

Oldenburg Model United Nations Conference



Application Guide for MUN-Directors

June 26th – June 29th, 2012
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www.olmun.org

1. Visit www.olmun.org.
2. Choose tab 'Application' and then 'MUN-Director'.
3. Fill out the Registration Form (Form I).
4. You will receive an email with the subject 'Verification [NAME OF YOUR SCHOOL]'
 - a. In this mail you will find a verification link with which you can confirm your registration.
5. You and your school are now registered in the MUN-Portal.
6. You will receive another email containing your log-in data for the MUN-Portal as well as the OLMUN forums (it is the same log-in).

7. To register your delegates, you now have two possibilities:
 - a. You register them.
 - b. They register themselves.In any case you (or your delegates, respectively) have to choose tab 'Application' and then 'Delegate' to provide the necessary information.
8. Personal information about the delegate may now be answered. The school can only be chosen if you have entered it in step 3 (Filling out Form I)
 - a. To erase the risk that unauthorized persons enter false information, you need to confirm all delegates' information later (see step 9).
 - b. After entering the information the delegate will receive a verification email similar to the one you received after registering your school (see step 4).

9. With your log-in data you have access to the MUN-Portal where you can choose the tab 'Verification' under which you may confirm the delegates who have stated to be students of your school.
10. After you have verified your delegates you may choose the tab 'Delegates' under which you can control the accuracy of your delegates' information (you as MUN-Director are responsible for accuracy, so please check the data of every student).
 - a. Later, after countries are assigned to the respective schools, you will also need to choose the tab 'Delegates' to state which delegate will represent which country.

11. Starting from 1st of January until 3rd of March, you can visit the MUN-Portal to enter all Final information.

ATTENTION: Housing Program is only for international schools, not for German ones!

- a. You may:
 - i. order Housing Program for all Delegates (this includes bus tickets which cost an extra 8 Euro per person),
 - ii. order a number of bus tickets for your Delegates,
 - iii. order Housing Program for MUN-Directors (this includes bus tickets which cost an extra 8 Euro per person),
 - iv. order a number of bus tickets for the MUN-Directors of your group.
 - b. You have to state a pool of 10 countries from which we will pick one for every delegation your school submits.
12. We will assign all delegations with countries until April 1st the latest.
13. After having been assigned the countries, you need to allocate your delegates to the countries and committees until the 1st of May the latest.

Information:

As an MUN-Director you have access to the MUN-Portal and the forums. Delegates and staffs may only log in to the forums, they have no possibility to gain access to the MUN-Portal.