on the quality of a position paper, the bureau will reach out to the coordinator with comments and suggestions for submission of an updated paper no earlier than 2 weeks prior to the conference date. If a satisfactory updated paper is not submitted at least 2 weeks prior to the conference and approved by the bureau, the delegate will become an observer delegate.

#### Observer Delegate

An observer delegate has not submitted a Bureau accepted position paper before the conference. An observer delegate is:

- (i) unable to participate in discussions,
- (ii) For onsite conferences: the observer delegate must be:

a. seated in the observer section and



- 
- b. is required to have a school chaperone accompanying them at all times during an onsite conference.
- (iii) For online conferences, these delegates can observe in the zoom committee sessions.

No Registrant, delegate, or delegation shall be entitled to any type of refund, credit, or reimbursement arising out of, or in connection with, their conversion from a delegate to an observer delegate as a result of position papers which are deemed unsatisfactory, which are not timely submitted (or re-submitted where re-submission of an updated paper is required), and/or which are not brought to a satisfactory level within the 2-week time frame set by YFBW.

### Committee Sizes (online only)

All committees for online conferences will be limited to approximately 50 delegates. Teacher Coordinators and Adult Observers will not be allowed in the Committee sessions.

### Coordinators and Observers

Adults who are not YFBW employees or volunteers are not allowed to ever be present in virtual MMUN committee rooms. Online conferences offer a live stream of committee sessions, Opening and Closing Ceremonies. The link for observation will be provided under YFBW direction to the certified coordinator or to the email addresses indicated in the registration system. Only those school-authorized observers (i.e., those adults declared and paid for within the YFBW registration portal) are authorized to access the streamed committee sessions. YFBW holds the certified coordinators responsible for the correct authorized sharing of these streaming links (i.e., not sharing them with unauthorized persons who are not formally registered in the registration system). YFBW is not liable for any damages, losses, costs, liabilities or expenses (including reasonable attorneys' fees) arising out of or related to the unauthorized disclosure, publication, dissemination, or use of the same.

For China, live streaming is not technically possible so either the registrant uses a VPN or they can view the recorded committee session the following day through a private Video-on-Demand link that YFBW will provide the following day.

Registered adults in the YLP plus conferences have access to dedicated workshops and coordinator and parent meet-ups during the course of the year.

### Songwriting Workshop

In the songwriting workshop, MMUN delegates work to create an original song ("Audio Work") based upon an SDG theme. Teacher coordinators explicitly authorize YFBW and any contracted artist or independent contractor to use all drafts, versions, and final products for promotion, informational, commercial, and/or educational purposes. To the extent that any Audio Work, or individual component, portion, section, or segment thereof, is created or developed by Registrants and/or their respective delegates, participants, agents, representatives, or affiliates in connection with the songwriting workshop or YFBW event, Registrants agree and covenant that the Audio Work is for the sole and exclusive use of YFBW and that YFBW shall be deemed the sole and exclusive owner of all rights, title, and interest therein, including all Copyright and proprietary rights relating thereto throughout the universe in perpetuity. Accordingly, Registrants and their respective delegates, participants, agents, representatives, or affiliates will and do assign to YFBW all rights, title, and interest they may possess in such Audio Work(s) including, but not limited to, all Copyright and proprietary rights relating thereto.

Upon request, Registrants and/or their respective delegates, participants, agents, representatives, or affiliates shall take such steps as are necessary to enable YFBW to secure and/or register copyrights or obtain any such other protection for such compositions, ideas, concepts, processes, or the like.

YFBW shall have the right to use or not use the Audio Work(s) and to use, reproduce, re-use, alter, modify, edit, or change the Audio Work(s) as it sees fit and for any purpose.

YFBW reserves the right to use any eventual proceeds from the distributions or sale of the original work to support the MMU Scholarship fund or any other charitable cause or initiative that YFBW designates.

## Specific Online Program & Event Policies (All Programs, All Events, and Courses)

### Disclaimer on Quality of Streamed Events

YFBW makes no guarantees, either express or implied, concerning connectivity, speed, and audio/visual quality (“Technical Issues”) associated with online events and Registrants acknowledge and agree that various third- party platforms, equipment, hardware, and software which fall outside the control of YFBW may be to blame for Technical Issues that are experienced or encountered before, during, or after the online events.

No Registrant, student or participant shall be entitled to any type of refund arising out of, or in connection with, any connectivity or audio/video quality issues experienced with respect to online programs, events and activities.

### Video Usage (All Virtual Events and Courses)

Students and Course Participants must have videos enabled, unless otherwise specified during the event.

### IT Prerequisites (ALL Online programs, events, courses)

Best video streaming performance can only be achieved with an upload speed of at least 3 MBPS and at least a quad core computer. Participants are welcome to participate with lower quality connections and hardware, however, YFBW is not responsible for dropped calls, poor video quality, or unstable Internet connections during online events.

# Specific Onsite Event Policies (All Programs, Activities and Courses Onsite)

## Hotel Reservations for Onsite Conferences

Management of Registrant's hotel reservations and accommodations relating thereto must be made directly through YFBW.

Based on YFBW's contract with the hotel, YFBW is the only party authorized to discuss, modify, change, alter, or cancel your reservation. Do not contact the hotel directly. Any actual or attempted modifications, changes, alterations, cancellations, or bookings made by a Registrant directly with the hotel, rather than through YFBW, may be deemed void or may not be honored. Registrant shall bear any and all fees, charges, and expenses resulting from Registrant's actual or attempted modifications, changes, alterations, cancellations, or bookings made by Registrant directly with the hotel, rather than through YFBW.

Room blocks and special requests will be considered but are not guaranteed and are based on hotel availability. Registrants acknowledge and agree that hotel reservations and accommodations are governed by the hotel's

policies and procedures, which YFBW has no control over. As such, Registrants agree to fully comply with all hotel policies, procedures, and obligations. Registrants further agree that they shall indemnify, protect, defend and hold harmless YFBW, its officers, directors, managers, employees, agents, representatives, and affiliates from and against all claims, losses, liabilities, suits, and demands ("Claims"), including necessary expenses of investigation and reasonable attorneys' fees, arising out of, involving, or in connection with, the use and/or occupancy of the venue and venue services or accommodations by Registrants, as well as those Claims in which it may be asserted that Registrants, directly or indirectly, breached, violated, or attempted to breach or violate any hotel policy or procedure.

