

INTERNATIONAL MODEL UNITED NATIONS OF ALKMAAR  
14 JUNE - 16 JUNE 2019 • ALKMAAR • THE NETHERLANDS

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HANDBOOK FOR PARTICIPATION  
IN THE  
IMUNA CONFERENCE

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## WHAT IS IMUNA?

### *IN GENERAL*

The International Model United Nations of Alkmaar – abbreviated as IMUNA – is an annually held youth conference organised by students of the Murelliusgymnasium in Alkmaar. The organisation is structured in the IMUNA Foundation.

The Foundation strives to simulate the United Nations as accurately as possible by debating solutions to problems of an international nature in separate forums. The fundamental document of the United Nations, the United Nations Charter, is the basis for the debates held at the conference. Of course, some of these rules are altered to be appropriate in the three days available for the conference. The altered and utilized version is referred to as the Rules of Procedure. The Rules of Procedure used at IMUNA are largely based on those used at THIMUN: The Hague International Model United Nations. Every committee debates a separate range of issues and takes part in the plenary session, called the General Assembly (GA). The GA is not the only organ simulated at IMUNA, the Security Council and the Economic and Social Council (ECOSOC) are also part of the model. The Security Council dedicates its sessions to ensuring international peace and security and ECOSOC to global economic and social issues. Depending on the amount of participants, the IMUNA Foundation may add or remove committees from the programme.

Since it is the focus of the IMUNA Foundation to introduce students into the world of global politics, it was felt that a greater diversity in the forums was needed. To enhance the educational value of the conference, another organ was added to its range of forums: the North Atlantic Council, of which the umbrella-organ is the North Atlantic Treaty Organization. Thus broadening the global political horizon of IMUNA and further educating its participants in world politics.

Students attending secondary schools from all over the world aging from 13 to 20 unite at the Murelliusgymnasium to represent a member state of the United Nations or an internationally important organisation. While proclaiming entirely different policies from their own, all students cooperatively strive to consensus on solutions to various global political, military and economical problems.

### *A BIT OF HISTORY*

The IMUNA Foundation was created in 1994. Its Mission Statement was new and innovative because the students of the Murelliusgymnasium were suddenly faced with the United Nations up close, and the problems it is trying to solve. In 1994 only 180 people participated in IMUNA, that number has more than doubled since. In 2018, more than 490 people from all over the world participated in IMUNA's activities.

The Foundation has also grown in level of debate, and variety of issues. The participants of the IMUNA Conference in 1994 debated a small number of issues the UN had to deal with then. That was done in three individual organs, the GA, ECOSOC and of course the Security Council. Nowadays, IMUNA does not only consist of the three main organs also represented in 1994, but it also simulates the North Atlantic Council, and several other committees and councils.

The conference itself has not only grown in number of participants, number of forums and level of debate, but also in political horizon. Since 1994, IMUNA has tried to reach a larger number of students from an increasing number of places all over the world, thus broadening its cultural horizon and contributing in proclaiming the goals of the United Nations.

### *MISSION STATEMENT*

The goal the IMUNA Foundation has set itself is two-fold. On one hand, IMUNA hopes to facilitate a productive international environment that fosters personal development for all participants. They can for instance improve their negotiating skills by taking part in the debates, they must defend the interests of the country they represent and keep the other countries' policies in mind to reach consensus. The participants will also improve their public speaking skills by having to proclaim their policies in front of entire forums which could consist of large numbers of people. And they are trained to shoulder large amounts of pressure and responsibility. Additionally, through communicating with the youth from many other parts of the world, IMUNA tries to teach participants to break away from narrow self-interest and come to understand the different views in which international problems can be approached.

On the other hand, as IMUNA is a UN simulation, it hopes to contribute to the goal of the United Nations as set forth in the preamble of the UN Charter: “*to practice tolerance and live together in peace with one another as good neighbors*” by acquainting people with the inner workings of international politics.

### ***THE IMUNA FOUNDATION***

The Foundation consists of four different organs. These organs all have a number of members, some are students, others are teachers of the school, parents of students of the school or others. Every organ has a separate task in the organization of the IMUNA conference. Although the Foundation has always worked very closely with the Murmelliusgymnasium and is even set up by students and teachers of the school, the IMUNA Foundation is not a part of the school. It is a separate organ registered with the Chamber of Commerce in Alkmaar.

#### **BOARD OF DIRECTORS**

The Board of Directors is the decision making-organ of the organisation. Its function is primarily to coach the Executive Staff in carrying its tasks. Students and teachers are members of the organ. All major and long term decisions are taken here.

Ms. M.E. Kuipers  
 Ms. S.M.E. van Wesemael  
 Mr. J.M. Middelkoop (Secretary)  
 Ms. E.S. van Rijsinge (Treasurer)

#### **EXECUTIVE STAFF**

The Executive Staff is composed of students of the Murmelliusgymnasium. These students are responsible for the day-to-day running of the Secretariat and the conference. The staff is headed by the Secretary-General. The staff prepares every single detail of the conference and can be contacted through the Secretariat.

