
WASMUN TERMS & CONDITIONS

By participating in the annual Washington State Model United Nations conference, hereinafter referred to as WASMUN or “the conference”, the participant agrees to the following terms and conditions:

1. Confidentiality and Privacy

- 1.1. Upon registering for WASMUN, the information submitted is kept and recorded by the conference in order to facilitate conference proceedings and for safety purposes. This information includes the names, emails, phone numbers, and school affiliation of participants. This information is kept confidential and will not be made public.
- 1.2. If any details are submitted incorrectly, please contact the Secretary-General (SG) at sg@wasmun.org.
- 1.3. Photographs and video of conference proceedings and participants are captured by conference staff members for purposes including, but not limited to the: WASMUN website; social media pages; printed conference materials; and printed outreach materials. For more information refer to section 10.1. Delegates or delegations wishing not to be photographed or have their photograph publicized must opt out of media consent via an Opt-Out Media Release form available on the WASMUN website.

2. Registration and payment policy

- 2.1. All schools and individuals wishing to participate in the conference will be required to submit their country and committee preferences through an online form.
- 2.2. Payment system:
 - 2.2.1. Upon registering for the conference, participating schools will receive an invoice for their fees, and are to pay 50% of their entire fee within 14 days of the invoice.
 - 2.2.2. Individuals registering as an independent will not receive an invoice, but will be expected to pay their entire fee when checking in during the day of the conference.
- 2.3. Payments to the conference are only accepted via the three methods listed below:
 - 2.3.1. Credit card
 - 2.3.1.1. If the participant is choosing to pay by credit card, the SG will send out an invoice by email, which includes a link to pay. A non-refundable service fee may be applied to this total.
 - 2.3.2. Check
 - 2.3.2.1. If the participant is choosing to pay by check, the check is to be made out to “Washington State Model United Nations” and sent to the following address: 4244 University Way NE #45384 Seattle, WA 98105.
 - 2.3.3. Purchase Order

- 2.3.3.1. A purchase order is a binding agreement between WASMUN and a delegation. WASMUN will provide country and committee spots to the school; however, the school is responsible for bringing the exact number they intend to bring to the conference.
 - 2.3.3.2. Individuals and/or schools choosing to pay by purchase order are responsible for bringing the exact number of delegates in accordance with the number provided to WASMUN during registration.
 - 2.3.3.3. In the event that a delegate from a school is unable to attend the conference due to personal circumstances, the delegate no longer able to attend or an individual within that delegation must find a replacement.
- 2.4. Refund/withdrawal policy
- 2.4.1. By requesting a certain number of spots for the conference, schools agree that, to the best of their ability, they will bring that same number of participants to the conference.
 - 2.4.1.1. If a student withdraws from attending the conference, it is the school's/ the student's responsibility to find a replacement.
 - 2.4.2. Schools that have a change in number to their delegation must email the Secretary-General directly at least 3 weeks (21 days) in advance. Any and all schools and have a change in number after this time period will be charged an extra fee, which is at the discretion of the Secretariat.
 - 2.4.3. Refunds are given in full up until 6 weeks prior to the conference, at which point they may be disbursed at the discretion of the SG.
- 2.5. Fee waiver
- 2.5.1. In accordance with its mission statement, WASMUN aims to provide an engaging and affordable conference for all individuals interested in attending. If a delegate or delegation is unable to attend, but is interested in attending, the conference, the conference may provide a fee waiver. The amount of a fee waiver will be determined at the discretion of the Secretary-General, and will be determined on a case-by-case basis.

3. Delegate Code of Conduct

- 3.1. In attending WASMUN, all delegates are expected to adhere to the following rules:
 - 3.1.1. Treat all delegates, advisors, conference staff, facility and venue staff, dignitaries, and visitors with utmost courtesy and respect, and to contribute to an inclusive and diverse environment.
 - 3.1.2. Treat all equipment, facilities, and property of WASMUN, the host venue and other delegates with respect; and to report any damage and/or theft immediately.

- 3.1.3. Respect academic integrity, compose one's own original work, and to abide by conference guidelines for written documents, including position papers and Draft Resolutions.
- 3.1.4. Abide by the conference Dress Code, which is outlined in section 4 of this Terms and Conditions, throughout the duration of the conference.
- 3.1.5. Abide by and have respect for the conference Rules of Procedure, as well as seek clarification from the members of one's Dais in regards to questions about substantive and procedural matters. Any disputes regarding the Rules of Procedure will automatically be deferred to the discretion of the Director-General.
- 3.1.6. Refrain from the use, consumption, or possession of illegal materials, including alcohol, illicit narcotics, weapons, and tobacco, in accordance with the policies of the host venue, and local and state laws.
- 3.2. Delegates found in violation of such guidelines may be subject to the revocation of committee privileges, referred to their delegation's advisors or head delegate(s), barred from participation or being present at WASMUN, and/or any other action(s) deemed necessary. Any concern over a staff member, delegate, head delegate, advisor and/or chaperone's behavior should immediately be raised to any member of Secretariat, committee Director, and/or other WASMUN staff.