## Disclaimer on Liability for COVID-19 or other Health Issues

YFBW endeavors to provide appropriate health and safety conditions for onsite participants at all events. Nonetheless, all onsite participants, including, without limitation, Registrants, delegates, students, chaperones, teacher coordinators, observers, attendees, and guardians of minors (authorized by their teacher coordinators and chaperones) (collectively, "Onsite Participants") hereby waive and release, in advance, any claims, demands, liabilities, losses, damages, or causes of action, whether known or unknown, now existing or hereafter arising, against YFBW or its directors, officers, members, managers, affiliates, employees, or agents, which might accrue to a minor child or adult for personal injury or death, and property damage resulting from participation in, or attendance at, any on-site conference, event, program, course, or activity. This release is intended to be as broad and inclusive as permitted by the laws of the State of New York and if any portion thereof is held invalid it is agreed that the balance of this agreement shall remain in effect. YFBW takes no responsibility for the inherent risk of participation to any onsite participant. Registration and/or attendance at an onsite conference constitutes acceptance of the health and safety policy and waiver of all rights to claim additional amounts other than those expressly provided for herein, including, without limitation, any and all expectation damages, reliance damages, and compensatory damages.

With the exception of rules, regulations, guidelines, policies, and best practices that affect maximum occupancy limits, YFBW reserves the right to implement and enforce its own COVID-19 and related variants related rules, regulations, guidelines, policies, and best practices ("COVID-19 Policies") which reflect and encompass (i) local government COVID-19 Policies of the jurisdiction in which the onsite



conference is located, including the United Nations current COVID-19 Policies, and/or (ii) COVID-19 Policies of the U.S. Department of Health & Human Services, Centers for Disease Control and Prevention (“CDC”), provided, however, that applicable local or CDC COVID-19 Policies must have been published and publicly

available to the general public no less than ninety (90) days prior to the date of the onsite conference to allow YFBW a reasonable period of time to take all necessary health and safety measures, precautions, and safeguards required for compliance with the applicable COVID-19 Policies. With respect to local or CDC rules, regulations, guidelines, policies, and best practices that affect maximum occupancy limits and that are promulgated after August 1, 2024, YFBW shall strive to comport with all such rules to the extent reasonably feasible but reserves the right to covert any 2025 onsite spring conference into an online conference if it determines, in the interest of participant safety, that it would be unable to timely, effectively, and reasonably comport with any such rules. All Onsite Participants acknowledge that they shall be required to fully, and at all times, comply with YFBW's COVID-19 Policies and agree to fully comply with their individual and/or group obligations under YFBW's COVID-19 Policies, which may include, without limitation, obtaining COVID-19 testing or vaccinations (and providing documentation of the same), wearing personal protective equipment ("PPE" including face masks), quarantining, etc. All Onsite Participants acknowledge and agree that they shall fully, and at all times, comply with all reasonable directives, instructions, requirements, and measures communicated or taken by YFBW in connection with enforcement of YFBW's COVID-19 Policies.

If, prior to the date of the onsite conference, New York City or the State of New York propounds COVID-19-related rules, regulations, guidelines, policies, or best practices requiring any measures to be implemented, the YFBW COVID-19 Policies shall automatically update to reflect said rules. All Onsite Participants acknowledge that they shall fully comply with the same, and waive any and all claims, demands, liabilities, losses, damages, or causes of action ("Claims"), whether known or unknown, now existing or hereafter arising, against YFBW or its directors, officers, members, managers, affiliates, employees, or agents arising from or connected to the foregoing requirements

Notwithstanding any applicable local or CDC COVID-19 Policies to the contrary, the YFBW COVID-19 Policies require that an Onsite Participant who, at any time material hereto, tests positive for COVID-19 or displays any recognized COVID-19 symptom including, without limitation, fever, cough, fatigue, breathing difficulties, etc. (“COVID-19 Symptoms”), be immediately quarantined from all other Onsite Participants (other than as needed to reasonably supervise or provide medical care and attention to the affected Onsite Participant) and from all YFBW-sponsored or -organized events unless and until the affected Onsite Participant (i) receives a negative COVID-19 test result, AND (ii) no longer displays any COVID-19 Symptoms. YFBW is not responsible for any costs, fees, expenses, or charges incurred by the affected Onsite Participant in connection with resulting medical care or quarantine measures including, without limitation, medical, hotel, venue, and transportation expenses arising from or connected to the same. Affected Onsite Participants shall not be entitled to ANY refund of fees that have been paid or that remain due or outstanding for any period of time during which they are denied entry to, or participation in, the onsite conference or any other YFBW-sponsored or -organized events as a result of their having tested positive for COVID-19 or having displayed any recognized COVID-19 Symptoms. Under no circumstances shall YFBW be responsible for the cost or expense of any Onsite Participant’s COVID-19 test(s), vaccination(s), or medical care.

Each Onsite Participant acknowledges and agrees that it shall not be entitled to ANY refund of fees that have been paid or that remain due or outstanding if it is denied entry to, or participation in, the onsite conference or any other YFBW-sponsored or -organized events as a result of the Onsite Participant’s noncompliance with any part of the YFBW COVID-19 Policies. YFBW is not responsible for any damages incurred by Onsite Participants as a result of their noncompliance, or of another Onsite Participant’s noncompliance, with any part of the YFBW COVID-19 Policies.

In an effort to mitigate medical or health-related issues that may arise, Registrants are required to formulate, draft, and have in effect an Emergency Medical Plan outlining both the preventative and remedial measures, safeguards, and protocols that the Registrant (i) has implemented to prevent any medical or health-related issues among its delegates, chaperones, teacher coordinators, observers, attendees, and students, and (ii) would implement to mitigate, remedy, and address any medical or health-related issues that arise among its delegates, chaperones, teacher coordinators, observers, attendees, and students. Registrants alone shall be responsible for properly educating and training their chaperones, teacher coordinators, etc. in accordance with Registrants’ Emergency Medical Plans and YFBW hereby disclaims any and all liability arising from Registrants’ failure to implement or enforce an acceptable Emergency Medical Plan or from Registrants’ failure to properly educate and train their chaperones, teacher coordinators, etc. in accordance therewith.

## Device-Free Committee Rooms

Committee rooms are considered device-free areas and therefore adult observers are asked to refrain from texting or teleworking during the sessions. Delegates requiring assistance from translation devices are allowed to use them. Adults failing to respect the non-texting, non-teleworking rule in the Committee room will be asked to leave the room by a committee Bureau Member.

## Managing Group Delegations

### Group Leader Contacts

Emergency contact information for your group will be collected for Onsite Conferences during your check-in process. Group Leaders are expected to have a functioning telephone number and device (or whatsapp /wechat numbers if provided at check-in) onsite at the conference. Group leaders must remain within the venue and available throughout all the conference events in case of any emergency.

### Chaperone and Observer Guidelines

During onsite conferences, observers are asked to refrain from speaking directly with the bureau or delegates during committee sessions. Any questions or concerns should be brought to Conference Services.

### Credentialing of Adults

Delegates are required to wear an official YFBW conference badge at all times within the venue and during conference activities and events. Delegates acknowledge that they are strictly prohibited from copying, scanning, reproducing, disseminating, exchanging, loaning or making derivative forms of any official YFBW conference badge and from granting an unauthorized party access to, use of, or possession of any official YFBW conference badge. Delegates are strictly prohibited from sharing their official YFBW conference badges with any other party, regardless of whether the other party is an authorized Onsite Participant or not.

