



AMUN Conference Preparation Newsletter

23–26 November 2024

15 November 2024

Submit Your AMUN Credentials Today!

Greetings from the AMUN Secretariat. Online submission of your credentials for the 2024 Conference is available now. Submitting credentials now will provide you with a quicker and easier registration process once you arrive in Chicago.

What Are Credentials

At AMUN, your credentials are your name badges; they identify you and the country you simulate to the AMUN Secretariat, other Conference participants and hotel staff. Participants must wear credentials at all times while in the Conference hotel. No one will be allowed entry to AMUN simulations, faculty or student events or any other Conference area without credentials. We provide specific credentials to Faculty Advisors and Permanent Representatives that identify them as such to AMUN Secretariat. Guest credentials will be available from the **AMUN Executive Office in the Ohio room on Level 2**.

How To Submit Your Credentials

All schools are encouraged to submit the names of their participants, along with the committee on which each person will be seated, in advance of the AMUN Conference. All credentials received via the [submission form](#) by end-of-day on Thursday, 21 November, will be processed and printed prior to the Conference. Your group's credentials will be waiting at registration for your approval. Pre-submission of credentials is required to qualify for [express registration](#).

To submit your credential information, follow these steps:

1. Have your list of representatives, their committee assignments and email addresses ready.
2. In the [website submission form](#), enter the email address AMUN has on file for your school, then the countries you're representing will be listed. Choose the country for which you would like to enter credentials.
3. In the correct slot, enter each name exactly as you would like it to appear on the credentials. Do not enter names in all capital letters. Also enter their email address.

4. Select which Representative will be acting as the Permanent Representative. If the Representative will not be participating primarily in a specific committee, they should be listed as a "Floating Permanent Representative."
5. Designate which Representative should be contacted if the delegation is needed in one of the Security Council simulations. Only P5 delegations may skip this step.
6. If you have a case before the International Court of Justice, designate which representative(s) will act as the Advocates. Their credentials will list their primary committee assignment.
7. Review names for spelling and ensure all representatives have been entered.
8. Select Save and Submit.
9. You may return to the form later to enter changes as needed. Having accurate information in our system will also make registration quicker and easier.
10. Faculty Advisors should be entered in the correct form; Registration of your first Faculty Advisor, any additional Faculty Advisors must be registered as an observer for the conference. Please note that AMUN allows a maximum of four Faculty Advisors per school.

Remember that, at registration, delegations that did not pre-submit credentials will have to fill in the web form and wait while the credentials are processed and printed.

View and Pay Your Invoice Online

AMUN has made your [invoice available online](#) for review and printing whenever is convenient and as often as needed. Please take a moment to review your invoice now. Doing so will save your group time and effort later and expedite your at-Conference registration process by ensuring that all credentials have been received and properly entered. Please email the Executive Office at mail@amun.org if you have any questions regarding your invoice or the status of your account.

Additionally, we urge each delegation to take the time to review the [committee report](#) for their country. The committee report confirms each simulation on which the country is seated. Taking the time now to confirm your committee assignments will prevent issues, such as representatives preparing for simulations on which the country is not seated, or failing to have a representative prepared to sit on a committee where the country is seated and a representative is required.

You may access this report and your invoice online, located under the "Our Conference" tab at www.amun.org, and by choosing "[Reports for Registered Schools](#)" under the FA/PR menu. **You will access your reports using the email address to which this communication was sent.**

Questions, Comments or Concerns?

If you have any questions about this email, please contact us directly at mail@amun.org and we will be happy to help. As always, if you are no longer the primary contact for your school's Model UN club or class, please contact us at mail@amun.org with updated contact information or fill out our [Change of Address/Contact](#) form online.

Good luck on your preparation,

Shannon L. Dunn
AMUN Executive Director

Madeline Glass
2024 Secretary-General

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