



BME Model United Nations Conference 2019

Budapest University of Technology and Economics, Budapest, HU

Budapest, Műegyetem rkp. 3, 1111 | Email: info@mun.bme.hu | Website: www.mun.bme.hu

Terms and Conditions

1. Declaration:

- 1.1. By registering for BME Model United Nations Conference 2019 (which will be referred to as “BMEMUN” in this document) and using this website you are deemed to have read and agreed to the following terms and conditions.
- 1.2. BME Model United Nations Conference is an initiative of the Budapest University of Technology and Economics, Budapest, HU.

2. Scope of Applications:

- 2.1. At BMEMUN, both students from High Schools and Universities can apply.
- 2.2. Registration takes place online only via the website: <https://www.mun.bme.hu/> and Google Forms.
- 2.3. The registration is deemed accepted as soon as the registration process of the online registration via the online form on <https://www.mun.bme.hu/registration/> is completed. That means in particular that the payment of the participation fee has been made and has been credited to the recipient’s account.
- 2.4. Participants must be at least 14 years of age.
 - 2.4.1. In case the participant is not accompanied by any advisor or guardian – the participant must get the following form filled and signed by his/her parent or a legal guardian.
 - 2.4.2. Although this (Clause 2.4.1) shall only be entertained at the discretion of the Secretary-General.

3. Code of Conduct:

- 3.1. All delegates must dress in Formal Business Attire (FBA) while at BMEMUN and in the premises of BME. As a general rule, FBA at BMEMUN requires that delegates dress in a suit jacket, slacks (or skirts for women), dress shirt (with tie for men) and appropriate footwear. Official National Attire is also permitted. If a delegate’s attire is deemed inappropriate by BMEMUN staff, the delegate will be asked to leave the session and return with appropriate attire. Clothes that expose excessive bare skin or are otherwise revealing are deemed inappropriate.
- 3.2. All delegates are expected to remain “in character” while at BMEMUN by consistently advocating the interests and representing the policies of the country assigned. To act “in character” also entails displaying respect for the opinions and ideas of fellow delegates, even if these opinions and ideas conflict with a given delegate’s own country’s priorities. Delegates are expected to prepare adequately for active participation in committee sessions; delegates in committees with two topic areas are expected to prepare for both, with the understanding that the committee will discuss one or both topic areas during BMEMUN.
 - 3.2.1. Delegates found to be in violation of BMEMUN’s Security Policies may be barred from further participation at BMEMUN and/or at expelled without refund at the discretion of the Executive Director and the Secretary-General.
 - 3.2.2. Delegates who disrupt committee sessions or other conference events may be barred from further participation at BMEMUN and/or expelled without refund at the discretion of the Secretary-General.
 - 3.2.3. In case, any delegate is found to be engaged in any of the activities listed in 3.2.1 or 3.2.2 and does not comply to the measures listed; serious administrative measures shall be put to force immediately at the discretion of the Executive Director and the Secretary-General, which would mean the involvement of the Hungarian authorities.
- 3.3. All Faculty Advisors are responsible for the safety, wellbeing, and conduct of their delegates.
 - 3.3.1. The educational quality of BMEMUN is primarily dependent on all delegates’ active and professional participation. Faculty Advisors can ensure this by monitoring their students’ attendance at committee sessions and helping them understand the skills of diplomacy as practiced at BMEMUN.
 - 3.3.2. During the conference, Faculty Advisors are encouraged to attend Faculty Advisor meetings and feedback sessions, to observe their students from the back of committee rooms, and even to advise students on substantive issues. However, participation in the committee process must be left to the



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delegates and the BMEMUN staff. Faculty Advisors may not participate in the writing of resolutions or in caucusing activities or otherwise engage in the committee process.

3.3.3. Faculty Advisors are also required to assist the BMEMUN staff in enforcing Security Policies, Dress Code, and the BMEMUN terms and conditions with regards to their delegates.

3.4. BMEMUN will not tolerate any instances of harassment or discrimination based on race, gender, sexual orientation, national origin, religion, age, or disability. Further, BMEMUN will not tolerate any instances of inappropriate behaviour or unwelcome advances of any sexual nature. If any delegate, staff or advisor believes they have encountered harassment of any sort, which results in a hostile working environment or disparate treatment, they must bring it to the attention of the Secretary-General or any another member of the Secretariat immediately. The Secretary-General must then investigate the merits of the allegations, and interview all parties involved. Based on the findings of the investigation, BMEMUN may:

3.4.1.1. Take no action; If the issue a verbal reprimand;

3.4.1.2. Expel the offending individual from BMEMUN without refund;

3.4.1.3. Bar the delegation of the offending individual from future participation at BMEMUN; and/or,

3.4.1.4. Take other actions as deemed necessary and appropriate.

3.4.2. Actions “deemed necessary and appropriate” rest in the mandate of the Executive Director.

4. Exceptions & violations

4.1. The Executive Director and the Secretary-General are the only staff members who are allowed to grant exceptions or extensions to conference policies and deadlines. Neither BMEMUN nor BME is liable for erroneous statements made by other members of BMEMUN staff regarding conference policies listed—and not listed—herein.

