

# Ontario Model United Nations Advisor Guide



Dear Advisors and Delegates,

It is our distinct honour and pleasure to formally invite you to the 5th session of Ontario Model United Nations (OMUN), which will be held from April 4-5, 2020 on the prestigious campus of Upper Canada College, Toronto.

OMUN was founded in 2015 through a merger of the Ontario Model Parliament and the UCC Model United Nations conference, which collectively ran for over 30 years.. Five years later, their legacy remains strong today as the OMUN Secretariat continues to orchestrate one of the strongest educational Model UN conferences in Ontario. Every year, over 400 high school students from around the world come together at OMUN to improve their research, public speaking, and collaboration skills while being exposed to diverse perspectives on international relations. Our Secretariat creates and facilitates a forum where delegates have the opportunity to engage in constructive debate, creative problem solving, and substantive critical thinking through a diverse range of international topics.

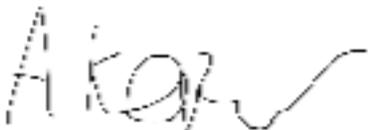
OMUN V will continue to uphold our tradition of excellence and will feature an expanded slate of 12 committees that address a wide range of incredibly engaging and pertinent world issues. OMUN committees will focus not only on some of the most pressing issues of today but also on those of the past and future. OMUN will have innovative crisis committees, interactive General Assemblies, and debate-filled Specialized Agencies, provide stimulating committees tailored for delegates of all levels. Delegates should look forward to a weekend of exciting debate and negotiation, as well as challenges that will force them to think critically.

This guide has been carefully constructed by our conference staff to give advisors and delegates all the information needed to attend OMUN V. If you have any questions, you can contact the Secretariat at [omun@ucc.on.ca](mailto:omun@ucc.on.ca), or visit our website at [omun.ca](http://omun.ca)

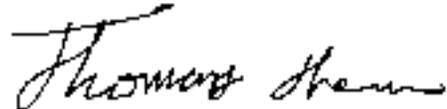
We hope you will join us once again at OMUN V.  
See you in April!

Sincerely,

Arjun Kapur  
Secretary-General



Thomas Henn  
Secretary-General



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## **BEFORE THE CONFERENCE...**

Preparations for each year's conference begin almost immediately after the previous one has finished to ensure that each year's overall conference experience is better than the last. In this section, we explain what you, as an advisor, can expect during the months leading up to important OMUN dates and what other preparations are being made so that you can have the smoothest experience possible registering for and preparing for our conference.

## **IMPORTANT DATES**

### **October**

#### **Oct 16 | OMUN Mailing — Registration Update**

An email will be sent out to all MUN advisors as a reminder about the opening of Registration as well as to explain how registration will be conducted this year. This email will provide details on the timing and process of registering for OMUN V.

### **November**

#### **Nov 1 | OMUN Second Mailing — Registration Open**

Another email will be sent out to all MUN advisors as a second reminder about the opening of Early Registration as well as to explain how registration will be conducted this year. This email will provide details on the timing and process of registering for OMUN V.

### **December**

#### **Dec 22 | First Wave of Country Assignments Sent**

Our first assignments for delegations who register early for OMUN V will be sent on this date.

#### **Dec 31 | Early Registration Deadline**

This is the last day of Early Registration, any delegations who register are now considered to be in the Regular Registration period should they register after this date. Delegations who have registered before this but not paid by this date are considered to be in the Regular Registration period.

### **January**

#### **Jan 10 | OMUN Third Mailing — Regular Registration Open**

An email will be sent out to all MUN advisors as a reminder about both the closing of Early Registration and the opening of Regular Registration. This email will also explain

how registration will be conducted this year. This email will provide details on the timing and process of registering for OMUN V.

#### **Jan 16 | Second Wave of Country Assignments Sent**

Assignments for delegations who have registered for OMUN V, but did so after our first wave of assignments will be sent on this date.

#### **Jan 31 | OMUN Third Mailing**

An email will be sent out to all MUN advisors as a reminder about the opening of Regular Registration. This email will also explain how registration will be conducted this year. This email will provide details on the timing and process of registering for OMUN V.

### **February**

#### **February 29 | Regular Registration Deadline**

This is the last day of Regular Registration, any delegations who register are now considered to be in the Late Registration period should they register after this date. Delegations who have registered before this but not paid by this date are considered to be in the Late Registration period.