ALL PARTICIPATING ADULTS (e.g., teacher coordinators, chaperones, observers and visitors) are required to:

- Register individually with Security to receive a one-time-only issue of a security wristband, which will be worn for the duration of the conference.
- All badges will be issued to the Group Leader or Visitor during their onsite check-in.
- Carry government-issued photo ID at all times for security spot-checks at any time during the conference.
- Comply with COVID-free documentation requirements (see previous section on Liability for COVID-19 or other Health Issues).

All participating adults acknowledge that they are strictly prohibited from copying, scanning, reproducing, disseminating, or making derivative forms of any official YFBW conference badge or security wristband and from granting an unauthorized party access to, use of, or possession of any official YFBW conference badge or security wristband. All participating adults are strictly prohibited from sharing their official YFBW conference badges and security wristbands with any other party, regardless of whether the other party is an authorized Onsite Participant or not.



## Visa Applications

### *USA Visa Application*

All eligible international travelers who wish to travel to the United States under the Visa Waiver Program must [apply for authorization](#). Find out whether you will need an entry [visa for the USA](#) here.

If you are in need of an entry visa, YFBW will issue an official Letter of Invitation which will be attached to your visa application (online or in person). It confirms payment of registration fees and extends an official invitation to the paid Registrant to attend and participate in the upcoming YFBW Conference.

To request a visa Letter of Invitation for your school group from YFBW, please send an email to [info@montessori-mun.org](mailto:info@montessori-mun.org).

In order to qualify for a Letter of Invitation, you must meet both of the following criteria:

- Be registered as a delegate, parent, chaperone or visitor; and
- Have paid the YLP and conference registration fee in full.

YFBW will not, under any circumstances, provide a Letter of Invitation or VISA application paperwork to any individual who does not meet the two criteria listed above.

Once you have met the criteria, you can request the 'VISA Request Form' and 'Passport Information Spreadsheet' which will need to be completed and sent back to YFBW, including the following details for every registered participant:

- Full name, as it appears on Passport
- Passport Number
- Passport Expiry
- Date of birth
- Country of Issue

If your request for a Letter of Invitation is approved, your Letter of Invitation will be sent to you by email as a PDF attachment.

Please ensure sufficient time for your application to be processed.

### **Disclaimer on Denied Visas**

YFBW has no influence on the issuing of visas from the U.S. government. Registrants further agree that they shall indemnify, protect, defend and hold harmless YFBW, its officers, directors, managers, employees, agents, representatives, and affiliates from and against all claims, losses, liabilities, suits, and demands ("Claims"), including necessary expenses of travel, investigation and reasonable attorneys' fees, arising out of, involving, or in connection with, the consequences of a participant(s), delegate, or Registrant not receiving a visa. No refunds will be given for these cases if they are after the EFCD.

YFBW shall be held harmless if a participant is unable to access a country or state due to the participant's inability, failure, or refusal to meet the host country's health documentation requirements.

### **Refund Policy for Cancellation due to Visa Denial**

Conference Registrants may submit a Refund Request for a registered delegate or adult who requires a visa for



entrance to the host country and whose visa was denied by the pertinent government agency. Provided that the Conference Registrant has fully complied with the requirements below, the amount of the Refund shall be solely and exclusively limited to fifty percent (50%) of the Registration Fee that was paid to MMUN directly, exclusive of any and all payments, fees, costs, or other charges including, without limitation, transportation and travel expenses, incurred by Registrant (or the registered delegate or adult) in reliance on its anticipated attendance. Conference Registrants acknowledge and agree that under no circumstances shall they be entitled to a refund (i) in excess of fifty percent (50%) of the Registration Fee that was paid to MMUN directly, or (ii) in connection with, or for, payments, fees, costs, or other charges including, without limitation, transportation and travel expenses, incurred by Registrant (or the registered delegate or adult) in reliance on its anticipated attendance. Notice of cancellation must be given in writing and must be received by MMUN prior to 5pm Eastern Standard Time (“EST”) on the date of notice. If notice is received by MMUN on or after 5 pm EST, the notice shall be deemed received on the following calendar day.

To qualify to receive a Refund arising out of the denial of a registered delegate’s or adult’s visa into the host country by the pertinent government agency, the Conference Registrant must comply with all of the following conditions:

1. The Conference Registrant must have applied for their visa and communicated, in writing, to MMUN that they made a request for a visa by the Step 2 Deadline in mid-October.
2. The Conference Registrant must have paid all fees within the payment deadline. Failure to pay all fees on or before the applicable payment deadline(s) will result in the incurrence of late fees.
3. The Conference Registrant must supply official proof of the visa denial by the government agency, in writing, for each participant that is requesting the refund.
4. The Refund Request must have been communicated to MMUN in writing and at least thirty (30) days prior to the date of the Conference in question. No refunds shall be issued for Refund Requests received within thirty (30) days of the date of the Conference in question.
5. Conference Registrant must communicate the changes to the rooming list due to the removal of a conference participant at least thirty (30) days prior to the date of the Conference in question.
6. All subsequent rooming changes and costs incurred by differing accommodation types due to the removal of a conference participant(s) must be paid by the Conference Registrant. To the extent possible, this amount can come out of the partial conference refund.

#### Immunizations

The U.S. Centers for Disease Control and Prevention provides comprehensive information. Click here for more information: <http://wwwnc.cdc.gov/travel/destinations/list/>

### Medical Conditions Disclaimer

In the event that any of the participants attend the YFBW events with a known, pre-existing noncontagious medical condition that may require special assistance, accommodation, access, or supervision, the condition should be communicated to YFBW as early as possible and no later than prior to the beginning of the event, and again during Onsite Check-in. YFBW disclaims any and all liability arising out of, or connected to, the access and availability (or lack thereof) of special medical assistance, accommodation, access, or supervision arising out of YFBW's lack of reasonable advance notice of a participant's medical condition due to the failure by any Registrant, participant, delegate, teacher, chaperone, guardian, or agent or representative of Registrant, to disclose said medical condition to YFBW prior to the beginning of the event (at least two weeks before) and again confirmation during Onsite Check-in for onsite conferences.

## MMUN Recommendation Feedback to Bureau Volunteers

The Bureau Recommendation Form is a feedback tool to encourage mentorship and growth across Bureau Members. YFABW uses this method as a way to better support our Bureau Volunteers. YFABW uses this information to provide specific feedback to bureau members on their performance, areas for improvement; to help YFABW refine the training process; to promote bureau members to different more responsible roles within the bureau conferences; and to place bureau members in future events/roles.

