The policies outlined in this document are subject to change at the sole discretion of the HNMUN Secretariat. Conference attendees will be notified when these policies are finalized, at which point they will sign to affirm their understanding of, agreement to follow, and acceptance of the conditions in these conference policies.

The Head Delegate or Faculty Advisor of each participating school should ensure that all of their delegates read these policies in their entirety. Signatures of all participants are required to be uploaded to MUNBase after acceptance to conference, as well as on paper at conference registration, to indicate acceptance of all policies and conditions outlined in this document and in our Conference Handbook.

The Conference Policies can be found and accepted at www.hnmun.org when you submit an online application.
CONFERENCE POLICIES

GENERAL POLICIES
The Secretary-General and the Director-General of the conference are the only staff members empowered to grant exceptions to any conference policies or other general HNMUN practices. HNMUN is not liable for any erroneous statements made by other staff members regarding exceptions to fees or policies.

All fees are owed to HNMUN by 11:59 PM EST on the dates outlined below. Schools will not be allowed to register at conference until they have paid any outstanding debts to HNMUN. If a school withdraws from the conference, the school is liable for all fees charged up to the date of withdrawal.

Due to past issues with Harvard University's mail system, we strongly discourage all delegations from paying through mail and encourage you to pay online or, if you cannot, via check at conference. If you choose to mail a check, be aware you may experience significant delays to your payment that could impact which fee round of registration you are charged. Please clearly label all forms and checks sent to the HNMUN office. All checks should be made out to “Harvard National Model United Nations.” Checks should note in the Memo field the exact fees that are being paid (e.g. “School Name - registration fee + 15 delegate fees”). Please mail any checks well in advance of the final deadlines.

REGISTRATION FEE
A registration fee of US$90 is due with the initial application for the conference. No school will be assigned a country or any delegate spots until the registration fee has been paid. The USG-Administration retains final authority over whether a school can be granted an exception that would temporarily postpone payment of the registration fee until after a country has been assigned. The registration fee is non-refundable.

DELEGATE FEES
On 1 December 2020, the delegate fees of US$85 per delegate are due. After 1 December 2020, delegations are expected to pay the late fee prices described later in these policies.

A school may choose to amend the number of delegates it will bring to the conference from the number stated in the application at no cost until 1 December 2020, provided that if the delegation reduces their size, the decrease is by 5 or fewer delegates. Before 1 December 2020, HNMUN will only refund up to 5 “dropped” delegates from a single delegation. Any additional delegates will not be refunded. After 1 December 2020, if you drop more than 5 delegates from your delegation, no refund will be given, and you will be charged an additional US$40.00 fee.

The names of delegates and Faculty Advisors - given that the numbers are changed according to the above criteria - can be changed without penalty until 20 January 2020. After 20 January 2020, a US$7.00 fee will be charged to replace printed materials for each delegate at conference. Paying your registration, delegate, or Faculty Advisor fees at conference will incur a US$30 payment processing fee.

If a delegate is denied a visa by an official US consulate or embassy, a refund of the delegate fee will be provided, given that the delegation is able to prove written or photographic proof that the visa application of that specific delegate was denied and that a Visa Letter for that delegate was requested from HNMUN before 1 December 2020. No refunds will be provided for delegates who cannot prove their application was denied or who did not request a Visa Letter before 1 December 2020.

After 1 December 2020, no refunds on delegate fees will be given.

FACULTY ADVISOR FEES
A fee of US$60 will be charged per faculty advisor in the Priority Registration round (US$65 for Regular Registration cycle). Each delegation is required to have either a head delegate or a faculty advisor. The refund and name change deadlines and policies for faculty advisors are the same as outlined for delegates in the section above.

MISCELLANEOUS FEES
Replacement badges and placards may be purchased at the conference for a fee of US$7 each. HNMUN will have certificates of participation available to all delegates at conference. If certificates of participation are not picked up during the conference at the hours to be specified in later conference schedules, certificates can be requested and mailed for a fee of US$10 each.