Mr Moos Middelkoop  
 Secretary-General  
 Ms Charlotte Roosenberg  
 Deputy Secretary-General  
 Ms Fierke Koolen  
 Deputy Secretary-General  
 Ms Emma Sophie van Rijsinge  
 Financial Manager

Ms Orfa Groen  
 Art Director  
 Ms Elena Elderson Nosti  
 Deputy Art Director  
 Mr Sam Hendriksen  
 Housing Coordinator  
 Ms Maud van Lange  
 Head of Catering Services  
 Ms Faye Bellis  
 Deputy Head of Catering Services  
 Ms Nathalie Ooms  
 Heads of Administrative Affairs  
 Mr Jan Prins  
 Head of Promotion and Sponsoring  
 Mr Jort van Leenen  
 Head of IT

#### **BOARD OF ADVISORS**

The Board of Advisors consists of students who used to attend the Murmelliusgymnasium. These persons usually have participated in many conferences and have experience in MUN, both in participating and organizing fields. They assist the Executive Staff with advice and council.

Mr Rindert de Groot  
 Secretary-General  
 1st Annual Session of IMUNA  
 Ms Annemarijn Brouwer  
 Financial Manager  
 24th Annual Session of IMUNA  
 Mr Sten Bakker  
 Financial Manager  
 25th Annual Session of IMUNA

#### **BOARD OF TRUSTEES**

The Boards of Trustees is composed of persons who play an important public role in the region of Alkmaar. The Board endorses the IMUNA Foundation as a whole and especially the IMUNA Conference.

Mr P.M. Bruinooge  
 Mayor of the city of Alkmaar  
 Mr E.J. van der Molen  
 President of the District Court of Alkmaar  
 Mr W.J. van Boxtel  
 Headmaster of the Murmelliusgymnasium

## GUIDE TO REGISTRATION

### *INTRODUCTION*

The registration for the IMUNA conference has been divided into nine steps. By following this system, a school can register for the conference and will, in the process, receive all necessary information. It is imperative that all participants and adults adhere strictly to this system. Any deviation from it, can result in the exclusion from participation or the late distribution of information. It should be noted that the General Conditions, which can be found on page 14 of this Handbook, apply to participation in and preparation for the conference. The following system is to be used by schools in order to register and prepare for the conference. The Secretary-General is the main administrator in this process. For any administrative questions, please contact [sg@imuna.nl](mailto:sg@imuna.nl).

### *REGISTRATION IN 9 STEPS*

#### » STEP 1

In December, the IMUNA Secretariat sends out invitations for the conference. This mailing is referred to as 'Mailing I'. During the rest of the preparations, two other mailings will be sent out. In the back of the Handbook, one can find three forms: the School Registration Form, the Student Officer Application Form and the Press Application Form. The last two will be discussed in a different section of this Handbook. The first, the School Registration Form, is used as a first method of registering. Sending it in is step 2.

#### » STEP 2

Once a school decides to participate in the conference, it fills out the School Registration Form and sends it to the Secretariat before Saturday 16 February 2019. This form consists of two pages and five sections. On the first page, the information concerning the school, the delegation and a Participation Agreement must be filled out. On the second, one fills out all information concerning teachers that organize the school delegation. Such a teacher is referred to as 'MUN-Director'. A school must bring at least one MUN-Director, may bring more than one MUN-Director. All MUN-Directors must be mentioned on the School Registration Form. If more than two MUN-Directors will join the delegation, please copy page two of the Form.

It should be noted that the IMUNA Foundation will treat all information filled out on the form as strictly confidential.

Filling out the form: All forms must be printed in black capital. The organisation recommends to type all forms. It should be noted that all fields on the form must be filled out unless it is marked as optional. Incomplete forms will not be considered.

It is optional to submit a preference for the kind of delegation that is requested. Please note that this preference only functions as a guideline when the organisation assigns the delegations. No rights can be deduced from filling out this part of the form. The available delegations can be found in the handbook. MUN-Directors can, for special reasons, request a specific delegation. Such requests must be directed to the Secretary-General ([sg@imuna.nl](mailto:sg@imuna.nl)).

The Participation Agreement is the most important part of the form and must therefore be filled out carefully. Both the MUN-Director and the headmaster of the participating school must sign the form.

It is required to state on the form whether each MUN-Director is a primary or secondary director. The meaning of this is as follows: the primary director is the primary contact for the organisation. Only the primary will receive mailings and other information. A delegation may only have one primary MUN-Director and must have one.

The form also mentions housing, the Audio Guide, applications and the General Conditions. Information on all these items can be found in the handbook; as an exception, information on the Historical Tour and the Evening Programme can be found in the Second Mailing.

The School Registration Form may be sent by mail or e-mail.

#### » STEP 3

Once the Secretariat has received the School Registration Form, it checks whether the form has been filled out fully and correctly. In case of omissions, the organisation will contact the teacher concerned. If everything is in order, the Secretariat will provisionally register the school. The Secretariat will then send the school a confirmation containing all provided information and an invoice. The total amount

stated on the invoice is based on the information from the School Registration Form. In order to make the registration of a school permanent, the full payment must be done. Without transmitting this amount, a school will not be registered for the conference. The full amount is mentioned on the invoice.

» **STEP 4**

The fourth step is transmitting the amount stated on the invoice. This sum should be transmitted to the bank account of the IMUNA Foundation:

Stichting IMUNA  
Bergerhout 1  
1815 DA – Alkmaar  
IBAN: NL27 INGB 0000 316045  
BIC: INGBNL2A

The payment must make clear reference to the invoice code mentioned on the invoice and the name of the school. Please make sure to transmit the correct amount as correcting these errors often takes a long time both for the participant and the organisation. Should you experience any problems concerning payment please contact the Financial Manager: [finances@imuna.nl](mailto:finances@imuna.nl).

