**CHAPERONE**

- Delegates are chaperoned by their designated teacher coordinator, who must remain at the same hotel as the group. It is the teacher coordinator's role to ensure that any deviation from the group is reported to the Bureau. This type of delegation is generally a group of 5-20 students and a teacher coordinator.

- It is the responsibility of the teacher coordinator to ensure that chaperones are present at all times and that delegates follow all MMUN policies and procedures. The teacher coordinator must ensure that chaperones are present in all committee sessions.

- Chaperones must stay at the same hotel as the group's teacher coordinator. During a conference, things move very quickly, so it is important that chaperones are on-hand to assist with any issues that may arise.

- Oversight of delegates and ensuring your visibility to the group are two of the most important roles of a chaperone. During a conference, things move very quickly, so it is important that chaperones are on-hand to assist with any issues that may arise.

- Conduct, or if they were not promptly picked-up from illness, improper conduct (please see MMUN Code of Conduct), or if they were not promptly picked-up from illness, improper conduct (please see MMUN Code of Conduct) after hours inside the hotel venue.

- Zoning delegates to projects is a tricky issue. In general, we recommend that project delegates stay in groups of 5-10 students and a designated project chaperone.

- Help delegates use the conference program book to plan and organize their schedules.

- If a teacher coordinator sees the need to report a delegate to the Bureau, please contact the MMUN Executive Director.

- Be sure to pick up delegates promptly at lunch and at the end of sessions.

- Ensure delegates are present in a timely manner in their committee sessions.

- If there is interference with any committee session, please report it to the Bureau immediately.

- Conduct, or if they were not promptly picked-up from illness, improper conduct (please see MMUN Code of Conduct) after hours inside the hotel venue.

- The following guidelines have been put in place for the conference.

- Help to maintain decorum (maintaining low voices, respectful delegate-to-delegate interaction, walking through the hotel and the conference center instead of running, etc.) of delegates at all times.

- Please note that the committee environment is the foundation for this educational experience which is also happening at the bureau level, as your students have embarked upon. This educational experience is also happening at the bureau level, as your students have embarked upon.

- Conduct, or if they were not promptly picked-up from illness, improper conduct (please see MMUN Code of Conduct) after hours inside the hotel venue.

- Overview of delegates and ensuring your visibility to the group are two of the most important roles of a chaperone.

- Please be aware that photos may be taken unobtrusively. Please ensure that phones, computers, and cameras are not used in the committee sessions.

- Notes as requested by the Bureau.

- If you have any questions or concerns, please contact the MMUN Executive Director.