REFUNDS
Registration fees are non-refundable. Delegate fees and faculty advisor fees are refundable according to the conditions described in the “Delegate Fees” and “Faculty Advisor Fees” sections above.

CONFERENCE CANCELLATION
HNMUN 2021 will take place from 11-14 February 2021 regardless of the weather conditions. HNMUN 2021 is unable to provide refunds to delegations that choose not to attend due to inclement weather.

If HNMUN 2021 is cancelled due to unforeseen broader circumstances beyond HNMUN’s control, including the ongoing novel coronavirus pandemic, HNMUN may not refund any delegation. Instead, if HNMUN is moved online, all delegations will be offered an automatic spot in the digital iteration of conference or can choose to roll over their fees to HNMUN 2022. By registering for HNMUN 2021, all delegations accept the risk that the conference may be cancelled and that refunds may not be issued, all at the Secretary-General’s discretion.
CONFERENCE POLICIES

SPECIAL CIRCUMSTANCES
If meeting the requirements for payment is impossible for any reason, please contact HNMUN staff at info@hnmun.org as soon as it becomes evident that the requirements will not be fulfilled. The Secretary-General, the Director-General, the USG-Administration, and the USG-Finance are more than happy to discuss individual circumstances with a school. Please note that the HNMUN office is not staffed during national and school holidays. Delegates requiring special assistance, such as those mandated by the Americans with Disabilities Act (ADA), must notify HNMUN by 1 December 2020.

COUNTRY ASSIGNMENTS
The first round of country assignments will take place after the closure of the priority registration deadline on 1 October 2020. The next round of country assignments will take place after the closure of the regular registration deadline on 1 November 2020.

All decisions of the HNMUN Secretariat with regard to country assignments are final, and no exceptions or negotiations will be made. The registration fee will not be refunded even if a school does not accept its country assignment. Schools should pay close attention to the minimum and maximum number of delegates for each country when applying to conference. At times, for logistical purposes, it is necessary for multiple schools to represent the same country. In such cases, delegates representing the same country on different committees and from different schools do not need to confer when representing national policies.

The HNMUN Secretariat reserves the right to remove spots that have already been assigned a country but have not yet been filled by a delegate after 1 December 2020. Delegations are required to assign at least one delegate to all assigned committees, and the USG-Administration reserves the right to alter country assignments at will. This is crucially important to ensure that all country perspectives are represented in each committee.

HNMUN AND THE BOSTON PARK PLAZA
The Boston Park Plaza is the conference venue for HNMUN 2021. Please note that the Boston Park Plaza maintains a distinct registration and check-in system from that of the conference, so delegations need to contact them directly to make their reservations. The Boston Park Plaza staff are the only individuals authorized to discuss hotel-related issues with delegations. The specific Boston Park Plaza policies are outlined in the Hotel Reservation Form, which is available at our website (www.hnmun.org).

VALUABLES
If delegates bring valuables, they are encouraged to place them in a hotel safe deposit box. HNMUN and the Boston Park Plaza are not responsible for belongings left in guest rooms or in committee rooms. We discourage delegates from leaving their belongings in committee rooms in between sessions.

HOTEL COURTESY
Individuals will be held responsible for vandalism or any other damage that occurs in their room. The hotel reserves the right to eject individuals for any disruptions to the safety and well-being of other hotel guests without refund.

SUSPENSION POLICY
For 63 years, college students and faculty members have been coming to HNMUN to take part in a realistic, accurate, and enjoyable simulation of the United Nations. While we realize that HNMUN is a social as well as an academic forum, we must enforce certain security measures so that a professional atmosphere can be maintained at all times. Unfortunately, in past years, a few schools have violated these security measures, showing disrespect towards other delegates and the conference as a whole. In order to maintain order and safety at the conference as well as continuing a close relationship with the Boston Park Plaza, our policy requires that any school whose delegates violate the following rules will be subject to at least a one-year suspension from the HNMUN conference. The suspension policy is not intended to threaten students, but rather to serve as a reminder to everyone that our primary goal at HNMUN 2021 is to provide all participants with a meaningful academic and social experience. The following rules are a combination of Massachusetts state law, Boston Park Plaza regulations, and requirements of common courtesy and respect. Please have all delegates read these rules carefully. Observing them is the collective responsibility of the entire delegation.

