



CONFERENCE POLICIES

Every individual participant (“**Participant**” or “**Delegate**” indistinctly) and especially the head delegate (“**Head Delegate**”) of a participating delegation (“**Delegation**”) must read these policies in their entirety. The failure to read these policies does not release the participants from abiding to the contents herein. Application and/or participation in *Universidad Carlos III Model United Nations* (hereinafter referred to as “**UC3MUN**” or the “**Model**”) will indicate acceptance of all policies herein, as well as the Rules of Procedure, conditions and other documents, which, in their virtue, oblige Delegates, and whose knowledge they had opportunity to acquire, in accordance to applicable law. Participants must, in any case, abide to applicable legislation and regulations of the venue.

GENERAL POLICIES

The United Nations and International Law Association (*Asociación para las Naciones Unidas y el Derecho Internacional*) (hereinafter referred to as “**ANUDI**” or the “**Organization**”), through its Board of Directors, is the only staff empowered to grant exceptions to any conference policies. ANUDI or UC3MUN are not liable for any erroneous statements made by other staff members regarding exceptions to fees or policies. All fees are owed to ANUDI by the end of the registration period. Delegates not having paid in full by 15 February 2017, may be excluded from participating. A Participant will not be assigned a country until all its fees have been paid in full. In case fees are not paid within the period established, the Delegate will not be able to take part in the conference.

HEAD DELEGATES

Each Delegation is required to have a Head Delegate who is a Participant of the Delegation (this does not apply to single or individual Delegates, who act as Head Delegates by virtue of being the only person on their Delegation). The Head Delegate will serve as the Delegation ‘captain’ and will be the primary liaison for UC3MUN updates and administrative e-mails from the Organization. Head Delegates will also attend Head Delegate Meetings, if any, during conference where the Secretary-General will provide the necessary updates.

COMMITTEE LEVEL AND LANGUAGE

UC3MUN 2017 offers three different committee levels considering the expected quality of debate, the complexity of the topics and the experience of the Delegates. Information about the level of each represented committee may be found at the official website. It is the duty of each Delegate to select in its application a committee that fits its experience and abilities. In



case of fraud or mistake, the Organization reserves the right to reallocate the Delegate in the committee that best fits its personal circumstances.

Likewise, UC3MUN 2017 offers committees in two different languages (English and Spanish). Information about the language of each represented committee may be found at the official website. It is also the duty of each Delegate to select in its application a committee that fits its experience and abilities in the working language. In case of fraud or mistake, the Organization reserves the right to reallocate the Delegate in the committee that best fits its personal circumstances.

Application for or participation in a committee whose level or language do not match the circumstances of the Participant, disregarding the policies herein expressed, may result in an unsatisfactory experience during the conference. In that case the Organization will not be held liable for such complaints.

COUNTRY ASSIGNMENTS

Country assignments will take once the payment of such Delegate has been received in full and verified. In case of joint Delegations, this requisite will be considered as fulfilled when all members of the Delegation had made their payments in full. No country will be assigned to any member of a Delegation unless full payment has been received from every member of the Delegation. Country and committee preferences stated in the application will be taken into account and implemented when possible. However, a country preference stated in the application is not a guarantee to receiving this country assignment. The Organization reserves the right of assigning the Delegate any other country, in the committee of preference or any other, if the characteristics of level and language of such committee allow to do so. Moreover, the Organization reserves the right to pair Delegates in double-Delegations within each committee due to logistic needs. If that is the case, previous contact and preparation will be promoted with due advance.

All decisions of the Organization with regard to country assignments are final. Participants should pay close attention to the list of countries and actors represented in each committee available at the official website when filling the application. Delegates from different universities or societies representing the same country on different committees do not need to confer when representing national policies.

To apply for a position on the Historical United Nations Security Council (H-UNSC), Delegates must be aware of the historical time-frame represented and of the procedural matters it entails, thus abiding to the circumstances of such time and place during its entire participation (included, but not limited to, electronic devices not existing at that time).

SPECIAL CIRCUMSTANCES

Participants requiring special assistance or with circumstances (e.g. accessibility, food allergies, etc.), must notify the Organization by 15 February 2017. Otherwise, the Organization will not be responsible for any of this circumstances.



