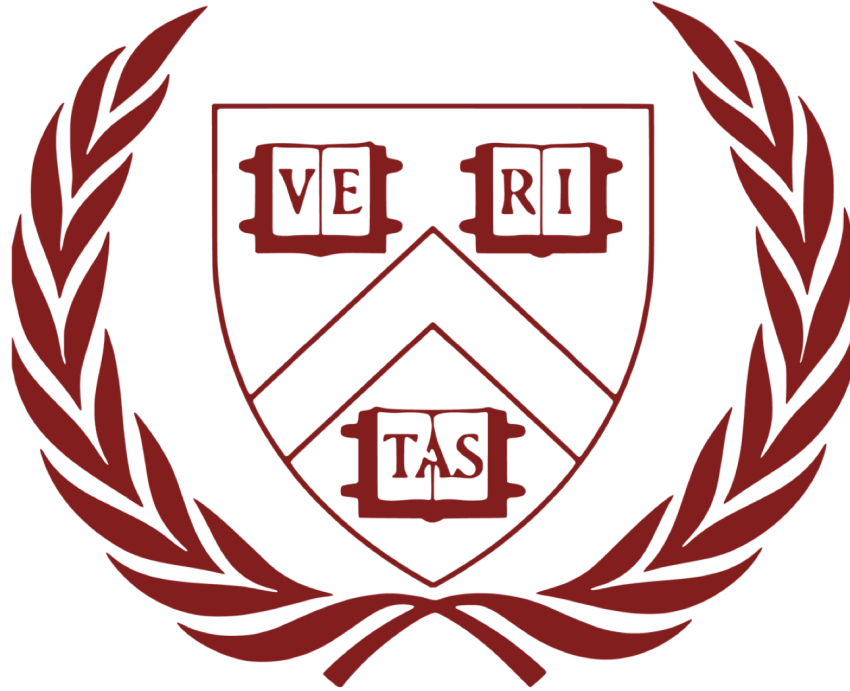


CONFERENCE POLICIES



HARVARD NATIONAL MODEL UNITED NATIONS AFRICA

THE INAUGURAL SESSION

*The policies outlined in this document are **subject to change** at the sole discretion of the HNMUN Africa 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 Faculty Advisor, Parent, or Head Delegate of each participating delegate should ensure that **all of their delegates** read and agree to these policies in their entirety prior to submitting an application. Signatures of all conference participants are required prior to 12 March 2024 to indicate their acceptance of all policies and conditions outlined in this document, which will be sent to delegations that have paid conference fees and been confirmed. Delegates are also expected to abide by all municipal, state, and federal laws of the Republic of Kenya while at HNMUN Africa 2024.

The Conference Policies can be found at www.hnmunafrica.org and are accepted when you submit an online application.

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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 Africa (HNMUNA) practices. HNMUNA is not liable for any erroneous statements made by other staff members or partners regarding exceptions to fees or policies.

HNMUNA is a conference intended for secondary and tertiary school students. Consequently, **all HNMUNA delegates must be secondary school students or university students pursuing an Associate's degree or Bachelor's degree.** By submitting an application to attend the conference, you confirm that all members of your delegation are enrolled in one or the other of these educational institutions. HNMUNA reserves the right to request official document(s) that verify this information, and HNMUNA will not provide invitation letters to delegates who are not members of such institutions.

All fees are owed to HNMUNA by 11:59 PM ET on the dates outlined below. Delegations will not be allowed to check-in at conference until they have paid any outstanding fees. If a school withdraws from the conference, the school is liable for all fees charged up to the date of withdrawal. **Please note that all conference fees will be paid by invoice to the Harvard International Relations Council (HIRC) and no other forms of payment will be accepted.** The preferred payment method is via our online payment platform, Stripe. This platform can be accessed via digital invoices that will be sent to schools via email.