» **STEP 5**

After receiving the payment from the school, the Secretariat will confirm payment by e-mail. If the total amount transmitted is incorrect, the Secretariat will contact the school.

The secretariat will send the second mailing by e-mail. The second mailing holds information on several aspects of the preparation for the conference and the conference itself. The Online Registration System (ORS) is used by schools to register each individual participant for the conference. More information on this will be provided in Mailing II.

The exact delegation assignments, the Student Officer team and the Press team may not be known yet when Mailing II is sent.

This information will be sent to all schools as soon as possible.

» **STEP 6**

After receiving the country assignments and the appointments, schools must submit a complete list containing information regarding all participants. It is essential for the proper functioning of the Secretariat to submit the information correctly and in due time. All information must be submitted through the Online Registration System. This system is available through the IMUNA website. This information cannot be submitted via any other way and it should be noted that all delegates must be appointed to a specific forum. Additionally, information concerning housing and the MUN-Directors must be submitted through the ORS. The second mailing contains a manual concerning the ORS. For any questions, please contact the IMUNA Secretary-General at [sg@imuna.nl](mailto:sg@imuna.nl). Please note that the ORS will be closed after the deadline and that additional costs will be charged if changes or additions are made to the information after that date. The deadline for the ORS can be found in the second mailing.

All states are represented in the General Assembly. Therefore, each standard delegation (non-Security Council/ECOSOC/NATO members) will be allocated 3 seats in the GA.

States that are members of the Security Council, the Economic and Social Council and/or the North Atlantic Treaty Organisation will receive extra seats in the relevant forums. As a result, delegation sizes vary. The smallest delegation will consist of 3 delegates. The delegations that are member of NATO but not of the Security Council or the ECOSOC are assigned only one seat, namely in the NATO. In order to keep the geographical representation as close to reality as possible, these delegations are not assigned a seat in the General Assembly or any of its committees since its membership consists of western and mostly European states. If these regulations offer problems with an odd number of students, please contact the IMUNA Secretariat. Please note that the IMUNA Organisation reserves the right to limit the number of participating students per school and the sizes of delegations.

Some schools may be assigned to represent a Non-Member Delegation. The term “NMD” is used for Non-Governmental Organisations, United Nations Organisations, Inter-Governmental Organisations and Official Observers.

These delegations have a seat in the Economic and Social Council and are considered experts in their field. Since these delegations are not members of the UN, they do not have any voting rights in the official debate. They may, however, acquire the floor and may submit resolutions and amendments.

Finally, each country delegation must have an Ambassador. The Ambassador must be identified in the ORS, and must be seated in one of the GA Committees (GA1, GA3, GA4). He or she is responsible for the policies of his delegation, and he also has the option to deliver an Opening Speech on behalf of his country during the Opening Ceremonies.

» **STEP 7**

After closing the ORS, the Secretariat will make up confirmations of the information entered. These confirmations will be sent to the schools through e-mail. If any part of the information on the confirmation is incorrect, it is of the greatest importance to contact the Secretariat without delay as that exact information is used for badges, placards, housing arrangements, lists etc.

» **STEP 8**

A few weeks before the conference, the Secretariat will send, by e-mail, the third mailing. The third mailing contains last-minute information about the conference. Special changes in the Programme of Events will be mentioned as well. Additionally, a list of all participants with corresponding housing addresses will be sent. Any comments regarding the list can be sent to the Secretariat.

Note: It may occur that payment cannot be confirmed before the start of the conference. In these cases it is imperative that MUN-Directors bring clear evidence of payment with them to the registration at the conference (step 9).

» **STEP 9**

The final step in the registration system is registration at the conference itself. On Thursday (7 June) and Friday (8 June) schools can register their delegation at the Reception Desk of the conference. During registration, MUN-Directors are handed out all conference items. All payments must be fulfilled before registration. Payments during registration are only possible after approval by the Secretary-General in advance. Credit cards etc. can be accepted with

an additional fee. Please note that payment will only be accepted in Euros and that the Reception Desk does not keep a lot of change for security reasons. During registration, MUN-Directors are required to report missing conference items, wrong badges or wrong placards. If not done at registration, an additional fee will be charged.



## APPLICATIONS FOR SPECIAL POSITIONS

### *GENERAL RULES*

The IMUNA Organisation welcomes all applications for individual positions at IMUNA such as President, Chair or their deputies. All applicants for Student Officer and Press Officer positions must fill out the relevant Application Form and return it to the IMUNA Secretariat before 16 February 2019. Please take notice of the application procedure mentioned on the Application Forms. Furthermore, it is important to know that students may apply for multiple positions (e.g. for a position in the Press and the Student Officer Team). The details for every position are outlined below. Please note that these positions can only be obtained through applications.

**Filling out the form:** Each of the three application forms consists of four parts. The first gives instructions on the use of the form and the application procedure. Applicants need to fill out their school's information on the second part. The Participation Agreement, the third section, must be signed by the applicant and dated. Unsigned applications will not be considered by the Secretariat. The fourth and last section is used for the applicant's personal information. Again, the last section must be signed by the applicant and filled out completely and correctly.

