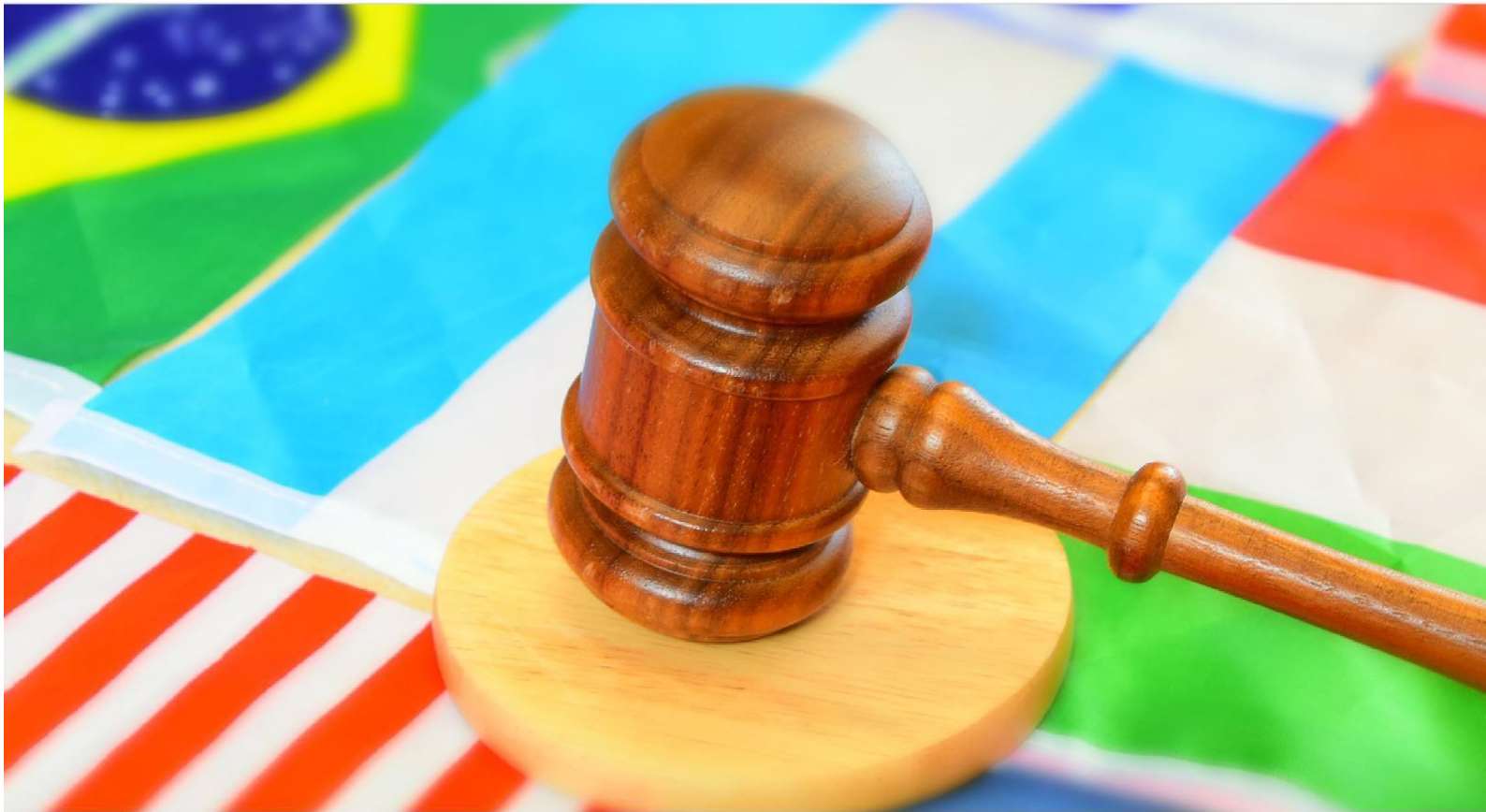




# THIMUN SINGAPORE 2024 CONFERENCE

28 October – 1<sup>st</sup> November



# PEACE, LAW & JUSTICE

REGISTRATION HANDBOOK

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# COUNTDOWN TO PARTICIPATION

## May

In May schools which attended in the previous year will receive an invitation to attend.

New schools wishing to participate will need to formally apply. The guidelines for participation can be found in the Foundation website under participation, New Schools.

## June

The Registration Form (**ONLINE FORM I**) must be received by **Friday 21 June 2024**. ONLINE FORM I can be found when you log in to the [MUNIS Online Registration System](#).

The Application Forms for students applying for individual appointments are also due by this date (these forms will be available on our website under downloads).

Schools will also be requested to transfer the pre-payment for the conference (**see page 14 for more information**).

