



# Mailing III

*IMUNA 2024 - 7, 8 and 9 June*

# IMUNA 2024 - MAILING III

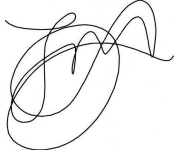
Dear MUN-Director,

We are very excited to be welcoming you all to IMUNA this year.

This mailing is divided into two separate parts. The first part contains all the information that is of special importance to you. The second part contains information that is not only important for you, but also for your students. Therefore, we would like to request you to pass the second part of this Mailing III to them as well.

We believe that this information is sufficient and we hope that IMUNA will be a great educational experience for all participants. If there are still any remaining questions, please do not hesitate to contact us by email or by phone.

Yours faithfully, on behalf of the organization of IMUNA 2024,

A handwritten signature in black ink, appearing to be 'Jip Meereboer', written in a cursive style.

Jip Meereboer  
Secretary General  
IMUNA 2024

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# SPECIAL INFORMATION FOR MUN-DIRECTORS

## Registration

### Thursday:

For schools arriving on Thursday, registration is possible between 16.00h and 19.00h. If your delegation arrives before that time, it will be possible to store your luggage in the cloak room until Registration starts. If you wish to make use of this, please call us upon your arrival at +31 72 512 32 02. And please let us know beforehand by sending us an email.

### Friday:

Upon arrival at the conference on Friday, the MUN-Director of the school should go to the Reception Desk to register the school. Here, the MUN-Director will receive all the conference materials (such as badges and folders). Any remaining financial matters will be dealt with here. After this, the MUN-Director can hand out the materials to the participants, after which the delegates should go to their forums immediately. Registration is set on Friday from 09.00h until 10.45h.

Please note that it is of vital importance to check whether the information stated on the badges and placards is correct. Do not forget to check this after you have received the materials. You will be asked to sign a document stating that you have checked the materials carefully and that everything is correct.

Any badges or placards that carry the wrong information should be brought to the Reception Desk, and the MUN-Director should fill out the replacement form to indicate which information is wrong.

## Evaluation Meeting on Sunday

Feedback is of vital importance to us in order to improve next year's IMUNA as well as we can. Therefore, we have planned an evaluation meeting on Sunday afternoon. The purpose of this meeting is giving MUN-Directors the opportunity to express their thoughts about the conference: what can be done better next year, and what is good the way it is? This meeting will be held in the **VIP room and will start at 14.00h.**

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## Historical Tour for MUN-Directors

Traditionally, a MUN-Directors tour through the beautiful city of Alkmaar will be held on Saturday morning. Mr. Boekelaar, a teacher of History and Dutch at the Murmellius Gymnasium, will guide the MUN-Directors through the historical parts of the city. The tour will be held on Saturday, the 8th of June and starts at 13:30h (until +- 16.30h). If you signed up for this tour through Google Forms, please be present in the Main Lobby at 13.20h.

## Reception on Friday

On Friday afternoon, when the day is done, a reception will be held for all participants in the Auditorium to celebrate IMUNA's 30th anniversary. This is the ideal opportunity to discuss among like-minded teachers and for Students to meet their fellow delegates in a more casual setting.

## Approval Panel

The Approval Panel consists mainly of MUN-Directors and will check, amend and approve resolutions on spelling, grammar and format before they can be debated in the forums. Resolutions are also up for a final check after they have been passed by a forum. Therefore, it is of vital importance for an efficient and high-quality conference that MUN-Directors apply for this. You can sign up for this through Google Forms. All information concerning the Approval Panel will be handed out during registration upon arrival at the conference.

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## General Assembly Screening Panel

During the plenary session of the General Assembly on Sunday (9:30 –16.00h), a team of Student Officers and Executive Staff will scan the notes that delegates send to each other for content that is not conference-related, abusive language, etc. Normally, this is done by the Administrative Staff, but since the GA Plenary is a quite large assembly, a Screening Panel has proven to work quicker and more effectively. The GA Screening Panel consists of a one-hour shift. It is possible to sign up through the Questionnaire.

## Students & Alcohol during the IMUNA Party

During the IMUNA Party, held on Saturday evening from 20.00h to 0.30h. There will not be any alcoholic beverages sold. People who come to the party bringing alcohol will not be accepted into the party. The IMUNA Foundation does not take responsibility for students who are under the influence of alcohol during the party. We would like to kindly ask you if you could keep an eye out for any use of alcohol and report this to the IMUNA Executive Staff immediately. Reported students will be suspended from the party.