4. Dress Code

- 4.1. Delegates are expected to dress in Western business attire for the duration of the conference. This may consist of a dress, suit or business jacket, slacks or skirt, button down/dress shirt or blouse, tie and dress shoes. Athletic apparel, hoodies, t-shirts, shorts, jeans, flip-flops/sandals, and sunglasses are not proper attire. Clothing that reveals excessive skin and/or undergarments is inappropriate.
- 4.2. Unless a delegate wears the attire on a daily/normal basis outside of WASMUN, delegates are not permitted to wear ethnic garments/clothing. Dressing in a manner to portray a foreign culture other than a delegate's own, or wearing national symbols of any country (pins, flags, crests, banners, etc.) are not appropriate. Any and all emblems or symbols relating to the United Nations, WASMUN, or a delegate's school are permitted.
- 4.3. Delegates are also required to wear their issued credentials (i.e. nametag, badges) at all times during the conference. Delegates are also responsible for their placards and are ineligible to vote without one. Conference staff will also not be held responsible for the loss or damage of one or more of a delegate's credentials. If a delegate loses or damages their placard, or is issued a credential with an error, one should go to Conference Services as soon as possible to procure a replacement.

5. Awards Policy

- 5.1. As a whole, awards are given to delegates based on mastery of subject matter, substantive contribution to debates and paper writing, demonstrated diplomacy, as well as other factors.
- 5.2. Areas of evaluation regarding awards at WASMUN include:
 - 5.2.1. Remaining in character: Delegates are expected to advocate their country's position in an accurate manner, with consideration of economic, social, and geopolitical limits. While all delegates should remain in character throughout the entire conference, delegates should not model any inappropriate stereotypes or characteristics. Any undiplomatic behavior coming from a delegate will be considered "out of character" for delegates and will jeopardize consideration for any awards. Additionally, any bullying or harassment of any kind will not be tolerated and such actions are inherently out of character for a diplomat. Further, yelling, knocking, standing on chairs and other examples of unprofessional behavior are not characteristics of model diplomats. The conference staff expects delegates to cooperate and collaborate to the best of their ability and negotiate with others about the issue at hand, in accordance with relevant national policies.
 - 5.2.2. Participation in Committee: No priority is given to active participation in formal session over caucus activities. The most successful delegate will provide leadership and guidance that benefits all members in the committee as a whole. Active engagement with, as well as inclusion of, committee members and quality contributions to the written work of the committee will also be considered by the committee staff.
 - 5.2.3. Proper use of the rules of procedure: WASMUN uses the rules of procedure to facilitate the work of the committee and debate. Consideration will be given to delegates' knowledge and proper use of WASMUN rules, which differ from rules at other MUN conferences. Motions made by delegates should further the work of the committee, not to disrupt it. For delegates who may not be exactly familiar with WASMUN Rules of Procedure, staff will explain the rules more in depth, primarily in the first committee session and during voting procedure. Any motions that interrupt the committee's progress will not be permitted. Delegates with questions or concerns relating to WASMUN Rules of Procedure are highly advised to informally approach the dais for explanation.
- 5.3. Awards include: Outstanding delegate, Distinguished delegate, and Outstanding Position Paper awards.
- 5.4. Generally speaking, the larger the committee, the more awards are given out, though the exact number is unannounced until closing ceremonies.

6. Non-Discrimination notice

- 6.1. As a high school conference, WASMUN is open for the participation of any high school or secondary school student. If an individual is attending as a delegate without a school, a homeschool delegate, or as a delegate or group of delegates with a new school, he or she is advised to contact the Secretary-General. Students enrolled in Running Start are also welcome to attend the conference.
- 6.2. As a Model United Nations Conference, WASMUN does not participate in any discriminatory practices, such as barring individuals from participating on the basis of race, sex, national origin, gender identity, sexual orientation, religion, age, and/or disability.

7. Bullying and Harassment Policy

- 7.1. WASMUN has a zero-tolerance policy of bullying or harassment in any form, including sexual harassment or discrimination on the basis of race, sex, national origin, gender identity, sexual orientation, religion, age, and/or disability. All participants of WASMUN will be expected not to engage in these behaviors, and any individuals found engaging in such behaviors will undergo disciplinary action.
 - 7.1.1. Bullying generally refers to any misuse or abuse of power that attempts to exclude, undermine, humiliate, degrade a specific individual, or multiple individuals.
 - 7.1.2. Harassment refers to any activity related to “protected characteristics”, such as sexual orientation and sexual identity, and that carries the purpose of violating one’s dignity, or creates an intimidating, hostile, or offensive environment for a certain individual.
 - 7.1.3. Any claims of bullying or harassment will be dealt with by WASMUN Secretariat immediately and advisors of delegates participating in such behavior will be informed.
- 7.2. WASMUN strives to create a welcoming environment for people of different backgrounds. If you feel that something at the conference does not live up to this goal, please contact any member of Secretariat, and we will do our utmost to resolve the situation.