**The delegation assignments and individual student appointments are published on the THIMUN Singapore website and/or Conference Web-app by Friday 5<sup>th</sup> July 2024.**

## September

By **Monday 16<sup>th</sup> September 2024** schools must submit a complete list of the names of all participants (ONLINE FORM II) including the MUN-Director(s) and Chaperone(s). The ONLINE FORM II can be found when you log in to the [MUNIS Online Registration System](#).

The invoice for any outstanding balance can be found in the MUNIS system, once you have logged in. The remainder of the fees must be transferred. Once all fees have been paid the Statement of Account will also be available online in the MUNIS system.

## October

In October, all schools will receive an email with the latest information for the conference.

The conference takes place **28 October – 1 November 2024** at the International French School (Singapore) - (IFS).

# RETURNING FORMS

The Registration Form (ONLINE FORM I) and the Participation Form (ONLINE FORM II) are available online in a secure environment (MUNIS). To log in please use the MUNIS Log in button on our website or go to: [www.apps.thimun.org/thimun/entrance](http://www.apps.thimun.org/thimun/entrance)

Using the MUNIS system, you can fill in all the necessary information we require for your school's registration (FORM I) and attendance to the conference (FORM II).

**All individual student applications (application form + motivation + recommendation) should be emailed to the address mentioned on the application form.**

**By registering for THIMUN Singapore 2024, you, your school, and students agree and accept the general terms and conditions, payment policies, Code of Conduct and Privacy Policy by the THIMUN Foundation (see end of this handbook and website).**

# PROVISIONAL PROGRAMME OF EVENTS

## MONDAY 28 OCTOBER 2024

13:00-17:00	Mandatory briefings for Student Officers and MUNITY
13:00-17:00	School Registration

## TUESDAY 29 OCTOBER 2024

09:00-11:00	Late Registration
09:00-17:00	SC in session
09:00-10:30	Preparatory Meetings ( <i>mandatory</i> )
10:30-15:30	Lobbying & merging GA Committees, HRC, Commissions and ECOSOC - Issue 1&2
10:30-12:00	MUN-Directors' Introductory meeting + Reception
12:30-14:00	Lunch available
14:00	Approval Panel Opens
16:00-17:00	<b>Formal Opening Ceremonies</b>

## WEDNESDAY 30 OCTOBER 2024

09:00-17:00	SC in session
09:00 – 17:00	GA Committees, HRC, Commissions, ECOSOC in Session - Debate Issue 1&2
09:00-17:00	Approval Panel opens
12:30-14:00	Lunch available (lunch time varies per forum)

## THURSDAY 31 OCTOBER 2024

09:00-17:00	Lobbying & Merging GA Committees, HRC, Commissions, ECOSOC – Issue 3
09:00 -17:00	Approval Panel opens
12:30 -14:00	Lunch available (lunch time varies per forum)
19:00	Dinner

## FRIDAY 1 NOVEMBER 2024

09:00 - 15:30	SC in session
09:00 –15:30	GA Committees, HRC, Commissions, ECOSOC in Session - Debate Issue 3
12:00-13:00	Lunch available (lunch time varies per forum)
13:00-14:00	MUN-Directors debrief meeting
16:00	<b>Closing Ceremonies</b>

# ISSUES ON THE AGENDA

## GENERAL ASSEMBLY (GA)

### GA1 (Disarmament and International Security)

- The situation in the South China Sea
- International cooperation to stop the proceeds of drug trafficking being used to finance illegal organisations
- Moving multilateral nuclear disarmament negotiations forward

### GA2 (Economic and Financial)

- Rural development as a means of stimulating emigration to rural areas and alleviating urban poverty
- Measures to promote micro loans to increase economic growth in LEDCs
- Improving regulations for live animal shipments by sea

### GA3 (Social, Humanitarian and Cultural)

- Promoting basic healthcare for all
- Measures to end violence against women migrant workers
- Measures to protect religious diversity

### GA4 (Special Political and Decolonisation)

- The situation in the eastern provinces of the Democratic Republic of Congo
- International cooperation for the peaceful use of outer space
- Decolonisation of the non-self-governing territories in the Pacific

### GA6 (Legal)

- Ensuring transparent elections in post-conflict zones
- Legal measures to tackle rumours, misinformation, and conspiracy theories in order to protect democracy
- Climate change: threats to international peace and security

## SECURITY COUNCIL

- The situation in the Gaza strip and the West Bank
- The situation in the Red Sea
- The question of non-proliferation in the DPRK

## ECOSOC

- Reducing the risks of food insecurity caused by natural disasters
- Closing/reducing the poverty gap between the Indigenous and non-indigenous parts of the population
- Measures to support good governance in rapidly growing megacities

