

Advisor Guide

BearMUN 2023



Secretary General: Laia Malburet-Breuil

Director General: Pranesh Kumar

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I. Letter from the Secretary General

Dearest delegates and advisors,

My name is Laia Malburet-Breuil and I am beyond honored and thrilled to serve as the Secretary-General of BearMUN 2023.

It is my biggest pleasure to invite you to participate in BearMUN 2023, UC Berkeley's premier high school conference hosted by North America's 4th Model United Nations team in the country. On behalf of my Secretariat, I extend the warmest welcome for you to come and participate in our exciting two-day conference filled with debate, learning, and laughter.

The University of California at Berkeley and BearMUN's host team, UCBMUN, are a hub of leadership, innovation, and diversity. We have designed BearMUN 2023 to be the most educational experience for our high school students; they will be taught and trained by staffers handpicked amongst students in the top public university in the world. We want our delegates to succeed both in their MUN and college ambitions; for that reason, we have added exclusive additions to BearMUN 2023, and we cannot wait for you all to see what we have in store.

Whether you come to debate about FIFA politics, Women's rights, or even act as a Director of Hogwarts, you will find your place at BearMUN 2023. This year's committees will challenge delegates to think creatively and unconventionally like never before and propel them to grow to become more well-rounded, skilled people.

BearMUN 2023 is more than a conference; it's an experience. We hope that you choose to be a part of it on December 2–3, 2023!

Yours,

Laia Malburet-Breuil

Secretary-General of BearMUN 2023

II. Registration

A. Registration

	Early Registration 08/01/2023 - 09/23/2023	Regular Registration 09/23/2023 - 11/17/2023	Late registration 11/18/2023 - 11/27/2023
Registration Fee (per delegate)	\$40 per Delegate	\$50 per Delegate	\$60 per delegate

Whether registering during Early Registration, Regular Registration, or Late registration, the first step is to fill out a Google Form, linked below:

[Early Registration](#)

[Regular Registration](#)

[Late Registration](#)

You will be asked for your information, method of payment, and to verify that you have read and accept our [Terms & Conditions](#) for payment. If you have been offered a discount, we ask that you indicate so on the form. ***If you require an invoice, you will also indicate that on the registration form.

B. Payment

BearMUN 2023 accepts two methods of payment: Venmo and check. Your payment is due 25 days from the date you submit the registration form.

Instructions for Payment

Venmo: pay the total cost of your registration to @UCBMUN_club

Check: please send a picture of the front and back of the check to cos-external@bearmun.berkeley.edu prior to mailing and mail it to:

UCBMUN

2465 Bancroft Way, Berkeley, CA, 94720

Eshleman Hall

Suite 432

NOTE: Do not make the check out to “BearMUN;” instead, made the check out to “UC Berkeley Model United Nations”

C. Allocations

Once your payment has been verified, our Chief of Staff–External will email you the allocation request form. You will not be able to request allocations until your payment has been submitted and verified.

Some Things to Keep in Mind

- We highly recommend that no more than three spots are requested per committee. It is possible to submit these overflow requests, but it is unlikely that our Secretariat will approve them.
- Please make sure that your number of requested spots matches the number of delegates who are registered.

- Committee assignments are ultimately up to the discretion of our Secretariat. You are welcome to request changes, but there is no guarantee that your requests will be approved.

Our Chief of Staff–External will get back to you with your committee allocations at the end of your registration cycle.

D. Waivers

Upon receiving your allocations, you will be asked to respond with which of your delegates will be in which committees. At this time, we ask that you submit all necessary waivers which include:

1. Authorization to Consent to Treatment of Minor Form
2. Photo and Video Release Form
3. Waiver of Liability, Assumption of Risk, and Indemnity Agreement
 - a. For this form, fill in the relevant fields with
 - i. Description of Event/Activity: BearMUN 2023 Conference
 - ii. Name of RSO: University of California, Berkeley Model United Nations

All these waivers are available on our website, and are due by October 20th, 2023 at the very latest. We recommend that you release these forms to your students and their parents/guardians as soon as possible in order to ensure that you can meet the deadline for these waivers.

III. Policies

A. Terms and Conditions

Deadlines & Prices

- Early Registration: 8/1/23 - 9/1/23
Registration Fee: \$40 per delegate
- Regular Registration: 9/2/23 - 10/27/23
Registration Fee: \$50 per delegate
- Late Registration: 10/28 - 11/08/23
Registration Fee: \$60 per delegate

Withdrawal and Refund

- We understand that the COVID-19 pandemic has impacted delegates' ability to attend BearMUN and will continue to do so. For that reason, BearMUN's secretariat permits refunds and withdrawals with certain limitations. To apply for a refund, please contact cos-external@bearmun.berkeley.edu as soon as possible. All refunds and withdrawals will be determined on a case-by-case basis based on the following policy*:
 - Delegate fees for changes prior to October 7th, 2023 are eligible for 100% refund.
 - Delegate fees for changes made between October 7th, 2023 and October 27th, 2023 are eligible for 50% refund.
 - Delegate fees for changes made after October 27th, 2023 are ineligible for a refund.
 - **Delegates must submit notice of withdrawal from BearMUN 2023 by October 30th, 2023.**
- Payment is expected within 25 days of invoicing; overdue payments will be charged a late penalty of 5% per week. Allocations will only be given after confirmation of payment.