- Conference Call Attendance (15 points): attendance and punctuality at all training sessions such as the Bureau Conference Call to learn the conference preparation process (5 points) and participation in a Student Working Session (10 points) for practicing committee protocol. The absence from other specific role-training sessions (e.g., Junior Chair Training) will cause 5 points to be deducted.
- Timely Bureau Registration Completion (15 points): registering on time for the conference; the registration for online conferences ends with the completion of the agreement section (15 points). For onsite conferences, it ends with the completion of the accommodation section (5 points), travel section (5 points), and payment section (5 points) for extra services (e.g., customized hotel accommodation) if any were selected. Missing the registration deadline for chaperones of underage Bureau Members will cause 5 points to be deducted.
- Responsibility and Responsiveness on Bureau Pre-Conference Tasks (15 points): completing out the committee spreadsheets according to the two step deadlines (10 points) and responding to communications and messages on slack within 48 hours (5 points).
- Bureau Meeting Attendance (10 points): attending the "All Bureau Meeting" at onsite conferences and attending the "Committee Orientation with Senior Bureau Member & Tech Support" for online conferences.
- Position Paper Review (10 points): reading, reviewing, and giving appropriate feedback and recommendations for all position papers assigned.
- Committee Session Proficiency (15 points): knowledge of committee rules of procedure; knowledge of the UN and its processes; facilitating skills; ability to balance intervention and non-intervention; balance of freedom and discipline; providing clear directions and instructions.
- Quality of Engagement (10 points): establishing meaningful emotional and psychological engagement with all students and adults; displaying optimism and joy; demonstrating emotional maturity, self-confidence, self-understanding and self-respect; displaying patience, openness to challenges, ability to overcome challenges, humility, character, temperament; expressing respectful points of view and positive thoughts; being compassionate and empathetic toward others.
- Diplomacy in Practice (10 points): acting democratically by listening to others' opinions and expressing opinions with respect; acting in a socially acceptable manner in a community; dealing with conflicts and differences in an appropriate manner; evaluating different perspectives; exploring strategies for change.

The total number of points possible is 100. The user portal of each bureau member will show as the individual performance review score along with an average score of all participants

These scores are in no way a judgment of value or worth. The MMUN Bureau Team and the supervising Senior Bureau Member will contribute to the evaluation of Bureau Volunteers. The review will not be shared with other bureau members and is considered private information to be used YFBW staff, volunteers and suppliers. Please write to [info@montessori-mun.org](mailto:info@montessori-mun.org) with any concerns about your evaluation profile within 30 days of the completion of the recommendation. Bureau volunteers hold YFABW harmless from any error or disputed recommendations and assessments.

## Tours

- Deposit is due 90 days before tour departure.
- Rooming list is due 90 days before departure.
- All prices are based on double occupancy unless otherwise indicated.
- Tour does not include meals, flights, or any services not indicated.
- Transportation during tour, Entry fees, tour guides are included in tour.
- Optional activities are not included in tour pricing.
- Tips are encouraged but not mandatory. For tour guides and bus drivers a suggested donation is \$10 per person per day.
- Tours are not refundable.
- All tours are based on a minimum group amount. If the minimum participant number is not reached pricing of tour will increase.
- INSURANCE AGAINST CANCELLATION AND RETURN COSTS we recommend underwriting a travel insurance policy to cover costs related to package tour cancellation, injury and loss or damage to luggage. It is also possible to enter into an insurance contract covering the return travel to the Tourist's country in case of accidents, illness and/or force majeure. The Tourist shall exercise the rights under these contracts exclusively with Insurance Companies with which the policies have been stipulated at the terms and conditions and in the manner provided by these policies.

## General Terms of Service

### Privacy Policy

#### 1. Online Privacy Policy

This online privacy policy discloses how Youth for a Better World, Inc., D/B/A Montessori Model UN is a not-for-profit independent sustainability organization, hereinafter referred to as YFBW, uses and protects any information that you give when you use this website, including what type of personal identifiable information is collected, how the information is used, and with whom the information is shared.

YFBW is committed to ensuring that your privacy is protected. If we ask you to provide certain information by which you can be identified when using this website, you can be assured that it will only be used in accordance with this privacy statement.

In general, you can visit the YFBW, MMUN, and YIF Web Sites without disclosing any personal information. However, YFBW does track and analyze the data gathered from Web Site visits for trends and statistics and then discards the gathered data.

YFBW may change this policy from time to time by updating this page. You should check this page from time to time to review any changes. This policy is effective from August 1, 2020.

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## 2. Personal Information

(a) Identifying Information. In order solely to provide the YFBW goods and services to users and properly plan, develop, and execute the event(s) for which users are registered, YFBW will request a user to provide certain personal identifying information, which may include but is not limited to: first and last name, chapter or organization name if member of a UN organization, e-mail address, username and password, passport information for visa applications, date of birth, and official website/Facebook. A complete list of the identifying information collected in the (a) Online YLP and final conference registration; (b) Onsite YLP and final conference registration; (c) Courses; (d) Bureau Participation registrations for working sessions and conference events (onsite and online); and (e) YFBW shop is attached hereto as Annex 1.

Accordingly, YFBW collects any such personal identifying information that a user discloses, shares, or submits to YFBW. No information is sold or shared for commercial purposes to anyone other than as reasonably contemplated hereunder, e.g., payment information is shared with our payment processor(s).

YFBW may also collect device information (browser, computer/mobile device, etc.), IP addresses (which provide general location data like what country a user is viewing the site from), and general trends and activity of the user through the use of Google Analytics and Facebook Pixel.

In connection with an online purchase or transaction, YFBW may collect relevant information relating to a user's electronic form of payment, e.g., a credit card, debit card, wire or bank transfer, PayPal, Wise (formerly TransferWise), etc. In the event that a user chooses to make an online purchase or authorize a transaction using an electronic form of payment, necessary payment information may be collected including, but not limited to, a credit card number, debit card number, or other payment method(s) account numbers, expiration date and/or security code of a credit or debit card, associated billing address, etc.

(b) Information from Children. YFBW does not use or collect personally identifying information from children and will not collect or post information from a child under the age 16 without the consent of a parent or guardian. YFBW will notify the child's parent or guardian at the e-mail address provided by the prospective user, alerting the parent or guardian to the child's use of the Web site and providing instructions as to how the parent or guardian can delete the child's registration from the Web site. Please our policy on Teacher Coordinators being Responsible for Authorization on All Activities on Behalf of Delegates and all Participants (above).

## 3. Uses Made of the Information

(a) Limited Uses Identified. Without user's prior consent, YFBW will not use your personally identifiable information for any purpose other than that for which it is submitted. YFBW uses personally identifiable information to reply to inquiries, handle complaints, provide operational notices, facilitate in program record-keeping, and register schools and delegates for YFBW-organized or -hosted events, conferences, programs, courses, and activities. YFBW also processes billing and business requests related to YFBW Website participation.

(b) If you wish to receive the YFBW newsletter and other information about YFBW YLP events and conferences, services and other information in which you have expressed interest, please register for our newsletter. Registration for our newsletter may require us to collect your first and last name, mailing address, email address, phone number, etc.



(c) Stored Information Uses. YFBW stores the information provided by a user, with the exception of user's credit card and detailed payment information. Stored information is used by YFBW and its agents to support

user interaction with the YFBW Web site; to track and analyze the data gathered from Web Site visits; and to contact users about other YFBW services and products.