### *STUDENT OFFICERS*

The Student Officer Team consists of every President and Chair with their deputies. The team is headed by the Secretary-General and the Deputy Secretary-General. The Student Officers are responsible for the conduct in their respective forum. Of course, their principal task is to chair the debates in their forums. They must also mediate between delegates and guide their forum through productive debates. To this end, these students must have tact and courtesy in dealing with students and adults alike and must be able to shoulder a great deal of pressure. They must be experienced with the MUN-Programme, and should have excellent communication skills in English. The Student Officers also need to help delegates in their forums by giving elaborate answers to their questions.

All Student Officers will have to write a letter describing their motivation and experience

in chairing debates to send together with the Application Form. Please also note that every applicant needs a letter of recommendation from their MUN-Director.

In preparation of the conference every Student Officer must write research reports about the issues on the agenda in their respective forum. A research report is a document containing an exact description of the background of one of the issues and important actions that were taken in the past regarding that issue. Additionally, the Student Officers will receive numerous documents they need to study to prepare them for their task.

Deputy Chair or Deputy President positions are open for students to gain experience in chairing a forum.

### *PRESS OFFICERS*

One cannot imagine current international politics without the media. The situation at IMUNA is likewise: a press delegation will compose a daily newspaper called 'The Immune', reporting recent developments in the various forums, and it will distribute their edition at the end of each day. The Press delegation consists of reporters, photographers, layout editors, and is supervised by the Editor-in-Chief.

The 300-words motivation sent together with the Application Form should outline the applicant's journalistic experience, familiarity with the computer, knowledge of international affairs and MUN experience. Additionally, every applicant needs to submit a letter of recommendation from their MUN-Director. Applicants are also recommended to send examples of their work, such as articles published in school newspapers, although this is not required. Students should indicate their desired working area: Photography, Reporting, Lay-Out Editing or (Deputy) Editor-in-Chief.

### *SUCCESSFUL APPLICANTS*

All students whose applications are successful will receive notification around March. Those holding special positions are expected to travel and reside with the other attendants from their school, if applicable. IMUNA is not responsible for their travel or accommodation costs. Successful applicants will be charged the full participant fee (€ 55.00).

The Secretary-General may call for a Student Officer meeting before the conference for Student Officers residing in The Netherlands. Student Officers should in any case bear in mind that they have a mandatory meeting on Thursday, 7 June at the Murmelliusgymnasium. Every successful applicant will individually receive more detailed information concerning these meetings.

## TRAVEL AND ACCOMMODATIONS

### *TRAVELLING TO ALKMAAR*

All schools are responsible for their own transport to and from Alkmaar, as well as for the transport within Alkmaar.

The item 'How to get to IMUNA' on the IMUNA website provides the necessary information to reach the conference venue by car and by train. For the timetable for trains to and from Alkmaar, please visit [www.ns.nl/en](http://www.ns.nl/en) (official website of the Dutch railway company). There are frequent trains with an easy connection from Schiphol Airport to Alkmaar. From Alkmaar Central Station, it is a five minute walk to the Conference venue. The route can also be found on our website in the 'How to get to IMUNA' section.

### *HOUSING*

#### **COMMUNITY HOUSING**

IMUNA offers schools the option to be housed at housing families within the Murmellius Community. The students and teachers will stay with families whose children attend the Murmelliusgymnasium. Host families will provide breakfast and dinner, but are **not** responsible for transport to and from the conference venue. Host families may bring and pick up participants to/from the conference venue if they want to. They are, however, **not** personal taxi drivers. Community housing will cost €10.00 per participant. Of course, house rules, curfews and other wishes of the host family must be respected at all times. Participants must understand that IMUNA puts a lot of effort into finding host families and that these families may not extend the courtesy next year if they have a bad experience.

Unfortunately, the organisation cannot guarantee housing for schools residing in the Netherlands due to the limited capacity; the organisation guarantees housing for foreign schools and students that attend the conference in the position of Student Officer. To make use of Community Housing, participants need to submit the required information through the Online Registration System before the stated deadline. The organisation cannot guarantee housing in case of late requests.

The Murmelliusgymnasium is a school with students residing not only in the city of Alkmaar, but also in the towns and villages around (within a radius of 20 km from Alkmaar). Therefore, it is not guaranteed that your students will be housed directly in the city. Some participants may have to travel by bus or train to get to the conference venue. Traveling expenses are to be paid by the participants themselves. The IMUNA Organisation does, however, endeavour to house foreign participants as closest to the conference as possible.

#### **HOTELS**

The IMUNA Organisation does not book hotels for participants. Nonetheless, it does mediate when needed. On the IMUNA website, a list can be found containing the necessary information of a number of hotels in and around Alkmaar. Some hotels may be willing to offer a discount for larger groups; any information on discounts based on participation in the IMUNA conference will be available on the IMUNA website. The IMUNA website also provides website addresses for many hotels in around Alkmaar. Further information regarding hotels can be obtained through the Tourist Information Office (VVV) at their website ([www.vvv.nl](http://www.vvv.nl)).

## FINANCES

### *FEES*

Participation fee per student participant, i.e. delegates and Student Officers	€ 55.00
Participation fee per Press Member	€ 35.00
Participation fee per adult participant, i.e. MUN-Director or chaperone	€ 40.00
IMUNA Audio Guide	€ 10.00
Changes to the ORS after close per record	€ 5.00
Visitor's badge: access to the Conference Venue for one day including lunch*	€ 10.00
Visitor's badge: access to the Conference Venue for one day without lunch*	€ 5.00
Replacement of a placard*	€ 2.00
Replacement of a badge*	€ 10.00

\* - Please note that these fees only apply during the conference.