All forms, such as position papers and conference policy agreement forms, must be submitted via email to the designated address. If there is a discrepancy between the policies and information in the digital invoices, please note that the fees, deadlines, and policies listed on the website take precedence.

DELEGATE FEES

All delegate fees are laid out on the conference website and will be updated on the Application Page if any changes are effected. The Early Application Deadline is February 15th and the Regular Application Deadline is March 1st, 2024. Every delegation regardless of delegation size must register with a delegation fee which includes one complementary faculty advisor for the delegation. The delegation fee is \$300 for the Early Application Deadline and \$400 for the Regular Application Deadline. The delegate fee is \$600 including hotel accommodations near the UNON conference center. Local delegates registering without the hotel accommodations may pay \$350.

A school may choose to amend the number of delegates it will bring to the conference from the number stated in the original registration at no cost until 8 March 2024. Delegations that withdraw entirely or reduce the number of delegates it will bring to conference are eligible for a refund until the Early Application Deadline. After the Early Application Deadline on 16 February 2024, no refunds will be given for dropped delegates, and even if fee payment has not yet been made, a 50% penalty will still be assessed for any dropped delegates. The names of the delegates - given that the numbers are changed according to the above criteria - can be changed without penalty until 8 March 2024.

After 1 March 2024, no refunds on delegate fees will be given. However, one exception may apply: recognizing that visa rejections may prevent some international delegates from attending the conference, the USG-Finance retains final authority over whether a school can be granted a 50% refund on the delegate fees for delegates who are dropped after 1 March 2024. To qualify for this refund, the school must have requested visa letters for those delegates from HNMUNA (and completed registration) prior to 1 March 2024, informed HNMUNA about the rejection within one calendar week, and submitted

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official proof of rejection for each dropped delegate. The lack of available visa interview appointments is *not* considered to be a visa rejection. To avoid a partial refund, schools and delegates are encouraged to apply for visas as early as possible. No refunds on delegate fees will be given for any other reason after 1 March 2024.

FACULTY ADVISOR FEES

Faculty Advisors consist of any advisor, parent, non-competing head delegate, or guidance counselor attached to a delegation. One faculty advisor is included complementary with the delegation fee regardless of delegation size. All secondary school delegations must be accompanied by a faculty advisor. *Individual* tertiary school delegates are highly encouraged but not mandated to be accompanied by a faculty advisor.

For every additional faculty advisor, the delegation will be charged \$250 with an included hotel room or \$100 without a hotel room. The refund and name change policies for 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\$3 for one or US\$5 for both. HNMUNA will have certificates of participation available to all delegates free of charge at conference, provided that a delegate participates fully in all committee sessions (as determined by each committee dais). If certificates of participation are not picked up during the conference at the hours to be specified in the conference schedule, certificates can be requested for a fee of US\$5 each (for a digital copy) or US\$10 each (for a physical copy; an additional mailing fee will apply).

REFUNDS

Registration fees are non-refundable past March 1st. Delegate fees and faculty advisor fees may be refundable according to the conditions described in the “Delegate Fees” and “Faculty Advisor Fees” sections on the previous page. Any refunds approved by HNMUNA must be issued via invoice to the conference financial team. Schools are responsible for all costs and fees associated with any other refund method, such as wire transfer. HNMUNA cannot make any exceptions to the policies described in this document. Once a refund-related decision has been made by the Secretary-General or the USG-Operations, it is final and cannot be appealed.

CANCELLATION DUE TO WEATHER CONDITIONS

HNMUNA 2024 will take place from 12-15 March 2024 regardless of the weather conditions. HNMUNA is unable to provide refunds to delegations that choose not to attend due to inclement weather.

SPECIAL CIRCUMSTANCES

If meeting the requirements for payment is impossible for any reason, please contact HNMUNA staff at admin@hnmunafrica.org and team@learnwithleaders.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-Operations are more than happy to discuss individual circumstances with a school. Please note that the HNMUNA email is not staffed during national, state, or local holidays, or during any recess periods designated by Harvard University. Delegates requiring special physical assistance or to accommodate disability cases must notify HNMUNA by 1 March 2024.