(d) Online Advertising. YFBW does not have paid advertising on its site.

#### 4. Disclosure of the Information

(a) Mergers and Acquisitions. Circumstances may arise where for business reasons, YFBW decides to sell, buy, merge or otherwise reorganize its businesses in the United States or some other country. Such a transaction may involve the disclosure of personal identifying information to prospective or actual purchasers, and/or receiving such information from sellers. It is YFBW's practice to seek appropriate protection for information in these types of transactions. If any such circumstances were to occur this information would be posted on the website.

(b) Agents. YFBW employs or engages other companies and individuals to perform business functions on behalf of YFBW. These persons are provided with personal identifying information required to perform their functions but are prohibited by contract from using the information for other purposes. These persons engage in a variety of functions which include, but are not limited to, removing repetitive information from user lists, analyzing data, providing marketing assistance, credit/debit card processing and providing user services. YFBW employs the use of third-party payment processors such as PayPal and Authorize.net for the purpose of facilitating the payment and completion of online purchases and transactions. By submitting user's information and the relevant payment information, the user grants YFBW the right to provide the information to these third parties subject to this Privacy Policy. User acknowledges that its payment information will be used by our third-party payment processors to effectuate user's payment transaction(s) and that the use of user's payment details, once such payment details are transmitted to the third-party payment processor(s), may be governed by the third-party payment processors' applicable privacy policies and terms of service.

(c) Marketing Analysis by Third Parties. YFBW reserves the right to disclose to third parties personal information about users for marketing analysis; however, any information disclosed will be in the form of aggregate data that does not describe or identify an individual user.

(d) Disclosure to Governmental Authorities. Under certain circumstances, personal information may be subject to disclosure pursuant to judicial or other government subpoenas, warrants or orders.

#### 5. Use of Computer Tracking Technologies

(a) Tracking of Personal Information. Through web site access logs, YFBW does collect clickstream data and HTTP protocol elements, which generate certain kinds of non-identifying site usage data, such as the number of hits and visits to our sites. This information is used for internal purposes by technical support staff for research and development, user analysis and business decision making, all of which provides better services to the public. The statistics garnered, which contain no personal information and cannot be used to gather such information, may also be provided to third parties.

(b) Use of Cookies. YFBW, or its third-party vendors, collect non-identifiable and personal information through the use of various technologies, including "cookies". A cookie is an alphanumeric identifier that a Web site can transfer to user's hard drive through user's browser. The cookie is then stored on user's computer as an anonymous tag that identifies the user's computer, but not the user. Cookies may be sent by YFBW or its third-party vendors. User can set its browser to notify user before a cookie is received, giving an opportunity to decide whether to accept the cookie. User may also set their browser to turn off cookies; however, some Web sites may not then work properly.



(c) Google Analytics. YFBW uses Google Analytics to collect information about use of this site. Google Analytics collects information such as how often users visit this site, what pages they visit, when they do so, and what other sites they used prior to coming to this site. YFBW uses the foregoing collected information to improve this site. Google Analytics collects only the IP address assigned to you on the date you visit this site, rather than your name or other identifying information. Google Analytics uses cookie on your web browser to identify you as a unique user. Google's ability to use and share information collected by Google Analytics about your visits to this site is restricted by [the Google Analytics Terms of Use](#) and [the Google Privacy Policy](#). You can prevent Google Analytics from recognizing you on return visits to this site by disabling cookies on your browser. You can learn more about how Google Analytics collects and processes data [here](#).

(d) Facebook Pixel. YFBW uses Facebook Pixel to collect information about use of this site and deliver targeted advertisements to users who visit our websites. Third parties, including Facebook, may use cookies, web beacons, and other storage technologies to collect or receive information from our websites and elsewhere on the internet and use that information to provide measurement services and target ads. You can opt-out of the collection and use of information for ad targeting by visiting <http://www.aboutads.info/choices> and <http://www.youronlinechoices.eu/>.

(e) Collection of Non-Identifiable Information. YFBW may collect non-identifiable information from user visits to the YFBW Web site(s) in order to provide better user service. Examples of such collections include traffic analysis, such as tracking of the domains from which users visit, or tracking numbers of visitors; measuring visitor activity on YFBW Website(s); Web site and system administration; user analysis; and business decision making. Such information is sometimes known as "clickstream data." YFBW or its contractors may use this data to analyze trends and statistics.

(f) Collection of Personal Information. YFBW collects personal identifying information from user during a transaction. YFBW may extract some personally identifying information about that transaction in a non-identifiable format and combine it with other non-identifiable information, such as clickstream data. This information is used and analyzed only at an aggregate level (not at an individual level) to help YFBW understand trends and patterns. This information is not reviewed at an individual level.

(g) International Reach. The Site and the Services are operated in the United States and abroad. Please be aware that any information you provide to us may be transferred to the United States and/or to other countries in which YFBW hosts conferences and events, employees suppliers or otherwise markets, offers, or sells its goods and services. By providing us with any information through the Site or the Services, you consent to this transfer.

## **6. Information Security**

(a) Commitment to Online Security. YFBW maintains commercially reasonable security measures to protect personal information against unauthorized access and disclosure and that are consistent with our operations and generally accepted industry standards. These measures include the implementation of technical, physical and administrative security safeguards. We cannot ensure or warrant the security of any personal information that you transmit to us and you agree that you provide this and engage in such transmissions at your own risk. Once we receive personal information from you, we will endeavor to maintain its security on our systems. We have established policies and procedures for securely managing personal information and protecting personal information against unauthorized access. Billing and payment data is encrypted whenever transmitted or received online. Personal information is



accessible only by staff designated to handle online requests or complaints.



(b) No Liability for Acts of Third Parties. YFBW will exercise all reasonable efforts to safeguard the confidentiality of user personal information. However, transmissions protected by industry standard security technology and implemented by human beings cannot be made absolutely secure. Consequently, YFBW shall not be liable for unauthorized disclosure of personal information due to no fault of YFBW including, but not limited to, errors in transmission and unauthorized acts of YFBW staff and/or third parties.

We cannot predict when issues might arise with our Services. Accordingly, our liability shall be limited to the fullest extent permitted by applicable law, and under no circumstance will we be liable to you for any lost profits, revenues, information, or data, or consequential, special, indirect, exemplary, punitive, or incidental damages arising out of or related to these terms, even if we have been advised of the possibility of such damages.

Our goal is to provide visitors to the YFBW Web Site(s) with the information they need to learn about, and participate in, our organization's programs, events, conferences, and workshops. We strive to maintain a safe platform free from inappropriate and unlawful activities. By accessing this website or using our Services, you therefore agree not to engage in the conduct described below (or to facilitate or support others in doing so):

- Any activity that violates these Terms of Use, our Privacy Policy, and other terms and policies that apply to your use of the YFBW Web Site and Services.
- Any activity that is unlawful, inappropriate, misleading, discriminatory, disparaging, defamatory, or fraudulent.
- Any activity that infringes or violates someone else's rights, including their intellectual property rights.