### *CHANGES AND SUBSTITUTIONS*

At a date to be set by the organisation in the second mailing the Online Registration System will close. The organisation will charge an administrative fee for all changes to the ORS data submitted after that deadline. All such changes must be submitted to the Secretariat in writing by the Primary MUN-Director. The administrative fee is € 5.00 per record changed in the ORS.

### *CANCELLATIONS*

In case of cancellation of individual participants or whole schools, the organisation charges a cancellation fee. Cancellations must be submitted to the organisation in writing. The cancellation costs will vary according to the date that the written cancellation is received by the Secretariat.

50% of the total amount based on the number of participants stated on the School Registration Form is due in case of cancellation on or after 16 February 2018 and before 1 April 2018.

80% of the total amount based on the number of participants stated on the School Registration Form if the statement of account is not dispatched yet is due in case of cancellation on or after 1 April 2018 and before 10 May 2018. If the statement of account is dispatched at that time, the total amount based on the number of participants stated on the School Registration Form is due.

100% of the total amount stated on the statement of account is due in case of cancellation on or after 10 May 2018.

## CONDUCT AND BEHAVIOUR

### *PARTICIPANT'S RESPONSIBILITY*

IMUNA is a UN simulation and students are regarded as diplomats and ambassadors of the countries and organisations they are representing as well as representatives of their school. This implies that participants need to behave accordingly, and achieve a high standard of conduct at all times, especially during conference sessions but also outside the building.

It is important that all participants realise that IMUNA is dependent on maintaining good relations with the local diplomatic and business communities, as well as the staff of the hosting school and the city of Alkmaar. Therefore, schools are expected to select their students carefully, and not select students that might create disciplinary problems. This is not only for the good name of IMUNA, but also for the good name of the concerning school. Schools must bear in mind that they attend the conference by invitation, and that future invitations might be withheld from schools that are not able to ensure that their students conform to the high standards of behaviour.

### *MUN DIRECTOR'S RESPONSIBILITY*

All students must be accompanied by one or more adult MUN-Directors. MUN-Directors are responsible for the organisational aspect of the delegation, i.e. making travel and accommodation arrangements, organising a delegation and training that delegation. They are responsible financially and are the main representatives of the participating school. MUN-Directors must be teachers of the participating school, or adults otherwise related to that school. Exceptions to this rule are only possible after the IMUNA Organisation explicitly permitted deviation from the rule.

Furthermore, MUN-Directors bear responsibility for the behaviour of the delegates in and around the conference building, as well as in hotels and private homes. They should be present at the conference during the sessions.

### *CONDUCT IN THE CONFERENCE BUILDING*

Formal dress is required during all conference sessions. Participants should wear clothing that actual UN delegates would be expected to wear during sessions. In order not to cause offence to other delegates, national dress and military uniforms are forbidden.

All participants must be courteous to the Conference Staff at all times. The Administrative Staff, as well as the Executive Staff, consists solely of volunteers that dedicate their time to serve the participants.

Smoking will be strictly prohibited in the conference building. Consumption of alcoholic beverages or narcotic drugs is explicitly forbidden at the conference premises at all times. Mobile phones must be switched off in the forums at all times.

### *CONDUCT IN HOTELS AND PRIVATE HOMES*

Students must be polite and considerate to host families, hotel staff and fellow residents at all times. Students staying with host families should always comply with the house rules. Please remember that these families might not extend the same help again after an unpleasant experience. Students must remember that any noise is unacceptable after 10 p.m.

## GENERAL CONDITIONS FOR PARTICIPATION IN THE IMUNA CONFERENCE

Article 1. The IMUNA Foundation, registered with the Chamber of Commerce in Alkmaar under the name “Stichting I.M.U.N.A.”, is the organiser of the IMUNA Conference. The IMUNA Foundation shall further be referred to as “the organiser” and the IMUNA Conference shall be referred to as “the conference”.

Article 2. The conference is an activity for high school students and only high school students may participate in it. The organiser may waive this requirement if it deems it necessary. The conference is a three-day youth conference that models the United Nations and related organisations.

Article 3. For the purpose of the conference, delegates, Student Officers and Press members are referred to as “student participants”; MUN-Directors and chaperones are referred to as “adult participants”.

Article 4. In order to participate, participants must register with the organiser through the procedure described in the Handbook for Participation in the IMUNA Conference, referred to as “the handbook”. The organiser may decide to exclude participants from participation and/or decide to apply rates for changes, substitutions and/or cancellations if participants do not act in accordance with the prescribed procedure.

Article 5. All rules stated in the handbook apply at all times to every person participating in the conference.

Article 6. Participants may participate on an individual basis or as a school delegation.

Article 7. School delegations must at least have one adult accompanying them. This person is referred to as “MUN-Director”. The MUN-Director is responsible for the delegation as a whole. The MUN-Director is the main contact for the organiser for a school delegation.

Article 8. The participating school is, through its MUN-Director, responsible for all payments to the organiser. All fees must be transmitted to the IMUNA bank account as mentioned in the handbook before a deadline decided upon by the organiser.

Article 9. All participants must behave in accordance with the conduct and behaviour as stated in the handbook. The organiser may remove any participant from the conference and/or exclude any participant from participation in case of deviation from these rules.

Article 10. All participants registered with the conference must attend the conference. Participants that are for any reason unable to attend the conference must make this known in writing to the organiser without delay. If the organiser is confronted with extra costs due to the non-attendance of a participant for any reason, the respective participant must bear those. Not attending after being registered is interpreted by the organiser as cancelling and as a result all cancellation regulations apply.