*BearMUN's secretariat permits appeals of this policy in extreme circumstances. If a delegate or delegation would like a refund larger than permitted by this policy, please message cos-external@bearmun.berkeley.edu.

Petition for Fee Reduction

- The BearMUN 2023 Secretariat understands delegations and delegates originate from different socioeconomic backgrounds and conditions. Income and social disparities may impact delegations' ability to attend BearMUN 2023. Hence, BearMUN 2023 permits delegations and delegates to petition for registration fee reduction on a need-based case-by-case basis. To apply for a fee reduction, reach out to cos-generalized@bearmun.berkeley.edu. Additionally, BearMUN Secretariat is willing to offer subsidization grants to schools and delegates with extenuating circumstances that may prevent their attendance to BearMUN. To apply for subsidization, reach out to cos-generalized@bearmun.berkeley.edu. Please note that BearMUN's funds are extremely limited, and we may be unable to fulfill your request at this time

B. Miscellaneous Policies

Awards

BearMUN believes that awards should supplement Model United Nations' educational experience. For that reason, BearMUN distributes awards to recognize delegates who demonstrate exceptional diplomacy, creativity, and engagement in committee. Each committee offers at least one Best Delegate, Outstanding Delegate, Honorable Mention, and Verbal Commendation for each committee. The number of awards each committee distributes will depend on the committee's size.

Committee staffers will determine which delegates receive awards without consideration of delegates' schools. BearMUN staffers will evaluate delegates performance holistically based on a number of factors including but not limited to:

- Ability to collaborate with other delegates
- Creativity and comprehensiveness of proposed directives and/or resolutions

- Demonstrated understanding of the delegate's respective country or character
- Contribution to committee discussions through speeches
- Quality of crisis arcs, notes, and directives (limited to crisis committees)

Importantly, BearMUN will not accept, consider, or require delegate position papers written before the conference.

Additionally, BearMUN will award delegation awards, including for small and large delegations. BearMUN considers any delegation of 10 or more delegates to be a large delegation and any delegation of 9 or less delegates as a small delegation. We evaluate delegation awards based on the cumulative number and weight of awards received by each school's delegates.

All awards are non-revocable and permanent unless it is found that a delegate or delegation has violated a conference policy and that action warrants award revocation.

Harassment

BearMUN seeks to create a safe and open environment for all delegates to learn and thrive. Therefore, BearMUN strictly prohibits any form of harassment including verbal and non-verbal. Further, BearMUN has a zero-tolerance policy for any kind of discrimination based on but not limited to:

- Race or Ethnicity
- Gender or Gender Expression
- Sexual Orientation
- Socioeconomic Background
- Religion
- Disability

This policy applies to communication made in-character and out-of-character by delegates.

If you have any concerns, complaints, or discomfort, contact your chair, crisis director, USG, or member of our secretariat. Any person who is found to be in violation of this policy will need to speak to the BearMUN Secretariat. From there, BearMUN Secretariat will determine a reprimand or punishment proportional to the individual's misconduct.

Plagiarism

BearMUN strictly prohibits any form of plagiarism. Our conference considers the use of another's work without proper citation or acknowledgement as plagiarism. Those found to have plagiarized material for or in committee will have their awards revoked and may be barred from future conferences. Delegations with multiple cases of plagiarism may have multiple awards reconsidered, including awards for their delegation.

Clause Writing

Our conference also prohibits the use of pre-written clauses in committee. Specifically, BearMUN bars the usage of substantive material written outside of committee hours. Delegates must write clauses for resolutions and directives in committee, and they must not write clauses during non-committee on conference weekend. Additionally, delegates may not delete clauses without the permission of the author. However, BearMUN permits delegates to use props in committee—although props will not be considered for awards.

Please contact your committee chair if you suspect the usage of pre-written clauses in committee. BearMUN staffers reserve the right to investigate pre-written work claims and check document history. Delegates found to be in violation of this policy will be punished based on the severity of the offense.

Technology

BearMUN believes technology is an invaluable tool for delegates to research, learning, and debate. However, BearMUN also believes improper use of technology during committee gives some delegates an unfair advantage. For this reason, delegates must not use technology

for additional research in committee. BearMUN expects delegates to research their committee's issues prior to committee and bring written notes if they deem it useful. Additionally, cell phone usage is discouraged in committee. BearMUN permits varying degrees of technology access depending on the committee type.

- GA Committees: Delegates are expected to use laptops in unmoderated caucuses to work on working papers and resolutions. Technology will not be expected to be put away during other parts of the committee.
- Crisis Committees and Specialized Bodies: Delegates may not use technology in committee at all. All pre-written research must be in physical form, and all directives and resolutions will be handwritten.

If you have concerns or questions, please reach out to your committee chair. Delegates found to violate this policy or who use technology to gain an unfair advantage will be punished according to the severity of the offense.

Resources

UCPD (UC Berkeley's Police Department): (510) 642-6760

BearMUN Helpline (contact our Secretariat) : 510-545-3851