You may not upload viruses or malicious code or do anything that could disable, overburden, or impair the proper working or appearance of our Products. You may not access or collect data from our Services using automated means (without our prior permission) or attempt to access data you do not have permission to access. You shall not at any time, and shall not permit any other party, in each case directly or indirectly, to: (1) use the Services, Website, or Products to infringe any party's Intellectual Property Rights, whether belonging to YFBW or a third party, including but not limited to copyright, patent or trademark rights; (2) disparage YFBW, its employees, its other agents and representatives, the Services, Website, or Products; (3) combine or link any other software that (i) contains any copyleft open source software, (ii) contains or distributes any viruses, trojan horses, worms, or any other computer programming that may interfere with the operation of the Services or Platform, or (iii) creates or imposes a large burden or load on the Services or Website, to any of YFBW's systems, including systems involved with the provisioning of the Services; (4) knowingly create liability for YFBW; (5) reverse engineer, disassemble, decompile, decode, adapt, or otherwise attempt to derive or gain access to any source code software component of the Services, Website, or Products, in whole or in part; (6) access or use the Services or Website using automated means (e.g., third party software, crawlers, robots, bots, scrapers, browser plug-ins, browser extensions, or add-ons) or for benchmarking or any other competitive purposes other than as expressly contemplated under this Policy; (7) upload or insert any programming language or code into the Services or Website other than as expressly permitted under this Policy; (8) remove any proprietary or confidential notices included with the Services, Website, or Products; (9) use the Services or Website in a way that violates any applicable privacy, export control, or other laws; (10) duplicate, reproduce, recreate, modify, adapt, or create derivative works of the Services, Website, or Products for use by anyone including you or any entity or individual on your behalf; or (11) create unlicensed copies of the Services, Website, or Products, circumvent any programmatic licensing controls associated with the Services or Website, or aid any third party to do any of the foregoing.

We work hard to provide the best Services we can and to specify clear guidelines for everyone who uses them. We do not control or direct what people and others do or say, and we are not responsible



for their actions or conduct (whether online or offline) or any content they share (including offensive, inappropriate, obscene, unlawful, and other objectionable content).

We can remove or restrict access to content that is in violation of these provisions.

If we remove content that you have shared in violation of our Terms of Use, we'll let you know and explain any options you have to request another review, unless you seriously or repeatedly violate these Terms or if doing so may expose us or others to legal liability; harm our community of users; compromise or interfere with the integrity or operation of any of our services, systems or products; where we are restricted due to technical limitations; or where we are prohibited from doing so for legal reasons.

To help support our community, we encourage you to report content or conduct that you believe violates your rights (including intellectual property rights) or our terms and policies.

#### 7. Third Parties

Our Sites may contain links to other websites that are not covered by this privacy policy and where information practices may be different from ours. Our provision of a link to any other website or location is for your convenience and does not signify our endorsement of such other website or location or its contents. Please be aware that the terms of this privacy policy do not apply to these outside websites or content, or to any collection of data after you click on links to such outside websites.

#### 8. Privacy Policy Changes and User Rights

(a) Changes to Privacy Policy. This privacy notice was last updated on May 12, 2021. YFBW reserves the right to update its privacy policy statement at any time. A notice of any material change, stating “Our privacy policy has changed. Please review the highlighted change(s),” will be posted on the YFBW, MMUN and YIF Web sites home page for thirty (30) days after the implementation of such change.

(b) Removing Consent. Users has the right at any time to cease permitting personal information to be collected, used or disclosed by YFBW and/or by any third parties with whom YFBW has shared and/or transferred such personal information. Right of cancellation may be exercised by contacting YFBW via telephone, certified postal mail, or email at [info@montessori-mun.org](mailto:info@montessori-mun.org) After processing the cancellation, YFBW will delete user or prospective user's personal information from its database.

#### 9. Additional disclosures for users based in the European Union

We are headquartered in the United States. By using any of our Sites from outside the United States, you acknowledge that your personal information may be accessed by us or transferred to us in the United States and to our affiliates, partners, and service providers who are located around the world; and that your personal information will be transferred to, and stored and processed in, the United States or elsewhere in the world where our servers are located.

If you are based in the EU, we will only process your personal information for a purpose described in this privacy policy if (1) you have provided your consent (which can be withdrawn at any time), (2) the processing is necessary for the performance of a contract we are about to enter into or have entered into with you, (3) we are required by law, or (5) the processing is necessary for the purposes of our legitimate commercial interests (except where such interests are overridden by your rights and interests).

Under the GDPR, you have the following rights, which we will always work to uphold:

- The right to be informed about our collection and use of your personal data.
- The right to access the personal data we hold about you.
- The right to have your personal data rectified if any of your personal data held by us is inaccurate or incomplete.
- The right to be forgotten, i.e. the right to ask us to delete or otherwise dispose of any of your personal data that we have.
- The right to restrict (i.e. prevent) the processing of your personal data.

- The right to object to us using your personal data for a particular purpose or purposes.

- The right to data portability. This means that you can ask us for a copy of your personal data held by us to re-use with another service or business in many cases.
- Rights relating to automated decision-making and profiling. We do not use your personal data in this way we use your personal data, including automated decision-making and profiling

#### 10. Accountability

(a) Questions, Problems and Complaints. If you have a question about this policy statement, require a user right to be acted upon or a complaint about YFBW compliance with this privacy policy, you may contact YFBW by e-mail at [info@montessori-mun.org](mailto:info@montessori-mun.org) or mail us at the following address:

Youth for a Better World, Inc., D/B/A Montessori Model  
UN 244 5th Ave. Suite 2466  
New York City, NY 10001

(b) Terms of Use. If user chooses to use the YFBW Web Site, user's action is hereby deemed acceptance of YFBW practices described in this policy statement. Any dispute over privacy between user and YFBW is subject to the provisions of this notice and to YFBW's Terms of Use which is hereby incorporated herein and which can be accessed under the Terms of Use tab on the YFBW Web Site.

#### Website Terms of Service

Please read these Website Terms Of Service (“Terms”) carefully before using the <https://www.montessori-mun.org> website (the “Service”) operated by Youth for a Better World, Inc. D/B/A Montessori Model UN (“us”, “we”, “our”, or “YFBW”).

Your access to and use of the Service is conditioned upon your acceptance of and compliance with these Terms. These Terms apply to all visitors, users and others who use the Service.

By accessing or using the Service you agree to be bound by these Terms. If you disagree with any part of these terms, then you do not have permission to access the Service.

The content of the pages of this website is for your general information and use only. It is subject to change without notice.

This website uses cookies to monitor browsing preferences. If you do allow cookies to be used, the following personal information may be stored by us, and we do not share this information with third parties, except where we deem it necessary to deliver our services or products to you.

Neither we nor any third parties provide any warranty or guarantee as to the accuracy, timeliness, performance, completeness or suitability of the information and materials found or offered on this website for any particular purpose. You acknowledge that such information and materials may contain inaccuracies or errors and we expressly exclude liability for any such inaccuracies or errors to the fullest extent permitted by law.