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COUNTRY ASSIGNMENTS

For both the priority and regular registration cycles, country assignments will be released on a rolling basis on the schedule of registration and payment by delegations. **Delegations that have registered and completed their invoice payment shall receive an HNMUNA form to indicate committee and country or character preferences that will be taken into account during the assignment process.** Delegations will also be able to specify whether they want to participate in HNMUNA's specialized agency committees, but are not mandated to do so. Delegations that complete the required registration process earliest are more likely to receive their preferred assignments. No assignment can be guaranteed by the conference regardless of delegation status. All decisions of the HNMUNA Secretariat with regard to country assignments are final. Even if a school does not accept its country assignment(s), no fees will be refunded.

Schools should pay close attention to the minimum and maximum number of delegates for each country. Schools will not be assigned any countries whose minimum delegate spots exceed the number of delegates in each delegation at the time of application, and the Secretariat will do everything possible to assign delegations to countries that have a maximum that is the same as their delegation size. 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 HNMUNA Secretariat reserves the right to remove spots from an already assigned country in the event that the delegation fails to fill all the assigned spots. Delegations whose number exceeds the number of committees are required to assign at least one delegate to each assigned committee. This is crucially important to ensure that all country perspectives are represented in each committee.

DELEGATE HOTEL POLICY

HNMUN Africa is in partnership with Tribe by Trademark Hotels as well as Concorde Hotel and Suites in Nairobi to serve as our two primary conference residential venues for delegations. Both hotel complexes are within walking distance of United Nations in Nairobi or easily accessible by motor transportation. A shuttle service will be available to bring delegates to and from the UNON at the beginning and end of official conference hours every day of the conference. Delegate hotel accommodations are organized in part by HNMUNA partner Hallpax. Delegations are not required but highly encouraged to organize their HNMUNA experience at one or either of these hotels, Trademark or Concorde, in the process of their registration and payment for the conference. More information about these two hotels can be found at <https://hnmunafrica.org/venue-accommodations/> as well as these hotel's respective website online.

HNMUN AFRICA HOTEL PARTNERS

Please note that Trademark by Tribe and Concord Hotels maintain a distinct registration and check-in system from that of the conference. Respective hotel staffs are the only individuals authorized to discuss hotel-related issues with delegations. The specific Trademark by Tribe and Concord Hotel policies can be found on their respective websites or answered by their respective staffs. Any questions about these two hotels as related to the conference and bookings through conference registration should be directed to team@hnmunafrica.org.

If delegates bring valuables, they are encouraged to place them in a hotel safe deposit box. HNMUNA is not responsible for belongings left in guest rooms or in committee rooms.

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HOTEL COURTESY

All delegations staying at HNMUNA partner hotels are expected to abide by all the relevant rules and regulations of these respective hotels. HNMUNA does not claim responsibility for any activities or incidents involving delegations outside of the official hours of the HNMUNA conference at the UNON and while in residence at HNMUNA partner hotels. We expect all delegates to operate with a level of dignity and respect outside of official conference hours.

Individuals will be held responsible for vandalism or any other damage that occurs in their room, and any vandalism or damage they cause to other areas. The hotel reserves the right to eject individuals for any disruptions to the safety and well-being of other hotel guests without refund. Failure to abide by relevant hotel rules and regulations may result in conference consequences for the delegation or delegates at fault.