Article 11. All participants must be fully prepared at the conference. Not acting in accordance with this rule can be a basis for the organiser to exclude a participant from participation and/or to remove the participant from the conference.

Article 12. In case a participant is removed or excluded from the conference for reasons stated in this handbook, the participant is not in eligible for a refund in any way.

Article 13. The current IMUNA Rules of Procedure apply to the conference at all times. Not acting in accordance with this rule can be a basis for the organiser to exclude a participant from participation and/or to remove the participant from the conference.

## CONTACT INFORMATION

The Executive Staff is responsible for the day-to-day activities during the conference and managing the Secretariat. Administrative and financial questions should be directed to the Secretary-General. Contact the general address for all other questions.

If you have any questions, the organisation advises to use email. For mail, please use the address below. During office hours, you can contact the organisation by phone.

### ***E-MAIL***

General: [secretariat@imuna.nl](mailto:secretariat@imuna.nl)  
Secretary-General: [sg@imuna.nl](mailto:sg@imuna.nl)  
Deputy Secretary-General: [dsg@imuna.nl](mailto:dsg@imuna.nl)  
Financial Manager: [finances@imuna.nl](mailto:finances@imuna.nl)  
Art Director: [entourage@imuna.nl](mailto:entourage@imuna.nl)  
Housing Coordinator: [housing@imuna.nl](mailto:housing@imuna.nl)  
Head of Catering Services: [catering@imuna.nl](mailto:catering@imuna.nl)  
Head of Administrative Affairs: [administration@imuna.nl](mailto:administration@imuna.nl)  
Head of Promotions: [promotion@imuna.nl](mailto:promotion@imuna.nl)  
Head of IT: [it@imuna.nl](mailto:it@imuna.nl)

### ***ADDRESS***

IMUNA Secretariat  
Bergerhout 1  
NL – 1815 DA Alkmaar  
The Netherlands

### ***PHONE***

Phone: +31 (0)72 5.123.202

### ***OFFICE HOURS***

Please visit our website ([www.imuna.nl](http://www.imuna.nl)) for the up to date office hours.

## STRUCTURE AND AVAILABLE DELEGATIONS

### *CONFERENCE STRUCTURE*

The structure of forums at the conference is as follows:

- **General Assembly:** The GA is further divided in three committees: GA1, GA3 and GA4;
- **Security Council** (*15 Members*);
- **Economic and Social Council** (*maximum of 54 Members*);
- **North Atlantic Council** (*28 Members*).

Please note that the information above is subject to change, based on the amount of participants. If felt necessary, the Secretariat can decide to add or remove forums from the conference. You will be informed in a timely manner when the information becomes available.

### *UNITED NATIONS: ELECTED MEMBERS OF THE SECURITY COUNCIL*

Bolivia **	France *	Poland
China *	Kazakhstan **	Russian Federation *
Côte de Ivoire	Kuwait	Sweden **
Equatorial Guinea	Netherlands **	United Kingdom *
Ethiopia **	Peru	United States of America *

\* - Permanent members with special voting rights, see UN Charter, Chapter \*, Article 27.

\*\* - Security Council membership will expire at the end of 2018. Therefore, please keep in mind that this list is subject to change. No rights can be derived from the contents of this list.

### *UNITED NATIONS: ELECTED MEMBERS OF THE ECONOMIC AND SOCIAL COUNCIL*

Afghanistan *	Denmark	Malawi	South Africa *
Algeria *	Ecuador	Mexico	Spain
Andorra	El Salvador	Morocco	Sudan
Azerbaijan	Eswatini	Nigeria *	Tajikistan
Belarus	France	Norway	Togo
Belgium *	Germany	Peru *	Turkey
Benin	Ghana	Philippines	United Arab Emirates
Cameroon	Guyana *	Republic of Korea	United Kingdom of
Canada *	India	Republic of Moldova *	Great Britain and
Chad	Iraq *	Romania	Northern Ireland
Chile *	Ireland	Russian Federation	United States of
China	Italy *	Rwanda *	America *
Colombia	Japan	Saint Vincent and the	Uruguay
Czech Republic *	Lebanon *	Grenadines	Venezuela
		Somalia *	Viet Nam *

\* - ECOSOC membership will expire on 31 December 2018. Therefore, please keep in mind that this list is subject to change. No rights can be derived from the contents of this list.

### *MEMBERS OF THE NORTH ATLANTIC TREATY ORGANISATION*

Albania	Estonia	Latvia	Romania
Belgium	France	Lithuania	Slovakia
Bulgaria	Germany	Luxembourg	Slovenia
Canada	Greece	Netherlands	Spain
Croatia	Hungary	Norway	Turkey
Czech Republic	Iceland	Poland	United Kingdom
Denmark	Italy	Portugal	United States of America

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**PROVISIONAL PROGRAMME OF EVENTS**
**THURSDAY, 13 JUNE 2019**

15:00 – 18:00	Registration
16:00 – 17:30	Workshop for Student Officers (mandatory)
16:00 – 17:30	Workshop for beginning delegates (optional)
18:00 – 20:00	Student Officers Dinner
19:00 – 20:00	Evening Programme for foreign participants
20:00 – 21:00	Participants meet their host families