### **March**

#### **March 1 | OMUN Fourth Mailing, Late Registration Open**

An email will be sent out to all MUN advisors as a reminder about both the closing of Regular Registration and the opening of Late Registration. This email will also explain how registration will be conducted this year. This email will provide details on the timing and process of registering for OMUN V.

#### **March 2 | Third Wave of Country Assignments Sent**

Assignments for delegations who have registered for OMUN V, but did so after our second wave of assignments will be sent on this date.

#### **March 16 | Refund Deadline**

Delegations who wish to be refunded for OMUN V may submit their requests by this date.

#### **March 30 | Late Registration Deadline**

This is the last day of Late Registration. Delegations are unable to register after this date. Delegations who have registered before this date must have paid.

## **March 31 | Fourth Wave of Country Assignments Sent — For Late Registration**

Assignments for delegations who have registered for OMUN V, but did so after our third wave of assignments will be sent on this date.

## **April**

### **April 4-5 | OMUN V**

This is the date for OMUN V, the conference will run this weekend.

## **COUNTRY AND COMMITTEE ASSIGNMENTS**

OMUN will be accepting committee and country requests for the conference this year. While we will do everything in our power to grant these requests, it will unfortunately not be possible to fulfill them all. Factors such as the size of your delegation, previous attendance at OMUN (or its predecessors, OMP and UMUN), and of course the date of registration will all be factored into decisions regarding countries and committees. Quite simply, applying earlier will increase a delegation's chances of receiving their preferred committees, as well as more powerful country assignments.

With that being said, the organizers of OMUN, as seasoned MUN delegates themselves, know that it can sometimes be difficult to compete in large committees as a small country. That is why we believe it is imperative that, in the spirit of the United Nations, each delegation is given an equal opportunity in committee to speak, participate, learn, lead, and succeed. We hope that all delegates can take something truly valuable away from OMUN, whether they are a Security Council "P5" country, or are representing a nation that they have never heard of before. Similarly, we hope that each delegate will apply themselves with vigour to the assignment they are given, regardless of whether it is consistent with their pre-conference request.

## **POSITION PAPERS**

OMUN will be making position papers mandatory this year for all delegates to receive committee awards. They will be marked, counting for 10 points out of 60 towards committee awards. Delegates should target their papers to be around 2 pages, double spaced. More detailed guidelines and research help will be posted in the Delegate Center in November. Position Papers will be due at the conference (Day 1).

## **REGISTRATION PROCESS**

1. Go to [omun.ca](http://omun.ca), and select the "Registration" tab (on the left-hand side or top right)
2. Complete the registration form
3. Submit the form and check your email to ensure that you're in the system
  - a. You should receive this email within 24hrs, if not, email [omun@ucc.on.ca](mailto:omun@ucc.on.ca)

4. Stay tuned for conference updates, country assignments, and more info

## DELEGATE REGISTRATION FEES

**Early Registration (October 15<sup>th</sup> to December 31<sup>st</sup>)** | For OMUN V Early Registration, all delegates will have to pay a \$35 delegate fee on a per delegate basis.

**Regular Registration (January 1<sup>st</sup> to February 5<sup>th</sup>)** | For OMUN V Regular Registration, all delegates will have to pay a \$45 delegate fee on a per delegate basis.

**Late Registration (February 6<sup>th</sup> to March 14<sup>th</sup>)** | For OMUN V Late Registration, all delegates will have to pay a \$55 delegate fee on a per delegate basis.

## HOW TO PAY

Schools should pay in cheques. **IMPORTANT: All cheques should be made payable to “Upper Canada College”** and addressed to the following address:

200 Lonsdale Rd  
Toronto, Ontario  
M4V 1W6  
Attn: Matt Griem

*Please note that if you pay by cheque, the cheque **must** be postmarked by the deadline date you are supposed to meet in order to be considered for the fees in each period.*

## DURING THE CONFERENCE...

With preparations finished, delegations from all around the world arrive at Upper Canada College, Toronto campus for two days of intense but extremely rewarding debate. Whether it is your first time visiting Upper Canada College or your tenth conference, the sheer scale and fast-paced nature of the conference can be overwhelming. This section will hopefully help ease you through the weekend so that you can experience the conference with as few worries as possible.