ALCOHOL AND DRUG POLICY
Only those delegates age 21 or older may consume alcohol in Massachusetts. Open containers of alcohol may not be carried in public areas, including committee rooms and hallways. Massachusetts state law also requires that all food and beverages consumed in the hotel be purchased from the Boston Park Plaza. Furthermore, delegates found possessing or using illicit drugs, as defined by United States federal law, will be required to leave immediately and may be held criminally liable by law enforcement.

SMOKING POLICY
The City of Boston prohibits smoking indoors in public spaces. Delegates will not be permitted to smoke or vape inside the hotel.
CONFERENCE POLICIES

Curfew Policy
Out of consideration for other guests, the Boston Park Plaza imposes a curfew every night. We ask that no delegates be found in the hallways after 1:00AM Thursday night and 2:00AM Friday and Saturday nights. No visitors are permitted in the guest room area of the hotel after 11:00PM. Please additionally keep in mind that many guests are already asleep when committee adjourns on Thursday and Friday nights. Large crowds can be quite noisy, and 11:00PM is a prime time for complaints. Please be considerate by remaining quiet in the hallways.

Committee Session Policy
Individual delegates are expected to be in their respective committee rooms during committee sessions. In order for delegates to leave their committee rooms for an extended period of time, both their Committee Director and their Head Delegate/Faculty Advisor must be informed ahead of time. Furthermore, all delegates are expected to abide by committee dress code. Additionally, delegates are expected to treat all other conference attendees with the utmost respect and diplomacy.

Plagiarism Policy
The full staff of HNMUN remains committed to excellent substantive quality of debate and to the integrity of our conference. Plagiarism is a serious offense to this integrity and to the conference, and so will not be tolerated. Any delegates found to have engaged in plagiarism before or during conference will be disqualified from delegate awards, and any documents found to contain plagiarism will have the plagiarized clauses/sections removed. Additionally, the Secretariat reserves the right to disqualify an entire delegation from conference awards, should any of its individual delegates be found guilty of plagiarism.

Technology Policy
Only delegates in the NGO Programme and Press Corps will be permitted to use technology inside the committee room. All other delegates may only use technology outside the committee room or during unmoderated caucus in General Assembly or Economic or Social Council and Regional Bodies committees. In all Specialized Agencies committees besides the United Nations Security Council, technology of any kind is never allowed, whether inside or outside of the committee room. Security staff will patrol committee rooms to enforce the technology policy.

Policies Regarding Harassment, Violence, and Discrimination
Harvard National Model United Nations, in accordance with the International Relations Council and Harvard University, is dedicated to creating and maintaining a conference environment in which all delegates, faculty advisors, and staff members feel safe and included. We are committed to ensuring that no person at conference faces discrimination on the basis of sex, sexual orientation, gender identity, or race in a manner that inhibits one’s ability to fully participate in any part of conference, both in and outside of the committee room. The Secretariat reserves the right to immediately expel delegates from both the conference and the hotel due to unlawful and/or unacceptable behavior. Serious infractions on the part of even a single delegate may require the dismissal without refund of the individual involved and his or her delegation from the conference. If a delegate is dismissed from the conference, their delegation is automatically disqualified from conference awards.

The Secretariat reserves the right to define appropriate conference behavior and is particularly sensitive to issues involving displays of disrespect to other delegates, conference staff, and hotel staff. Delegates may be issued a verbal warning should their conduct violate conference policies. However, delegates may be expelled without a prior warning at the discretion of the Secretariat.