8. Guest Policy

- 8.1. Guests are welcome to visit committee sessions while in progress. All guests, chaperones, and advisors should wear a nametag or credential issued by WASMUN when entering committee sessions. To guarantee the safety of the delegates and all other participants, any individual without a guest badge or name tag will automatically be escorted out by a member of Secretariat from the building in which committee is taking place.
- 8.2. All guests visiting any committee session during the conference are advised to refrain from assisting with the writing of resolutions, amendments, or other substantive work/materials.

8.3. To prevent overcrowding, schools may be issued a limited number of guest credentials intended for chaperones, parents, teachers, and other guests.

8.4. Formal Sessions

8.4.1. Formal session at WASMUN refers to any and all formal speeches by delegates, committee Dais, conference staff, and invited guests. Additionally, Formal Session includes all substantive Voting Bloc periods, when delegates vote on their work created during the conference.

8.4.2. During these sessions, delegates, advisors, chaperones, and visitors are advised to adhere to the following guidelines:

8.4.2.1. Entering and/or leaving a committee during formal speeches is not permitted; a guest visiting a committee must wait for a delegate to finish speaking before entering and/or leaving the room.

8.4.2.2. Conversations among delegates, advisors, and chaperones are not permitted during formal speeches; messages may also not be passed at this time.

8.4.2.3. Flash photography is not permitted at any time during committee sessions.

8.5. Voting Bloc

8.5.1. Delegates are not permitted to enter a committee room once Voting Bloc has commenced; delegates will be given advance notice prior to Voting Bloc, and should return to their committees well in advance prior to the end of informal session or break.

8.5.2. Doors to committees undergoing Voting Bloc will be locked or blocked by a conference staff member. All delegates who exit during Voting bloc will be unable to return to a committee until Voting Bloc has concluded.

9. Electronics Use Policy

9.1. Delegates are permitted and strongly encouraged to bring laptops, tablets, and smartphone devices for the purposes of composing speeches, notes, and working papers/draft resolutions; to research their country's position on a certain topic and/or issue; and to conduct correspondence with conference staff, delegates, and members of a student's delegation.

9.2. During all formal sessions, delegates are expected to close or put away electronics in order to show respect for speeches by delegates, the Dais, and invited visitors; and during the duration of Voting Bloc. If a delegate is found to be using electronics during these times, especially for non-academic purposes, the delegate may be asked to leave committee.

9.3. During all and any informal sessions, delegates are permitted to use laptops and other electronics for research for the topic at hand, working papers or draft resolutions, and any other work related to the committee only.

- 9.4. Any phone calls and conversations are to be conducted outside a committee room in order to prevent disrupting the work occurring during committee sessions.
- 9.5. WASMUN is obliged to provide sufficient Wi-Fi connectivity during the conference. The network and password are to be provided by each committee Dais.
- 9.6. Printing services are typically not available for delegates; however, if a delegate, advisor, or any other participant requires printing services, one is advised to inquire with committee staff.

10. Photo Release and Limitation of Liability

- 10.1. As a participant of Washington State Model United Nations (herein referred to as “WASMUN”), I authorize and grant WASMUN staff the permission to capture my likeness in photographs and/or video for use in publication and/or social media, including but not limited to: the WASMUN website; social media pages; printed conference materials; and printed outreach materials. I acknowledge that my participation at WASMUN is voluntary, and that I will receive no financial compensation, for participation and/or the use of my likeness. I hold harmless and release and permanently discharge WASMUN from all claims, demands, and causes of action which I, or my representatives, may have by reason of this authorization.
- 10.2. I hereby release WASMUN, its volunteers, staff, Board of Directors, licensees, representatives; and, Model United Nations of the University of Washington, its officers, members, staff, volunteers, and representatives, from any and all claims and causes of action, whether known or unknown, based upon my participation at the WASMUN conference. I voluntarily assume any and all risk in connection with participation at WASMUN, including without limitation, risk of accident or injury to person or property. I hereby agree to indemnify and hold harmless WASMUN from and against any and all claims, demands, expenses, or causes of action arising from injury or theft pursuant to activities at the WASMUN conference. By participating at the WASMUN conference, I understand and agree to the above statements.

11. Notification of Changes

- 11.1. The terms and conditions within this document are subject to change without notice.

12. Intellectual Property Provision/Copyright

- 12.1 Delegation prep materials, Background guides, the WASMUN Logo, and all other original works hosted on the WASMUN site are solely the intellectual property of WASMUN, and are intended for educational purposes only.

13. Contact Information

If there are any questions about the conference, please contact the:

Secretary-General at: SG@WASMUN.org

Undersecretary-General of Logistics: USGL@WASMUN.org

Director-General: DG@WASMUN.org