## TENTATIVE CONFERENCE SCHEDULE

### Saturday (Day 1) | April 4<sup>th</sup>, 2020

8:15AM – 9:00AM — Registration and Check-In  
9:00AM – 10:00AM — Opening Ceremonies  
10:15AM – 12:30PM — Committee Session 1  
12:30PM – 2:00PM — Lunch (off-site)

2:00PM – 4:00PM — Committee Session 2  
4:00PM – 4:30PM — Break  
4:30PM – 6:00PM — Committee Session 3

### **Sunday (Day 2) | April 5<sup>th</sup>, 2020**

9:30AM – 11:30AM — Committee Session 4  
11:30AM – 1:30PM — Lunch  
1:30PM – 3:00PM — Committee Session 5  
3:00PM – 3:45PM — Break  
3:45PM – 4:45PM — Closing Ceremonies

## **CONFERENCE REGISTRATION**

On the first day of the conference, we will open up conference registration. Registration will take place at the registration desk located in the main foyer of UCC. Please only have one or two members of your delegation present for the registration process, preferably the faculty advisor and Head Delegate, while the rest of your delegation waits at another location. This policy is in place to streamline the registration process for everyone and so that bottlenecking does not occur.

### **1 | Finance Check**

First, we will ask how many delegates you have brought. Then, we will confirm whether or not your balance has been cleared. Please note that we will not be issuing any refunds at the conference.

### **2 | Emergency Contact Info**

An advisor will be asked for the emergency contact information of an adult who can be contacted throughout the conference weekend in case of an emergency. Please be prepared to provide this contact person's name and phone number. Only registered advisors who have provided emergency contact information will be given advisor badges. All other adults such as chaperones and parents will need to register at the UCC front desk for a guest badge.

### **3 | Delegate Materials**

Finally, you will be given a folder with your team's credentials including, pens, buttons, name tags, delegate guides and an advisor schedule. Once you have left registration, please check that all the appropriate credentials have been distributed. If there are any issues, please go back to the registration desk to get the issue resolved.

## **OPENING CEREMONY**

Each session of Ontario Model United Nations opens with a ceremony on the first day of the conference. The opening ceremony will be a chance for delegates to be introduced to the Secretariat as well as hear from a guest speaker.

## **MEAL BREAKS AND REGULAR BREAKS**

We will provide meal break times for the delegates to get food in the surrounding area. We do provide snacks for the delegates during committee sessions but NOT during meal breaks. All these times will be explicitly marked in the conference schedules.

## **COMMITTEE MEET UPS**

We recognize that the UCC campus can be difficult to navigate! At the beginning of each day, vice-chairs will wait for delegates in the Student Centre directly outside Laidlaw Hall. This includes the “great sorting” of delegates on the first morning of the conference. The committee meetups are designed to help your delegates navigate the campus and not worry about getting lost! Committees do not begin substantive debate until the vice-chair at the committee meet up arrives.

## **ADVISOR LOUNGE**

Throughout the conference weekend, the Advisor Lounge will be open for all advisors to freely utilize; coffee and snacks will be provided. The location of this year’s Advisor Lounge will be the Colbourne Lounge, which is to the right of the Main Foyer. In addition, the OMUN Secretariat will be hosting an Advisor Meeting at the conference to receive feedback on how we can improve the conference for this and coming years. All advisors are invited to share feedback from their delegates on specific committees as well as their own, as this feedback will be shared with our secretariat immediately to improve delegates’ experiences during the conference. While these meetings are not mandatory, we strongly encourage all advisors to attend the General Advisor Meeting to learn about the Ontario Model United Nations program and to offer feedback to help improve our future conferences.

## **CONFERENCE CAUSE**

Each year, OMUN a charity to support through its “conference cause.” More information about the cause will be sent in a future mailing.

## **ACCOMMODATIONS**

OMUN does not have an official hotel, but we are happy to make recommendations to help out of town guests find appropriate accommodations.

## **AFTER THE CONFERENCE...**

### **POST CONFERENCE EVALUATION**

Following the conference, two online evaluation forms regarding the conference and registration process will be sent out to the advisors of the participants of OMUN V, one for advisors and one for delegates.

These surveys will be more comprehensive versions of the evaluations collected during the Advisor Meeting. Because this will immediately follow the end of the conference, delegates and advisors will be afforded substantial time to reflect on every aspect of OMUN V.

We encourage all of our advisors and delegates to fill out the surveys, as they provide an anonymous forum for you to give us constructive feedback to ensure our continued improvement. Please be as honest as possible as your feedback will allow us to make important changes for next year. If you would like to send us any separate follow up feedback, please don't hesitate to email [omun@ucc.on.ca](mailto:omun@ucc.on.ca)