## HUMAN RIGHTS COUNCIL (HRC)

- Maintaining freedom of press and guaranteeing the safety of journalists
- Measures to protect the right of people with disabilities to work
- Measures to protect the human rights of street children in urban areas

## SUSTAINABLE DEVELOPMENT COMMISSION [SDC]

- Sustainable tourism and sustainable development in Southeast Asia
- Combatting rising social inequality: social inclusion as an aspect of sustainability
- Educating women and girls as a tool for sustainable development

**HEALTH & YOUTH COMMISSION [HYC]**

- Measures to improve work opportunities for young people
- Measures to reduce infant and maternal death in disadvantaged populations
- Measures against all methods of female genital mutilation [FGM]

**SPECIAL CONFERENCE ON CONFRONTING THE ENVIRONMENTAL CRISIS IN THE ASIAN-PACIFIC REGION [SPC]**

- Innovative approaches to reduce air pollutant concentrations in major Asian cities
- Promoting “green growth” development in the Asian-Pacific region
- Developing climate change mitigating activities to alleviate climate refugees

# DELEGATIONS 2024

SC= Security Council

ECO = ECOSOC

HRC = Human Rights Council

(see page 10 for delegation sizes)

## Members of the United Nations

	SC	ECOSOC	HRC	GA1	GA2	GA3	GA4	GA6	HYC	SDC	SPC	TOTAL
Afghanistan		1		1	1		1			1		5
Albania			1	1		1			1			4
Algeria	2		1	1		1		1	1	1		8
Angola						1		1	1			3
Argentina			1		1	1				1		4
Australia				1		1	1		1		1	5
Azerbaijan								1	1			2
Bangladesh			1		1	1			1		1	5
Belarus				1				1				2
Belgium		1	1		1		1	1	1			6
Belize		1				1	1			1		4
Benin			1		1	1			1			4
Bhutan					1						1	2
Bolivia								1	1			2
Botswana		1			1	1				1		4
Brazil		1	1			1	1	1		1		6
Brunei Darussalam				1						1	1	3
Bulgaria			1	1	1							3
Burundi			1			1	1	1				4
Cabo Verde		1				1				1		3
Cambodia				1				1	1		1	4
Cameroon		1	1		1	1		1	1			6
Canada		1					1		1	1		4
Chile		1	1		1		1		1	1		6
China	2	1	1	1			1	1		1	1	9
Colombia		1		1		1		1		1		5
Costa Rica		1	1				1			1		4
Côte d'Ivoire		1	1			1		1		1		5
Croatia		1				1			1	1		4
Cuba			1			1		1				3
Czechia		1				1				1		3
Democratic Rep. of Congo						1	1		1			3
Denmark		1				1			1	1		4
Dominican Republic			1		1	1						3
DPR Korea				1				1	1		1	4
Ecuador	2			1			1	1		1	1	7
Egypt								1	1			2
Equatorial Guinea		1						1		1		3
Eritrea			1			1			1			3
Eswatini		1				1			1	1		4
Ethiopia							1	1	1			3

Fiji							1			1	2
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Finland			1	1				1			3
France	2	1	1	1			1	1		1	9
Gambia			1		1				1		3
Georgia			1			1			1		3
Germany		1	1	1				1		1	5
Ghana			1		1		1	1	1		5
Greece		1		1		1			1	1	5
Guyana	2				1	1		1		1	7
Haiti		1					1	1		1	4
Honduras			1				1	1	1		4
Hungary				1				1	1		3
India		1	1	1		1		1		1	6
Indonesia			1	1		1	1			1	5
Iran				1		1	1		1		4
Iraq					1	1	1		1		4
Israel				1		1	1		1		4
Italy		1					1		1	1	4
Japan	2	1	1	1		1	1			1	9
Kazakhstan		1	1				1	1		1	5
Kenya		1				1		1		1	4
Kiribati					1	1	1			1	4
Kuwait			1	1	1						3
Kyrgyzstan			1			1			1		3
Lao PDR		1		1		1		1		1	5
Libya								1	1		2
Liechtenstein		1			1				1	1	4
Lithuania			1	1					1		3
Luxembourg			1	1		1					3
Malawi			1		1					1	3
Malaysia			1	1	1				1	1	5
Maldives			1	1			1			1	4
Malta	2			1			1	1	1	1	7
Marshall Islands							1			1	2
Mauritania		1		1	1			1			4
Mauritius		1			1					1	3
Mexico				1			1	1			3
Micronesia					1	1	1			1	4
Mongolia						1				1	2
Montenegro			1		1	1					3
Morocco			1	1	1		1				4
Mozambique	2				1		1	1		1	7
Myanmar				1				1	1	1	4
Nauru							1			1	2
Nepal		1			1	1				1	5
Netherlands			1	1	1						3
New Zealand		1			1		1			1	5
Nigeria		1						1		1	3
Oman		1		1				1			3
Pakistan		1		1	1			1		1	5

