



# AMUN Conference Preparation Newsletter

23–26 November 2024

22 November 2024

## Conference Begins Tomorrow

Greetings from the AMUN Secretariat. Please see this logistical email about last-minute information you need to know before the conference begins.

### Tips for Hotel Check-In

If you have not yet provided your hotel with the names of the individuals in each room, we strongly recommend that you do this before arriving at the hotel. Having the correct names on each room will significantly decrease the time required for hotel check-in.

Hotel registration should be completed at the front desk of the hotel at which your group is staying for the Conference. Please remember that hotel rooms will not be available until after 3:00 p.m. If your delegation arrives before 3:00 p.m. or must wait for rooms, AMUN has arranged for participants to use the Riverwalk Room on the lower level (2 levels below the lobby level) of the Sheraton Grand Chicago as a waiting/staging area to reduce congestion in the lobby and to provide participants some space to work.

The bellstand should be prepared to hold your luggage if needed; if there are any questions about holding luggage, please identify yourself as being with the American Model United Nations Conference. ***If you use the bellstand please be considerate of the bellhops and hotel staff. We recommend a tip of \$10.00 to \$15.00 USD or at minimum \$2.00 per bag.***

### Reminder Regarding Hotel Payments

You must provide the Sheraton Grand Chicago with a method of payment before arriving for the Conference or you will be asked for a credit card for full payment at the time you check-in. Please be certain to take some time now to confirm that you have made appropriate payment arrangements with your hotel to prevent any delays or problems at check in.

### Where is the AMUN Conference Registration?

AMUN Conference registration will be located on the Riverwalk Promenade, on the bottom floor of the hotel. AMUN registration will be open from 1:00 p.m. to 6:00 p.m. on Saturday, 23 November. For schools arriving later, registration will reopen in the Ohio Room after the Opening Plenary Session, at approximately 6:45 p.m. To make the registration process as easy as possible, please please only send 1–2 people through the registration process.

## Please Review the Conference Agenda

Now is a good time to review the Conference Agenda. When your group registers you will receive a [Conference Program](#) for each delegate and faculty member attending AMUN; extra copies will be available throughout the week at AMUN's Conference Services.

## Questions, Comments or Concerns?

If you have any questions about this email, please contact us directly at [mail@amun.org](mailto: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](mailto: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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