Your use of any information or materials on this website is entirely at your own risk, for which we shall not be liable. It shall be your own responsibility to ensure that any products, services or information available through this website meet your specific requirements.

This website contains material which is owned by or licensed to us. This material includes, but is not limited to, the design, layout, look, appearance and graphics. Reproduction is prohibited other than in accordance with the copyright notice, which forms part of these terms and conditions.

All trademarks reproduced in this website, which are not the property of, or licensed to the operator, are acknowledged on the website.

Unauthorized use of this website may give rise to a claim for damages and/or be a criminal offense. From time to time, this website may also include links to other websites. These links are provided for your convenience to provide further information. They do not signify that we endorse the website(s). We have no responsibility for the content of the linked website(s).

Although we have determined that this website complies with the laws of England, Northern Ireland, Scotland, Wales, the European Union and the United States of America, by using this website and/or making purchases of any of our services or products constitutes your agreement that venue for any disputes shall be New York, New York in a court of competent jurisdiction.

#### **Availability, Errors and Inaccuracies**

We are constantly updating product and service offerings on the Service. We may experience delays in updating information on the Service and in our advertising on other web sites. The information found on the Service may contain errors or inaccuracies and may not be complete or current. Products or services may be mispriced, described inaccurately, or unavailable on the Service and we cannot guarantee the accuracy or completeness of any information found on the Service. We therefore reserve the right to change or update information and to correct errors, inaccuracies, or omissions at any time without prior notice.

#### **Accounts**

When you create an account with us, you guarantee that you are above the age of 18, and that the information you provide us is accurate, complete, and current at all times. Inaccurate, incomplete, or obsolete information may result in the immediate termination of your account on the Service.

You are responsible for maintaining the confidentiality of your account and password, including but not limited to the restriction of access to your computer and/or account. You agree to accept responsibility for any and all activities or actions that occur under your account and/or password, whether your password is with our Service or a third-party service. You must notify us immediately upon becoming aware of any breach of security or unauthorized use of your account.

You may not use as a username the name of another person or entity or that is not lawfully available for use, a name or trademark that is subject to any rights of another person or entity other than you, without appropriate authorization. You may not use as a username any name that is offensive, vulgar or obscene.

We reserve the right to refuse service, terminate accounts, remove or edit content, or cancel orders in our sole discretion.

#### **Copyright Policy**

We respect the intellectual property rights of others. It is our policy to respond to any claim that Content posted on the Service infringes on the copyright or other intellectual property rights (“Infringement”) of any person or entity.

If you are a copyright owner, or authorized on behalf of one, and you believe that the copyrighted work has been copied in a way that constitutes copyright infringement, please submit your claim via email to [mjacobson@montessori-mun.org](mailto:mjacobson@montessori-mun.org) , with the subject line: “Copyright Infringement” and include in your claim a detailed description of the alleged Infringement as detailed below, under “DMCA Notice and Procedure for Copyright Infringement Claims”

You may be held accountable for damages (including costs and attorneys’ fees) for misrepresentation or bad- faith claims on the infringement of any Content found on and/or through the Service on your copyright.

#### DMCA Notice and Procedure for Copyright Infringement Claims

You may submit a notification pursuant to the Digital Millennium Copyright Act (DMCA) by providing our Copyright Agent with the following information in writing (see 17 U.S.C 512(c)(3) for further detail): an electronic or physical signature of the person authorized to act on behalf of the owner of the copyright’s interest;

- a description of the copyrighted work that you claim has been infringed, including the URL (i.e., web page address) of the location where the copyrighted work exists or a copy of the copyrighted work;
- identification of the URL or other specific location on the Service where the material that you claim is infringing is located;
- your address, telephone number, and email address;
- a statement by you that you have a good faith belief that the disputed use is not authorized by the copyright owner, its agent, or the law;
- a statement by you, made under penalty of perjury, that the above information in your notice is accurate and that you are the copyright owner or authorized to act on the copyright owner’s behalf.

You can contact our Copyright Agent via email at [mjacobson@montessori-mun.org](mailto:mjacobson@montessori-mun.org)

#### Intellectual Property

The Service and its original content, features and functionality are and will remain the exclusive property of Youth for a Better World, Inc. D/B/A Montessori Model UN and its licensors. The Service is protected by copyright, trademark, and other laws of both the United States and foreign countries. Our trademarks and trade dress may not be used in connection with any product or service without the prior written consent of Youth for a Better World, Inc. D/B/A Montessori Model UN.

#### Links To Other Web Sites

Our Service may contain links to third party web sites or services that are not owned or controlled by Youth for a Better World, Inc. D/B/A Montessori Model UN

Youth for a Better World, Inc. D/B/A Montessori Model UN has no control over, and assumes no responsibility for the content, privacy policies, or practices of any third-party web sites or services. We do not warrant the offerings of any of these entities/individuals or their websites.

You acknowledge and agree that Youth for a Better World, Inc. D/B/A Montessori Model UN shall not be responsible or liable, directly or indirectly, for any damage or loss caused or alleged to be caused by or in connection with use of or reliance on any such content, goods or services available on or through any such third-party web sites or services.

We strongly advise you to read the terms and privacy policies of any third-party web sites or services that you visit.



### Termination

We may terminate or suspend your account and bar access to the Service immediately, without prior notice or liability, under our sole discretion, for any reason whatsoever and without limitation, including but not limited to a breach of the Terms.

If you wish to terminate your account, you may simply discontinue using the Service.

All provisions of the Terms which by their nature should survive termination shall survive termination, including, without limitation, ownership provisions, warranty disclaimers, indemnity and limitations of liability.

### Indemnification

You agree to defend, indemnify and hold harmless Youth for a Better World, Inc. D/B/A Montessori Model UN and its licensee and licensors, and their employees, contractors, agents, officers and directors, from and against any and all claims, damages, obligations, losses, liabilities, costs or debt, and expenses (including but not limited to attorney's fees), resulting from or arising out of a) your use and access of the Service, by you or any person using your account and password, or b) a breach of these Terms.

### Limitation of Liability

In no event shall Youth for a Better World, Inc. D/B/A Montessori Model UN, nor its directors, employees, partners, agents, suppliers, or affiliates, be liable for any indirect, incidental, special, consequential or punitive damages, including without limitation, loss of profits, data, use, goodwill, or other intangible losses, resulting from (i) your access to or use of or inability to access or use the Service; (ii) any conduct or content of any third party on the Service; (iii) any content obtained from the Service; and (iv) unauthorized access, use or alteration of your transmissions or content, whether based on warranty, contract, tort (including negligence) or any other legal theory, whether or not we have been informed of the possibility of such damage, and even if a remedy set forth herein is found to have failed of its essential purpose.