## Important Notice: Dutch Legislation

In January 2005, the Dutch government accepted a law – the Law on the Identification Duty – which makes it obligatory for all persons aged 14 or above in the Netherlands (residents as well as tourists) to be able to identify themselves to law enforcement officers. This law enables the police to ask you or your students for identification without a particular reason. If one is not able to show proper identification, this person can be fined up to € 400 or can even be brought to the police office and kept in custody.

Please advise your students to bear proper identification at all times.

We would like to stress that although IMUNA Conference badges will be used for identification at the conference, they are not valid means of identification to law enforcement officers.

Proper identification is:

- **A passport**
- An ID card (issued by the government or its representatives)

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Proper identification is **NOT**:

- A driver's license\*
- College cards
- School passes
- Bank passes
- Credit cards
- IMUNA Conference badges

*\* ) Driver's licenses are only valid means of identification for persons residing in the Netherlands with a driver's license issued in a European Union member state. However, we advise you to, if possible, use your passport as identification.*

# PART TWO – INFORMATION FOR MUN-DIRECTORS AND STUDENTS

## Opening Speeches

During the GA Plenary Session on Sunday, Member States may give an opening speech. MUN-Directors can sign up the ambassadors of the respective countries who are willing to present a speech through the Google Forms. Member States that have seats in the GA1, GA3 and GA4 will present their opening speech before the GA Plenary Session **on Sunday**. Member States that do not have seats in the GA committees do not have an opportunity to give an Opening Speech at the GA Plenary.

## Ambassadors' Meeting

The Ambassadors' Meeting will be held at 10.00h on Friday, the 7<sup>th</sup> of June. This meeting is mandatory for all ambassadors present at the conference. The purpose of this meeting is to discuss several organizational matters, such as the (political) responsibility of ambassadors, and the procedure for the opening speeches (if you are an ambassador of a Member State which has a seat in one of the GA committees). Furthermore, the meeting includes a briefing on the conference in general. Please take into account that the Ambassadors' meeting only is mandatory for ambassadors who have never been an ambassador before.

## Workshops

On Thursday and Friday, eight workshops will be held for several groups present at IMUNA. Only the Beginning Delegate Workshop on Friday is open for all participants. The other seven are mandatory workshops for a number of special groups. It is really imperative that all participants attend the workshops that are obligatory for them. Locations for the workshops will also be announced at the Reception Desk. These are the workshops that are being held:



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## Thursday, 6 June

***Student Officer Workshop*** (mandatory for every Student Officer)

Time: 16.30h – 18.00h

Location: Conference Room (Room 012)

Given by: Chantal Verhoeks (Deputy Secretary-General)

## Friday, 7 June

***Beginning Delegate Workshop***

Time: 10.00h – 10.45h Location:

Auditorium

Given by: Linde Houtzagers

***Ambassadors' Meeting*** (mandatory for all ambassadors)

Time: 10.00h – 10.30h

Location: Conference Room (Room 012)

Given by: Chantal Verhoeks (Deputy Secretary General)

***MUN-Director's Meeting*** (mandatory)

Time: 10:00h - 10:30h

Location: Media Room

Given by: Jip Meereboer (Secretary General)

***Security Council Workshop*** (mandatory for all SC delegates)

Time: 12.30h – 13.00h

Location: Room 002 (Security Council)

Given by: Laetitia Kim (President of the Security Council)

***NAC: North Atlantic Council Workshop*** (mandatory for all NAC delegates)

Time: 12.30h – 13.00h

Location: Room 004 (North Atlantic Council)

Given by: Sijmen Tool (President of the North Atlantic Council)

***SpC1: First Special Conference on "Limitless Liberty"*** (mandatory for all SpC1 delegates)

Time: 12.30h – 13.00h

Location: Room 121 (First Special Conference)

Given by: Mehlika Alan (President of the First Special Conference )

***SpC2: Second Special Conference on "Limitless Liberty"*** (mandatory for all SpC2 delegates)

Time: 12.30h – 13.00h

Location: Room 123 (Second Special Conference)

Given by: Aisha de Groot (President of the Second Special Conference)

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## Lunch

During the three days IMUNA takes place, lunch will be served for all participants between 12.00h and 14.00h. However, students cannot go to lunch whenever they want. They will have lunch with their forums. Every forum will have 30 minutes to get its lunch. The Executive Staff will inform the chairs/presidents of the forums when they can go to lunch.

