



## GUIDE TO REGISTRATION

Harvard National Model United Nations (HNMUN) is the world's oldest, largest, and most prestigious collegiate model UN conference held in the heart of downtown Boston each February. This year's conference will be held 13-16 February 2020.

After many months of hard work, the HNMUN Secretariat is excited to present and to transition to an updated and streamlined version of MUNBase, our online registration platform. We have included registration instructions below to ease with your transition. We sincerely hope you will join us at conference this February.

Best,  
Sienna "Cici" A.R. Williams  
Under-Secretary-General for Administration  
Harvard National Model United Nations 2020

### HOW TO REGISTER:

1. Complete and submit your online application on MUNBase, which can be found at: <https://munbase.harvardirc.org/hnmun/login>  
*Note:* by submitting an application, you agree to adhere to all of our conference policies and conditions, which can be found on our website, hnmun.org. Before you apply to conference, be sure to read through our conference policies thoroughly.
2. Submit your registration payment electronically through MUNBase.  
*Note:* We strongly prefer payments via QuickBooks in MUNBase. Checks are an acceptable alternate form of payment but are discouraged for logistical reasons, as they take several weeks to arrive and process. If you would like to submit a check payment please address the check to "Harvard National Model United Nations" and mail it to the following address:

Harvard National Model United Nations  
Student Organization Center at Hilles  
Box #205  
59 Shepard Street  
Cambridge, MA 02138

3. **Congratulations!** You have completed the application process. You will hear a decision about your application within a few weeks of applying and submitting your registration fee.

## REGISTRATION STATUSES:

### “In Progress”

An application in progress has not been completed. Please fill out the remaining application questions and submit your application.

### “Pending”

A pending application has been submitted and is awaiting a decision as to whether or not you will be accepted, waitlisted, or dropped from conference.

*Our administration team cannot accept any delegation to conference if they have not yet submitted their registration fee payment.*

### “Waitlisted”

Your delegation has been placed on the waitlist. Conference is at full capacity, but we will inform you via email if a spot opens up for your delegation.

### “Dropped”

Unfortunately, we cannot offer you a spot at this year’s iteration of HNMUN.

### “Activated”

You have been accepted to conference. Please complete the action items listed in the email that you received upon acceptance to conference.

### “Confirmed”

You have been accepted to conference and have confirmed your plans to attend HNMUN. *Please wait until you have received your committee and country assignments before confirming your attendance.* These assignments happen at the end of each registration cycle.

## MUNBASE:

Once you have submitted your application, if you need to make any changes, you can only do so by contacting us directly. Please contact our Administration team by emailing [info@hnmun.org](mailto:info@hnmun.org).

On MUNBase, you can submit payments, delegate names, and other required information. Be sure to save your login information.

**Thank you for your interest in Harvard National Model United Nations!**

If you have any questions or concerns, please contact our Administration team by emailing [info@hnmun.org](mailto:info@hnmun.org).

We hope to see you at conference!