4.2. Violation of the policies listed in these terms and conditions may result in the revocation of assigned seats with no refund. Serious violation of these policies or those listed in the conference handbook regarding conduct may result in expulsion from the conference with no refund and potential prevention of registration for all future BMEMUN conferences.

5. Cancellation and Refund Policy

5.1. In the unfortunate case, where you can't make it to BMEMUN 2019 Conference, we will refund as much as possible, depending on the point of time you inform us about your cancellation. Due to the fact that planning and organization requires financial advance planning and securities, we will refund your participation fee in the following way:

5.2. Keeping in mind that BMEMUN 2019 will take place between 18-20 March 2019:

5.2.1. If the cancellation request has been made up to 4 weeks prior to the conference, a full refund will be awarded.

5.2.2. If the cancellation request has been made up to 3 weeks prior to the conference, 50% of the conference fee will be refunded.

5.2.3. If the cancellation request has been made within 2 weeks prior to the conference, no refund will be awarded.

5.3. A cancellation request can be sent to the email. The receipt of such a declaration at the recipient is decisive for the timeliness of the resignation. Furthermore, please note, that transaction fees during this process will not be borne by BMEMUN.

5.4. Failing to provide a reference email would result in incomplete request for refund and there by the organization doesn't holds itself responsible.

6. Allotments

6.1. Allotments shall be predominately made on the first come first serve basis. At the same time, the individual MUN Experience shall be taken into account.

6.2. Only one country and committee shall be allotted per delegate.

6.3. Only countries posted in the country matrix can be allotted.



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6.4. Confirmation of country allocation will be sent to you personally by an email.

6.5. The confirmation mail will also contain the payment details.

7. Award Policy

7.1. Judging of awards will be based on the following criteria. If the delegate:

7.1.1. Represents the assigned country realistically, conveying a thorough understanding of the country's policy.

7.1.2. Conducts oneself in a diplomatic manner during formal and informal debate.

7.1.3. Shows a willingness to negotiate through topics for the benefit of the committee.

7.1.4. Understands and follows the rules and procedures adopted at MUN which are listed in the guide.

7.1.5. Conveys knowledge of United Nation's structure and functions.

7.1.6. Displays the ability to verbally present policy, ideas and questions during conference meeting.

7.2. All awards are in mandate of the Executive Board in regards to the Secretariat of BMEMUN.

7.3. No appeal against the decision can be made.

8. Visa Policy

8.1. Please check whether you must apply for a visa to participate at BMEMUN 2019. For detailed information please check the website of the Federal Foreign Office or directly contact the embassy of the Hungary in your country.

8.2. Applying for a visa may at some point turn out to be more difficult and time consuming than expected potentially exceeding 4 weeks. Therefore, we advise you to apply for a visa as soon as possible.

8.3. As soon as you have filled out your delegate registration successfully, provided your country & committee preferences, and we eventually received your conference fee payment, we will send out an invitation letter to you upon your request, which can be handed in at your embassy.

8.3.1. The letter of invitation will be sent by email.

8.4. The BMEMUN Secretariat holds no responsibility of scheduling an appointment for you. Furthermore, Receiving the invitation letter does not guarantee a Visa.

8.5. Concerning the travel insurance, the BMEMUN Secretariat is not able to provide cover for you. Adequate medical insurance coverage is mandatory when applying for a visa.

9. Usage of Personal Data of Participants

9.1. The data conveyed by the participant is used according to the legal provisions of data protection of the BME and BMEMUN and processed determined by its function. Specific applying legal provisions:

9.1.1. Personal data of the participant especially the registration documents is stored by the BMEMUN Database according to the requirements and deleted when legal storage time runs out.

9.1.2. The participant agrees to be portrayed on pictures and in cinematic documents made by other participants or members of the board for documentation and report during the conference. The publication of this pictures and cinematic documents on online platforms and especially in social media networks is accepted.

9.1.3. The agreement stated in clause 9.1.3 can be withdrawn at any time.

10. Liability

10.1. Neither BMEMUN nor BME shall incur liability for damages caused by accidents or in case of loss or theft of their valuables left in the conference rooms and buildings. BMEMUN is responsible for damages just if caused by intention or negligence of BMEMUN members.