Participants can only get lunch with their badges, which have a special barcode printed on them that will be scanned at the lunch pick-up. Lunch is only provided to persons that can present an IMUNA 2024 Conference Badge. Replacement badges can be obtained from the Reception Desk.

MUN-Directors may get their lunch at any time between 12.00h and 14.00h in the VIP-room.

## Evening Programme on Thursday

Participants from schools that have signed up for the Evening Programme should be **present in the Auditorium at 18.55h**. Mr. Caspers, a Latin and Greek teacher at the Murmellius Gymnasium will be giving a lecture.

The Evening Programme ends around 20:00h, after which the Housing Pick-Up will take place at in the Auditorium.

## IMUNA Party

On the second day of the conference (Saturday), a party will be held for all participants of IMUNA. The party will be held from 20.00h until 00.30h at Ruis, Koelmalaan 350, Alkmaar. The doors will close at 22.30h. To be able to enter the party venue, participants need **their badge and a valid ID**.

## Dress Code

IMUNA is a model of a parliamentary organ. International politics are simulated as precisely as possible. To create the political surroundings and the formal atmosphere among participants that is needed to reach a high level at the conference, a formal dress code will apply during the entire conference (except for the party, where informal attire

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is allowed). All participants, including MUN-Directors and accompanying persons must adhere to this dress code. The IMUNA Organisation handles a zero-tolerance policy and reserves the right to remove any person from the conference at any time if that person does not adhere to the formal dress code. Please bear this in mind. Men should wear suits with ties and shirts. Women should be dressed equally officially. Nation dress uniforms or any national signs, clips and pins are not allowed. Sneakers, T-shirts or any other informal attire is unacceptable.

## Press

Like every year at IMUNA, a Press Team will be active at the conference. The Press Team produces a daily newspaper called the Immune. This paper consists of articles on various subjects, such as reports of committee meetings and interviews. The Press Team can be recognized by their special Press-member badges. Please bear in mind that the Immune is not just a newspaper; it is also a political tool for the delegates. Press members can be found walking through the building, but also in the Media Room, where they will happily welcome any delegates wanting to share some information with them. Participants should be aware that the Immune is not like a report on the conference. It is a newspaper, and therefore represents the media. Immune can be used as a political tool in the sense that the Immune reporters are very keen on hearing interesting political stories and are happy to cover any remarkable events. The Immune will be handed out to all participants on a daily basis.;

## Community Housing

IMUNA puts a lot of effort into finding host families within the Murellius Gymnasium community. They offer their hospitality and receive no payment in return. Therefore, we ask every person housed with host families to be considerate with their hosts, and to respect house rules and curfews. Also please keep in mind that your host parents are not taxi drivers and costs made on transfer to or from the conference venue are for the students themselves. A bad experience for the host families will mean that they are unlikely to offer their homes in the future. No changes or switches in housing arrangements are allowed. Also, it is seen as a sign of good manners to bring a small gift to your host family to thank them.

The participants arriving on Thursday will meet their host families on Thursday evening, between 20:00h and 21:00h in the auditorium. Participants arriving on Friday will meet their host families on Friday, between 17:15h and 18:00h in the Main Lobby.

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## Presence

Participants are expected to be present all days at the conference. They can find the Programme of Events on the website or in their Conference Booklet, in which the exact time states when they are required to be present in their forums. The QR-codes hanging throughout the building will lead you to the pdf document of the Conference Booklet. The Student Officers of each forum will be informed to do multiple roll calls during the weekend. They will report the presence or absence of the participants to the Executive Staff. The Executive Staff will inform the MUN-Directors about the absence of any delegate.

## Badges

Badges are issued to all participants of IMUNA at the beginning of the conference. These badges are personal and allow access to the IMUNA conference at all times. Note that, without a badge, delegates will not be able to enter their forum, get lunch or gain entrance to the party. An administrative fee of € 10, - will be charged for a replacement badge. MUN-Directors will receive a special VIP badge, which allows them access to the VIP-room.

## Laptops

Students need to bring their laptops to the conference. If a student does not own a laptop, please let the Secretary-General know ahead of time so that we can arrange something in advance.

## Wi-Fi Access

A Wi-Fi Internet connection is available freely to all participants throughout the building. Only the networks named “KPN” or “Murmellius.nl” may be used. Please do note that the use of electronic devices during meetings is strictly prohibited.

## Valuables

When going to lunch, please take everything with you and let the placards stand on the tables. If we find any valuables during lunch we will bring this to the reception desk.