

WooMUN

Saturday, February 8, 2020

Terms and Conditions

By registering for Worcester Model United Nations (“WooMUN”), all delegates, advisors, and schools agree to adhere to the following Terms and Conditions set forth by Clark University Model United Nations (“MUN at Clark”):

ELIGIBILITY

1. All individuals registered as delegates at WooMUN must have submitted their completed liability forms, be 10 years of age or older, and be enrolled in a middle school—or recently graduated without having begun their high school studies—on the day of Saturday, February 8, 2020.
 - a. The Secretariat and staff of WooMUN reserve the right to investigate the eligibility of any delegate and expel without refund any individual determined to be ineligible for participation as a delegate. Any individual who does not meet the above criteria, who registers in affiliation with a middle school that (s)he does not attend, or who is otherwise found to be in violation of the WooMUN Terms and Conditions will be considered ineligible for participation.
 - b. Schools attempting to falsify the eligibility of delegates or otherwise found to be in violation of the WooMUN Terms and Conditions will be considered ineligible for participation at WooMUN in the year following the infraction(s), pending consultation with the Secretariat.
2. Delegates must attend WooMUN in the company of at least one advisor. Teachers, university students, parents, administrators, and other adults who have submitted completed liability forms and who are 18 years of age or older are eligible to serve as advisors. Any individual who is eligible to participate at WooMUN as a delegate is ineligible to serve as an advisor.

CONDUCT

1. WooMUN reserves the right to determine what constitutes unacceptable behavior and to take appropriate measures to discipline or dismiss offending participants—a term which includes delegates and advisors—and schools without refund.
2. All participants must visibly wear the conference badges issued to them at all times during the conference. WooMUN staff reserve the right to check conference badges at any time and for any reason whatsoever.
3. All delegates must dress in Western Business Attire (WBA) for the entirety of WooMUN. As a general rule, WBA requires that delegates dress in a suit jacket, slacks or skirt, dress shirt with tie, and dress shoes. If a delegate’s attire is deemed inappropriate by WooMUN staff, the delegate will be asked to leave and change into appropriate attire. Clothes that expose excessive bare skin or are otherwise revealing are deemed inappropriate.
4. If participants must bring valuables they are encouraged to keep them with them at all times. MUN at Clark is not responsible for belongings lost, stolen, or left behind.
5. Delegates must abide by WooMUN’s in-committee technology policy: all devices—including but not limited to computers, laptops, tablets, and phones—must not be used and must be turned off during committee sessions.

6. All delegates are expected to remain “in character” while at WooMUN by consistently advocating the interests and representing the policies of their assignments. To act “in character” also entails displaying respect for the opinions and ideas of fellow delegates, even if these opinions and ideas conflict with the priorities of a given delegate’s own assignment. Delegates are expected to prepare adequately for active participation in committee sessions; delegates in committees with two topic areas are expected to prepare for both, with the understanding that the committee will discuss one or both topic areas during WooMUN.
 - a. Delegates found to be in violation of WooMUN’s conference policies may be barred from further participation at WooMUN or expelled from the conference without refund at the discretion of the Secretary-General.
 - b. Delegates who disrupt committee sessions or other conference events may be barred from further participation at WooMUN or expelled from the conference without refund at the discretion of the Secretary-General.
 - c. Delegates who interfere with the work or other proceedings of Clark students, staff, faculty, or administrators or otherwise “disturb the peace” on campus with rowdiness in the hallways, excessive noise, roughhousing, throwing objects, or other unruly behavior may be barred from further participation at WooMUN or expelled from the conference without refund at the discretion of the Secretary-General. False fire alarms will result in particularly severe measures being taken against the offending participant and the school of that participant.
 - d. Delegates who engage in theft or who enter rooms or buildings on campus besides those where committees and conference events are being held may be barred from further participation at WooMUN or expelled from the conference without refund at the discretion of the Secretary-General.
7. Advisors are ultimately responsible for the safety, well-being, and conduct of their delegates.
 - a. The educational quality of WooMUN is primarily dependent on the active and professional participation of all delegates. Advisors can ensure this by monitoring the attendance of their students at committee sessions and helping them understand the skills of diplomacy as practiced at WooMUN.
 - b. During the conference, advisors are encouraged to attend advisor meetings and feedback sessions, to observe their students from the back of committee rooms, and even to advise students on substantive issues. However, participation in the committee process must be left to the delegates and the WooMUN staff. Advisors may not participate in the writing of resolutions or directives, in caucusing, or other committee activities.
 - c. Advisors are required to assist the WooMUN staff in enforcing conference policies, the dress code, and the WooMUN Terms and Conditions with regard to the delegates of their schools. Advisors are responsible for ensuring that their students follow the Terms and Conditions.
8. Unlawful possession, consumption, or use of alcohol or any controlled substance at the conference will not be tolerated under any circumstances. If a participant is found to possess, consume, or use or to have possessed, consumed, or used alcohol or any controlled substance at the conference, the participant’s school will be expelled immediately from the conference. Criminal complaints may also be pursued against the participant in question.
9. WooMUN will not tolerate any instances of harassment or discrimination, including but not limited to those based on race, ethnicity, physical features, sex, gender identity, sexual orientation, national origin, religious beliefs or activity or lack thereof, political beliefs or activity, socioeconomic status, age as defined by law, disability status, or personal association. Further, WooMUN will not tolerate any instances of inappropriate behavior or unwelcome advances of a

sexual nature. If any delegate, staff member, or advisor believes they have encountered harassment or discrimination, they are encouraged to bring it to the attention of the Secretary-General or another member of the Secretariat. The Secretary-General and Director-General will then evaluate the report and involve the appropriate personnel which may include advisors. Based on their findings, WooMUN may:

- a. Take no action;
 - b. Issue a verbal reprimand;
 - c. Expel the offending individual from WooMUN without refund;
 - d. Bar the school of the offending individual from future participation at WooMUN; or
 - e. Take other actions as deemed necessary and appropriate.
10. WooMUN reserves the right to expel any participant or school from the conference at any time for violating or failing to comply with conference policies, or for any other reason at the discretion of the Secretary-General. Expulsions may be announced as seen fit and necessary by the Secretary-General and will take effect immediately at the time they are issued. All conference registration materials (e.g. conference badges and placards) must be surrendered to WooMUN staff upon expulsion.

REGISTRATION AND ASSIGNMENTS

1. All schools must register using the registration form on our website. An invoice will be sent once your registration is processed. The non-refundable school fee of US\$50.00 must be received in order for your registration to be considered complete. Due to capacity constraints, acceptance to the conference is granted on a first-come, first-served basis and is not guaranteed. Schools will be informed of their acceptance and placement once the school fee has been received.
2. Schools that have completed registration but which have not been accepted will be placed on a waitlist. Should space become available, schools will be informed and accepted.
3. All schools are responsible for paying for and filling all slots assigned to them. Additionally, the following terms apply to slots assigned:
 - a. Any slot originally assigned to a delegate who can no longer attend WooMUN should be filled by a replacement delegate affiliated with the school to which that slot has been assigned;
 - b. Any assigned slot that cannot be filled must be brought to the immediate attention of the WooMUN staff; and
 - c. A school may request to change the number of slots allotted and to be sent a new invoice, but WooMUN reserves the right to then change that school's assignments.
4. Schools will be given preference for assignments based on which registration period they complete registration in. All registrations received after Tuesday, January 1, 2019 will be processed on a rolling basis. Assignments will be sent after payment. Once all assignments have been filled or no seats remain, schools that have completed registration will be placed on the waitlist and will be accepted and receive assignments as they become available. No school is guaranteed acceptance to WooMUN, even if the school completes registration during one of the priority registration periods. All schools that complete registration within the same priority registration period are given equal preference for assignments, regardless of the specific date and time at which they complete registration.
5. Assignment preferences cannot always be met and schools must respect the decisions of WooMUN.
6. WooMUN reserves the right to change deadlines at its discretion.

FEES, PAYMENTS, AND DEADLINES

1. The following fees apply to all schools of WooMUN:
 - a. A school fee of US\$50.00 per school which must be paid within four weeks of receiving your invoice; and
 - b. A delegate fee of US\$45.00, US\$50.00, or US\$55.00 per delegate depending on the priority registration period as outlined in the Registration Timeline.
2. If a school's conference fees are not received by the set deadlines, that school will receive an updated invoice and be charged the fees of the next registration period.
3. WooMUN reserves the right to void a school's registration and acceptance and rescind assignments if conference fees are not paid.
4. WooMUN requires that schools pay all conference fees by cash or check. With your school name included, please mail your cash payment or check written out to "Clark University Model United Nations Team" and mailed to:

Zachary Zawila, Box 2395
Clark University
950 Main Street
Worcester, MA 01610
5. WooMUN is not responsible for lost payments, payments sent to the wrong address, or misprocessed checks.
6. Our refund policy is as follows:
 - a. You may contact us to request a full refund of delegate fees up until Friday, January 10, 2020 and a 50% refund up until Friday, January 24, 2020. Delegate fees will become non-refundable starting on Saturday, January 25, 2020, regardless of inclement weather, travel or transportation problems, illness, or any other extenuating circumstances. The school fee is non-refundable.
7. The Secretary-General holds discretion in all matters of payments, financial aid, and refunds.

HOUSING AND MEALS

1. WooMUN does not provide housing accommodations. Because WooMUN is a one-day conference, hotel reservations are most likely also unnecessary.
2. WooMUN provides lunch for every participant as part of the conference fees. Schools are responsible for arranging their own meals before and after the conference.

SCHEDULE

1. WooMUN reserves the right to change the conference schedule as seen fit or necessary by the Secretary-General. The schedule available on the WooMUN website is tentative and subject to change.

OTHER RULES AND INTERPRETATION

1. These rules are in addition to those established by federal, Massachusetts, and Worcester laws and ordinances, participating schools' policies, and common sense. WooMUN also reserves the right to issue additional rules or to alter existing rules at any time at the discretion of the Secretary-General.
2. All authoritative determinations of fact and interpretations of conference rules and policies are to be made by the Secretary-General.

EXCEPTIONS AND VIOLATIONS

1. The Secretary-General, Director-General, and Under-Secretaries-General are the only staff members who are allowed to grant exceptions or extensions to conference policies and deadlines.

Neither MUN at Clark nor Clark University is liable for erroneous statements made by other members of the WooMUN staff regarding conference policies listed—and not listed—herein.

2. Violation of the policies listed in these Terms and Conditions may result in the revocation of assigned seats with no refund. Serious violations of these policies may result in expulsion from the conference with no refund and potential prevention of registration for future WooMUN conferences.