REFUNDS

All participation fees and any other payments related to any aspect of the participation in the conference will be, by default and unless express indication otherwise made by the empowered authority, strictly non-refundable. Extraordinarily, the Organization may grant exceptions to such policy on a case-by-case basis, and at its entire discretion.

CANCELLATION DUE TO FORCE MAJEURE

UC3MUN 2017 will take place from the 28th of February and the 3rd of March 2017 regardless of the weather conditions. Additionally, ANUDI reserves the right to cancel the conference in the case of extreme circumstances or *force majeure*.

MISCELLANEOUS FEES

Replacement badges and placards, and replacements for lost or misplaced conference handbooks may be purchased at the conference for a fee. UC3MUN will have certificates of participation available to all Delegates free of charge at conference. If certificates of participation are not picked up during the conference, certificates can be requested and mailed for a fee.

VALUABLES

If Delegates bring valuables, they are encouraged to place them in a safe place. ANUDI, UC3MUN, its members, the staff of the *Universidad Carlos III de Madrid* ("**UC3M**") and the social event venue management or subcontractor, will not be held liable for the losses, damages, or thefts of belongings of any Delegate, unless otherwise specified by the empowered authority.

COMMITTEE SESSIONS

Delegates are expected to be in their respective committee rooms during committee sessions. In order for Delegates to leave their committee rooms for an extended period of time, both their Chair and their Head Delegate must be informed ahead of time. Furthermore, all Delegates are expected to abide by committee dress code.

DRESS CODE

Delegates' attire must be at all moments appropriate to the relevance of the event and the role represented. Therefore, compliance with the so-called Western Business Attire is mandatory.

- Female: full suit or blazer, with blouse or dress or formal shoe. No jeans or sneakers are acceptable. Cocktail dresses will neither be accepted.
- Male: full suit or blazer and formal trousers (no jeans accepted), shirt, tie or bow-tie, and formal shoes. Again neither sneakers nor cocktail clothes will be accepted.



Despite the abovementioned provisions, Delegates shall wear, at their discretion, clothes, badges, accessories and typical dresses of the countries they represent, if they are appropriate for the occasion according to the protocol of such countries.

Dress code for social events will be different and, unless otherwise instructed by the Organization, casual. All instructions of the Organization in this regard will be mandatory and may result in the non-eligibility to participate in such social event.

TRANSFER OF RIGHTS OF IMAGE

The acceptance of these policies implies express and unequivocal authorization to the Organization for capturing, recording or setting of image and voice, also giving the right to reproduce them through any procedure and/or medium, tangible or intangible, online or offline, and in any form of communication that the Organization could use. This also implies express authorization for the use of the recorded imagen in advertising, without meaning any damage or deterioration in his honour, image rights or reputation. The present transfer of rights of image and voice has indefinite term and is unlimited in its territory.

PERSONAL DATA PROTECTION

In compliance with the provisions of Organic Law 15/99, of December 13, of Protection of Personal Data, we inform that personal participant's data compiled during registration process will be included in a file owned by the Organization (ANUDI), which will not be shared with any other entity, or used for any other purpose than UC3MUN or any other activity held by ANUDI. The interested party may exercise their rights of rectification, cancellation and opposition before the person in charge of the file in the following e-mail address: *secretaría@anudi.org*.

OTHER RULES

The Organization reserves the right to immediately expel Delegates from both the conference and the conference center or any venue where conference's activities take place, due to unacceptable behavior. Serious infractions on the part of even a single Delegate may require the dismissal of the individual involved and his or her Delegation from the conference. If a Delegate is dismissed from the conference, their Delegation is automatically disqualified from conference awards. The Organization reserves the right to define appropriate conference behavior and is particularly sensitive to issues involving displays of disrespect to other Delegates, conference staff, and conference center staff.

CONFLICT BETWEEN DIFFERENT VERSIONS OF CONFERENCE POLICIES

In the event of a conflict or a dispute over interpretation between the English and Spanish versions, the Spanish version shall prevail.