SUSPENSION POLICY

For 70 years, college students and faculty members have been coming to the HNMUN conference to take part in a realistic, accurate, and enjoyable simulation of the United Nations. While we realize that HNMUN Africa 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. In past US-based and international conferences, a few schools have violated these measures, showing disrespect towards other delegates and the conferences as a whole. In order to maintain order and safety at the conference for our first iteration of HNMUN Africa and ensure that the conference is positioned to continue for future years with our existing slate of constructive and operations partners, our policy requires that any school whose delegates violate the following rules will be subject to at least a one-year suspension from the HNMUNA conference. The suspension policy is not intended to threaten delegations, but rather serve as a reminder to everyone that our primary goal at HNMUNA is to provide all participants with a meaningful academic and social experience. The following rules are a combination of Kenyan state law, Trademark and Concord Hotel regulations, UNON regulations, and requirements of common courtesy and respect. All delegates should read these rules carefully; observing them is the entire delegation's collective responsibility.

ALCOHOL AND DRUG POLICY

Only those delegates age 18 or older may consume alcohol in Kenya. Consumption of alcohol and alcoholic beverages may not occur in restricted or public spaces around the Trademark and Concord Hotels as well as the United Nations in Nairobi complex. Possession and consumption of recreational narcotics or drugs as defined by Kenyan law carries the same legal punishment as peddling and smuggling such materials, and is banned in all circumstances by delegates and faculty advisors regardless of age or circumstance.

SMOKING POLICY

The City of Nairobi prohibits smoking in public spaces that are indoors as well as outdoors, except for in designated smoking areas. Delegates will not be permitted to smoke or vape inside the hotel or the conference venue.

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. Extended absences may result in a delegate being deemed

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ineligible to receive a certificate of participation, and may jeopardize a school's consideration for awards. 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 HNMUNA 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 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 a delegation from conference awards, should any of its delegates be found guilty of plagiarism.

POLICIES REGARDING HARASSMENT, VIOLENCE, AND DISCRIMINATION

Harvard National Model United Nations Africa, in accordance with the rules of the Harvard 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 (without refund) 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** their 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 will be issued a verbal warning should their conduct violate conference policies and their faculty advisors formally notified of a breach of conference policy before any permanent punishments are levied by the conference. All disqualification decisions are at the final discretion of the Secretariat.

Under Harvard's policies, which may apply to all Harvard students as well as participants in Harvard-affiliated events, sexual discrimination and harassment is defined via the *Interim Title IX Sexual Harassment Policy* and the *Interim Other Sexual Misconduct Policy*.

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 Harvard's policies, which include the two documents listed above and can be found at oge.harvard.edu/policies. Delegations should thoroughly read these policies prior to attending conference. Violations of these policies may warrant consequences to the individual and/or delegation, at the discretion of the HNMUNA Secretariat. Please note that while we expect delegations to follow Harvard's policies, any actions taken in response at conference are at the sole discretion of HNMUNA and not the Harvard Title IX Office. The Harvard Title IX Office or the Office for Gender Equity may conduct their own response actions, separate from HNMUNA, should the infraction be brought to their attention.

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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 or use of alcohol in committee
- Possession or use of illicit substances (as defined under Kenya Federal Law)
- Possession and/or display of weapons.

SUMMARY OF IMPORTANT DATES

Early Registration Deadline: 15 February 2024

Regular Registration Deadline: 1 March 2024

Final Registration Deadline: 8 March 2024

Position Papers Due: 8 March 2024

FINAL NOTE

The goal of the Secretariat and staff of HNMUN Africa 2024 is to work with you to achieve the most well-run, enjoyable, and productive conference possible. We thank you in advance for your cooperation. Please do not hesitate to email us at team@hnmunafrika.org or admin@hnmunafrika.org with any questions or concerns.

Thank you for your understanding.

With Great Excitement,

The Inaugural HNMUN Africa Secretariat

Chukwudi M. Ilozue, *Secretary-General*

Oscar L. Berry, *Director-General*

Christopher E.G. Ruaño, *Under-Secretary-General for Administration*

Alexander J. Chen, *Under-Secretary-General for Operations*

Kaleena R. Roeva, *Under-Secretary-General for Committees*

Patil Djerdjarian, *Under-Secretary-General for Host Affairs*