**FRIDAY, 14 JUNE 2019**

08:30 – 09:30	Student Officer briefing
09:00 – 11:00	Late registration
09:00 – 11:00	SC, ECOSOC, GA Committees and NATO: informal lobbying
11:00 – 12:15	Opening Ceremonies with Opening Speeches
12:30 – 17:00	Computer Room and Approval Panel open
12:30 – 13:30	Workshop for members of the North Atlantic Council (mandatory)
12:30 – 13:00	Ad-hoc meetings in SC, ECOSOC and GA Committees
12:30 – 13:30	Meeting and lunch for MUN-Directors
13:00 – 17:00	SC in session
13:00 – 17:00	ECOSOC and GA Committees: sub-fora in session
13:00 – 14:30	Lunch available
13:15 – 17:00	NATO in session
17:00 – 17:45	Student Officer debriefing
17:15 – 18:15	Participants meet their host families
17:30 – 18:30	Reception for MUN-Directors, special guests, Student Officers and Staff

**SATURDAY, 15 JUNE 2019**

08:30 – 09:00	Student Officer briefing
09:00 – 17:00	Computer Room and Approval Panel open
09:00 – 17:00	SC, ECOSOC, GA Committees and NATO in session
12:00 – 14:00	Lunch available
14:00 – 16:00	Historical tour for MUN-Directors ( <i>subject to change</i> )
17:00 – 17:45	Student Officer debriefing
18:30 – 20:30	MUN-Directors Dinner
21:00 – 01:00	Party for participants

**SUNDAY, 16 JUNE 2019**

08:30 – 09:00	Student Officer briefing
09:00 – 12:00	GA Committees in session
09:00 – 16:00	SC, ECOSOC and NATO in session
09:00 – 12:00	Approval Panel open
09:00 – 16:00	Computer Room open
12:00 – 14:00	Lunch available
13:00 – 16:00	GA Plenary in session
14:00 – 15:00	MUN-Directors Meeting
16:15 – 17:15	Closing Ceremonies
17:15 – 18:00	Student Officer debriefing

*Please note that this programme is subject to change.*





# INTERNATIONAL MODEL UNITED NATIONS OF ALKMAAR

Page 1 of 2

## SCHOOL REGISTRATION FORM

DEADLINE: 16 FEBRUARY 2019

### ***SCHOOL INFORMATION***

Name of School \_\_\_\_\_  
Name of Headmaster \_\_\_\_\_  
Address \_\_\_\_\_  
Country \_\_\_\_\_  
Telephone \_\_\_\_\_  
Fax \_\_\_\_\_  
School E-mail \_\_\_\_\_

### ***DELEGATION INFORMATION***

We will bring a total number of \_\_\_\_\_ Delegates and \_\_\_\_\_ MUN-Director(s).  
We intend to request housing for \_\_\_\_\_ participants.  Yes  No  
We request \_\_\_\_\_ Audio Guide(s) (10,00 EURO) for delegate preparation.  Yes  No  
Our school has participated in the IMUNA Conference in the past.  Yes  No  
Our school has participated in an MUN Programme in the past.  Yes  No  
Some of our students will be applying for Student Officer and/or Press positions.  Yes  No  
If yes: \_\_\_\_\_ Student Officer; \_\_\_\_\_ Press.  
Please indicate the sort of delegation(s) you request (multiple choices possible):  
 Security Council  Standard (GA/ECOSOC/NAC)  Non-Member Delegation  
When will your delegation arrive in and depart from Alkmaar?  
Arrival: \_\_\_\_ / \_\_\_\_ / 2019 (date) \_\_\_\_ : \_\_\_\_ (time); Departure: \_\_\_\_ / \_\_\_\_ / 2019 (date) \_\_\_\_ : \_\_\_\_ (time)

### ***PARTICIPATION AGREEMENT***

We hereby submit a request to the IMUNA Foundation to take part in the IMUNA Conference for 2019, held from 14 June until 16 June 2019. We agree to the terms and conditions of participation in the IMUNA Conference as stated in the Handbook for Participation in the IMUNA Conference and the General Conditions. We understand fully our obligations with regard to attendance, fees and deadlines, and we agree to abide by these conditions and requirements. We understand also that deviation from the terms and conditions can result in additional costs and exclusion from participation.

\_\_\_\_\_ Date

\_\_\_\_\_  
Signature MUN-Director

\_\_\_\_\_  
Signature Headmaster

\_\_\_\_\_  
Name MUN-Director

\_\_\_\_\_  
School Seal

## SCHOOL REGISTRATION FORM

DEADLINE: 16 FEBRUARY 2019

***MUN-DIRECTOR'S INFORMATION***

Last Name \_\_\_\_\_ Infix \_\_\_\_\_

First Name \_\_\_\_\_ Gender:  Male  Female

Date of Birth \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ (dd/mm/yyyy) Nationality \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Country \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Cellphone \_\_\_\_\_

E-mail \_\_\_\_\_

Comments \_\_\_\_\_  
\_\_\_\_\_

Do you request housing for the duration of the conference?  Yes  No

Are you the primary MUN-Director for your school's delegation?  Yes  No

\_\_\_\_\_  
MUN-Director's Signature

***MUN-DIRECTOR'S INFORMATION***

Last Name \_\_\_\_\_ Infix \_\_\_\_\_

First Name \_\_\_\_\_ Gender:  Male  Female

Date of Birth \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ (dd/mm/yyyy) Nationality \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Country \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Cellphone \_\_\_\_\_