### Disclaimer

Your use of the Service is at your sole risk. The Service is provided on an "AS IS" and "AS AVAILABLE" basis. The Service is provided without warranties of any kind, whether express or implied, including, but not limited to, implied warranties of merchantability, fitness for a particular purpose, non-infringement or course of performance.

Youth for a Better World, Inc. D/B/A Montessori Model UN its subsidiaries, affiliates, and its licensors do not warrant that a) the Service will function uninterrupted, secure or available at any particular time or location; b) any errors or defects will be corrected; c) the Service is free of viruses or other harmful components; or d) the results of using the Service will meet your requirements.

### Exclusions

Some jurisdictions do not allow the exclusion of certain warranties or the exclusion or limitation of liability for consequential or incidental damages, so the limitations above may not apply to you.

### Governing Law

These Terms shall be governed and construed in accordance with the laws of New York, United States, without regard to its conflict of law provisions.

Our failure to enforce any right or provision of these Terms will not be considered a waiver of those





rights. If any provision of these Terms is held to be invalid or unenforceable by a court, the remaining provisions of these

Terms will remain in effect. These Terms constitute the entire agreement between us regarding our Service, and supersede and replace any prior agreements we might have had between us regarding the Service.

### Changes

We reserve the right, at our sole discretion, to modify or replace these Terms at any time. If a revision is material, we will provide at least 15 days' notice prior to any new terms taking effect. What constitutes a material change will be determined at our sole discretion.

By continuing to access or use our Service after any revisions become effective, you agree to be bound by the revised terms. If you do not agree to the new terms, you are no longer authorized to use the Service.

### Contact Us

If you have any questions about these Terms, please contact us at [info@montessori-mun.org](mailto:info@montessori-mun.org)

## Annex 1: Field Data Collected in YFBW Systems

### Online YLP and final conference registration

The following information is collected and used internally by YFBW Staff, Volunteers, and third-party suppliers, e.g., graphic design supplier, as needed for the proper planning, development, and execution of the event for which the participant is registered. No information is sold or shared for commercial purposes to anyone other than as reasonably contemplated hereunder, e.g., payment information is shared with our payment processor(s).

#### STEP 1

For the person who is completing the registration:

Prefix

First name

Middle name

Last name

School name

Street

Address City

State/Province

Postal code

Country

Phone number

Previous participation/1st participation

Teacher coordinator:

Prefix

First name

Middle name

Last name



Email  
Mobile number

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Phone number  
Kind of delegates (UE-MS-HS)  
Cardholder phone  
Cardholder address  
Cardholder city  
Cardholder state/province  
Cardholder zip/postal  
code Cardholder country  
Credit card number  
Credit card type  
Expiry Date  
CVC  
Purchase email  
Purchase first name  
Purchase last name

#### Step 2a (Package Payment)

Purchase email Purchase  
first name Purchase last  
name Credit card  
number Credit card type  
Expiry Date  
CVC  
Billing phone  
Billing street address  
Billing city  
Billing state/province  
Billing zip/postal code  
Billing country

#### Step 2b (Participant Data)

First name  
Middle name  
Last name  
Email  
Sex  
Date of  
birth Role

### Onsite YLP and final conference registration

The following information is collected and used internally by YFBW Staff, Volunteers, third-party suppliers, e.g., graphic design suppliers, other suppliers for various segments of events, hotels, United Nations, bus companies,

security services, government agencies when visas are required for participants. Information is only used as needed for the proper planning, development, and execution of the program. No information is sold or shared for commercial purposes to anyone other than as reasonably contemplated hereunder, e.g., payment information is shared with our payment processor(s).

#### STEP 1

For the person who is completing the registration:

Prefix  
First name  
Middle name  
Last name  
School name  
Street  
Address City  
State/Province  
Postal code  
Country  
Phone number  
Previous participation/1st participation

Teacher coordinator:

Prefix  
First name  
Middle name  
Last name  
Email  
Mobile number  
Phone number  
Kind of delegates (UE-MS-HS)  
Cardholder phone  
Cardholder address  
Cardholder city  
Cardholder state/province  
Cardholder zip/postal  
code Cardholder country  
Credit card number  
Credit card type  
Expiry Date  
CVC  
Purchase email  
Purchase first name  
Purchase last name

### Step 2a (Package Payment)

Purchase email  
Purchase first name  
Purchase last name  
Credit card number  
Credit card type  
Expiry Date  
CVC  
Billing phone  
Billing street address  
Billing city  
Billing state/province  
Billing zip/postal code  
Billing country

### Step 2b (Participant Data and Year Long Program Event Registration)

First name  
Middle name  
Last name  
Email  
Sex  
Date of birth  
Role

### Step 3

Arrival Time to Hotel  
Registration Time Slot Request

## COURSES

The following information is collected and used internally by YFBW Staff, Volunteers, Suppliers, Hotels, Venues, United Nations, Government Agencies (where Visas are required for participants), etc., as needed for the preparation and execution of the program. No information is sold or shared for commercial purposes to anyone other than as reasonably contemplated hereunder, e.g., payment information is shared with our payment processor(s).

Person Filling out Form:

Prefix  
First name  
Middle name  
Last name  
Date of Birth  
Email

Street Address  
City  
State/Province  
Postal code  
Country  
Phone  
number Cell  
number  
School Name  
School level (UE, MS, HS)  
Last Conference Attended (if any)

Participant Info:

First Name  
Last Name  
Email  
School Level (UE, MS or HS)  
Date of birth

Payment Info (if payment is applicable):

Billing Address (Street Address)  
Billing Address (City)  
Billing Address (State/Province)  
Billing Address (ZIP/Postal Code)  
Billing Address (Country)  
Billing Phone number  
Billing Email  
Credit card number  
Credit card type  
Expiration date  
CVC

**BUREAU Participation registrations for working sessions and conference events  
(onsite and online)**

The following information is collected and used internally by YFBW Staff, Volunteers, Suppliers, as needed for the proper planning, development, and execution of the program. Relevant information is shared with Hotels, United Nations, Airline and travel agencies (for booking of flights by YFBW directly), Bus Companies, Security Services, Government Agencies (where visas are required for participants), etc. No information is sold or shared for commercial purposes to anyone other than as reasonably contemplated hereunder, e.g., payment information is shared with our payment processor(s).

First name



Middle name  
Last name  
Date of birth  
Gender  
Address  
City  
Zip code  
Country  
Phone  
number  
Passport/Gov't ID details:  
Date of birth  
Place of birth  
Citizenship  
Country of issue  
Passport number  
Passport expiration date  
(Document upload)  
Eventual VISA

Emergency contact information:

First name  
Middle name  
Last name  
Relationship  
Phone number  
Email  
Time zone

**SHOP**

The following information is collected and used internally by YFBW Staff, Volunteers and suppliers. No information is sold or shared for commercial purposes to anyone other than as reasonably contemplated hereunder, e.g., payment information is shared with our payment processor(s).

First name  
Last name  
School name  
Email address  
Phone number  
Address  
City  
State  
Zip  
Country  
Credit card number  
Credit card expiration  
Postal code