Under Harvard’s Title IX Policy, which may apply to all Harvard students as well as participants in Harvard-affiliated events, sexual discrimination and harassment is defined via their Sexual and Gender-Based Harassment Policy, which may be found linked on our website. As a Harvard-affiliated event, and in order to ensure all delegates have a positive and safe experience, the Secretariat expects all conference attendees and staff to follow the Harvard Title IX Policy. Delegations should thoroughly read this policy prior to attending conference. Violations of these policies may warrant consequences to the individual and/or delegation, at the discretion of the HNMUN Secretariat. Please note that while we expect delegations to follow Harvard Title IX Policies, any actions taken in response at conference are at the sole discretion of HNMUN and not the Harvard Title IX Office. The Harvard Title IX Office may conduct their own response actions, separate from HNMUN, should the infraction be brought to their attention. Relevant law enforcement, including the Boston or Cambridge Police Department, may be involved should the infraction necessitate it.

Examples of other inappropriate behavior that may warrant consequences to the individual and/or the delegation include, but are not limited to:

- Sexual assault
- Harassment of any kind
- Cyber-bullying
- Displays of racism
- Displays of sexism
- Physical violence
- Possession of illicit substances (as defined under US federal law)
SUMMARY OF CONFERENCE FEES

<table>
<thead>
<tr>
<th>Fee</th>
<th>Priority</th>
<th>Regular</th>
<th>Late</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration Fee</td>
<td>US$85</td>
<td>US$90</td>
<td>US$95</td>
</tr>
<tr>
<td>Delegate Fee</td>
<td>US$85</td>
<td>US$95</td>
<td>US$100</td>
</tr>
<tr>
<td>Faculty Advisor Fee</td>
<td>US$60</td>
<td>US$65</td>
<td>US$70</td>
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CONFERENCE TIMELINE AND DEADLINES

<table>
<thead>
<tr>
<th>Deadline</th>
<th>Date</th>
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<tbody>
<tr>
<td>Priority Conference Registration Deadline</td>
<td>1 October 2020</td>
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<tr>
<td>Priority Financial Assistance Deadline</td>
<td>1 October 2020</td>
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<tr>
<td>Priority Special Applications Deadline (Press Corps, NGO Programme, and Continual Crisis Committees)</td>
<td>1 November 2020</td>
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<tr>
<td>Regular Conference Registration Deadline</td>
<td>1 November 2020</td>
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<tr>
<td>Final Financial Assistance Deadline</td>
<td>1 November 2020</td>
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<tr>
<td>Final Delegate and Faculty Advisor Fees Due</td>
<td>1 December 2020</td>
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<tr>
<td>Large Drop Refunds Issued without Additional Fees</td>
<td>1 December 2020</td>
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<tr>
<td>No Refunds After</td>
<td>1 December 2020</td>
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<tr>
<td>Final Visa Letter Requests Deadline</td>
<td>1 December 2020</td>
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<tr>
<td>Delegate and Faculty Advisor Names Due</td>
<td>20 January 2021</td>
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<tr>
<td>Signed Conference Policies Agreement Forms Due</td>
<td>20 January 2021</td>
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<tr>
<td>(Every Delegate and Faculty Adviser Must Sign and Submit)</td>
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<tr>
<td>Position Papers Due</td>
<td>27 January 2021</td>
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<tr>
<td>Harvard National Model United Nations 2021</td>
<td>11-14 February 2021</td>
</tr>
</tbody>
</table>

The goal of the Secretariat and staff of HNMUN 2021 is to work with you to achieve the most well-run, enjoyable, and productive conference possible. We thank you in advance for your cooperation, and please do not hesitate to email us at info@hnmun.org with any questions or concerns.

All conference participants must sign these policies upon acceptance to conference and submit this document via our online registration system at munbase.hnmun.org to acknowledge that they have read, understood, and agree to follow all of the conference policies and their conditions. When you arrive at conference registration, delegations must also sign a waiver to confirm that you have read the HNMUN 2021 Conference Policies and accept these conditions.