E-mail \_\_\_\_\_

Comments \_\_\_\_\_  
\_\_\_\_\_

Do you request housing for the duration of the conference?  Yes  No

Are you the primary MUN-Director for your school's delegation?  Yes  No

\_\_\_\_\_  
MUN-Director's Signature



# INTERNATIONAL MODEL UNITED NATIONS OF ALKMAAR

Page 1 of 2

## STUDENT OFFICER APPLICATION FORM

DEADLINE: 16 FEBRUARY 2019

In addition to completing this form, students applying for a Student Officer position should write a formal **letter of application**, outlining their qualifications, experience and their motivations. They should explain why they believe to be able to contribute to this year's session of IMUNA. Secondly, each applicant must attach to this form a **list of the applicant's MUN and other relevant experience**. Finally, applicants must send a **letter of recommendation** from their MUN-Director. Applications must be rank ordered in case of multiple applicants from one school. Please note the deadline mentioned above. This form may be submitted via normal mail or email. It should always be submitted consisting of a valid signature of the applicant.

### *SCHOOL INFORMATION*

Name of School \_\_\_\_\_  
Name MUN-Director \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
Country \_\_\_\_\_  
Telephone \_\_\_\_\_  
Fax \_\_\_\_\_  
School E-mail \_\_\_\_\_

### *PARTICIPATION AGREEMENT*

I hereby submit a request to the IMUNA Foundation to take part as a Student Officer in the IMUNA Conference for 2019, held from 14 June until 16 June 2019. I agree to the terms and conditions of participation in the IMUNA Conference as stated in the Handbook for Participation in the IMUNA Conference and the General Conditions. I understand fully my obligations with regard to attendance, fees and deadlines, and I agree to abide by these conditions and requirements. I understand also that deviation from the terms and conditions can result in additional costs and exclusion from participation. Additionally, it is clear to me that in case I am appointed as Student Officer, I am required and I agree to prepare fully for the position.

\_\_\_\_\_ Date

\_\_\_\_\_  
Signature of the Applicant

\_\_\_\_\_  
Name of the Applicant

# STUDENT OFFICER APPLICATION FORM

DEADLINE: 17 FEBRUARY 2018

***APPLICANT'S INFORMATION***

Last Name \_\_\_\_\_ Infix \_\_\_\_\_

First Name \_\_\_\_\_ Gender:  Male  Female

Date of Birth \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ (dd/mm/yyyy) Nationality \_\_\_\_\_

Address \_\_\_\_\_

Country \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Cellphone \_\_\_\_\_

E-mail \_\_\_\_\_

Comments \_\_\_\_\_

When will you graduate from secondary school? Month \_\_\_\_\_ Year \_\_\_\_\_

Do you request housing for the duration of the conference?  Yes  No

You would prefer, if possible, to serve as?  President  Deputy President

Chair  Deputy Chair

Preferred forum (please list three in rank order): 1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Would you like to apply for a PGA position?  Yes  No

\_\_\_\_\_  
Applicant's Signature



## PRESS APPLICATION FORM

DEADLINE: 16 FEBRUARY 2019

In addition to completing this form, students applying for a Press position should write a formal **letter of application**, outlining their qualifications, experience and their motivations. They should explain why they believe to be able to contribute to this year's session of IMUNA. Secondly, each applicant must attach to this form a **list of the applicant's MUN and other relevant experience**. Finally, applicants must send a **letter of recommendation** from their MUN-Director. Applications must be rank ordered in case of multiple applicants from one school. Please note the deadline mentioned above. This form may be submitted via normal mail or email. It should always be submitted consisting of a valid signature of the applicant.

### *SCHOOL INFORMATION*

Name of School \_\_\_\_\_

Name MUN-Director \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Country \_\_\_\_\_

Telephone \_\_\_\_\_

Fax \_\_\_\_\_

School E-mail \_\_\_\_\_

### *PARTICIPATION AGREEMENT*

I hereby submit a request to the IMUNA Foundation to take part as a Press member in the IMUNA Conference for 2019, held from 14 June until 16 June 2019. I agree to the terms and conditions of participation in the IMUNA Conference as stated in the Handbook for Participation in the IMUNA Conference and the General Conditions. I understand fully my obligations with regard to attendance, fees and deadlines, and I agree to abide by these conditions and requirements. I understand also that deviation from the terms and conditions can result in additional costs and exclusion from participation. Additionally, it is clear to me that in case I am appointed as Press member, I am required and I agree to prepare fully for the position.

\_\_\_\_\_ Date

\_\_\_\_\_  
Signature of the Applicant

\_\_\_\_\_  
Name of the Applicant

# PRESS APPLICATION FORM

DEADLINE: 16 FEBRUARY 2019

## *APPLICANT'S INFORMATION*

Last Name \_\_\_\_\_ Infix \_\_\_\_\_

First Name \_\_\_\_\_ Gender:  Male  Female

Date of Birth \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ (dd/mm/yyyy) Nationality \_\_\_\_\_

Address \_\_\_\_\_

Country \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Cellphone \_\_\_\_\_

E-mail \_\_\_\_\_

Comments \_\_\_\_\_

When will you graduate from secondary school? Month \_\_\_\_\_ Year \_\_\_\_\_

Do you request housing for the duration of the conference?  Yes  No

You would prefer, if to possible, to serve as?

- Editor-in-Chief
- Deputy Editor-in-Chief
- Layout
- Reporting
- Photography

\_\_\_\_\_  
Applicant's Signature





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