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Palau							1			1	2
Papua New Guinea							1			1	2
Paraguay		1	1		1	1				1	5
Peru		1			1			1			3
Philippines				1	1		1			1	4
Poland		1		1						1	3
Qatar		1	1		1					1	4
Republic of Korea	2	1		1			1	1		1	8
Romania			1	1		1					3
Russian Federation	2			1	1		1	1		1	7
Rwanda						1	1		1		3
Samoa						1	1			1	3
Saudi Arabia				1		1	1		1		4
Senegal		1			1			1		1	4
Sierra Leone	2				1	1		1	1	1	7
Singapore				1	1	1				1	4
Slovakia		1		1		1				1	4
Slovenia	2	1		1	1	1		1		1	8
Solomon Islands							1			1	2
Somalia			1		1	1		1	1		5
South Africa			1	1		1				1	4
Spain		1		1						1	3
Sri Lanka					1					1	3
Sudan			1		1	1			1		4
Suriname		1		1	1					1	4
Sweden		1		1	1					1	4
Switzerland	2			1		1	1	1		1	7
Syrian Arab Republic					1	1		1			3
Thailand				1	1		1		1	1	5
Timor Leste						1				1	3
Tonga							1			1	2
Tunisia		1			1	1		1	1		5
Türkiye		1		1			1	1		1	5
Tuvalu								1		1	2
Uganda					1		1	1	1		4
Ukraine				1	1			1	1		4
United Arab Emirates			1	1	1		1	1			5
United Kingdom	2	1		1	1		1	1		1	8
United Rep. of Tanzania		1			1	1		1	1		5
United States of America	2	1	1	1			1	1		1	9
Uruguay		1			1	1			1	1	5
Vanuatu							1			1	2
Viet Nam			1	1		1				1	5
Yemen					1	1					2
Zambia		1			1	1			1		4
Zimbabwe					1		1	1	1		4

## **SECURITY COUNCIL**

The Security Council is composed of five permanent members (China, France, Russian Federation, United Kingdom, and United States of America) and ten members elected for two-year terms. Two delegates of each of the fifteen member delegations must be assigned to the Security Council.

## **ECOSOC**

The Economic and Social Council is composed of fifty-four member countries, a third of the members changing every year. All ECOSOC countries must have one delegate assigned to ECOSOC.

## **HUMAN RIGHTS COUNCIL (HRC)**

The Human Rights Council is composed of 47 member countries, a third of the members changing every year. One delegate of HRC member delegations must be assigned to the HRC.

## **THIMUN SINGAPORE CONFERENCE APP**

THIMUN uses during our conferences a web-app, which allows participants to lobby, debate, and vote on resolutions in actual time in their assigned committees.

Registered participating schools and students will be able find more detailed information on the upcoming event such as country delegations per school, Student Officer selection, and more under the Conference App button on the THIMUN Singapore website.

Also, all participants (Students, MUN-Directors, Chaperones, Student Officers, and Press) will be using the app to login into a secure environment and join their assigned committees, for lobbying and debate sessions. Login details will be given to all registered participants before the conference.

# DELEGATION SIZE

The minimum and maximum restrictions on delegation size are as follows:	MIN	MAX
<b>SC, ECOSOC AND HRC MEMBER COUNTRY</b> <b>Must be represented in:</b> SC with <b>2</b> delegates ECOSOC with <b>1</b> delegate HRC with <b>1</b> delegate All remaining 5 delegates should be distributed across the other GA Committees & Commissions	<b>9</b>	<b>9</b>
<b>SC AND ECOSOC <u>OR</u> SC AND HRC MEMBER COUNTRY</b> <b>Must be represented in:</b> SC with <b>2</b> delegates ECOSOC with <b>1</b> delegate <b>OR</b> HRC with <b>1</b> delegate All remaining 5 delegates should be distributed across the other GA Committees & Commissions	<b>8</b>	<b>8</b>
<b>SC MEMBER COUNTRY</b> <b>Must be represented in:</b> SC with <b>2</b> delegates All remaining 5 delegates should be distributed across the other GA Committees & Commissions	<b>7</b>	<b>7</b>
<b>ECOSOC &amp; HRC MEMBER COUNTRY</b> <b>Must be represented in:</b> ECOSOC with <b>1</b> delegate HRC with <b>1</b> delegate GA Committees & Commissions with <b>2- 4</b> delegates	<b>4</b>	<b>6</b>
<b>ECOSOC <u>OR</u> HRC MEMBER COUNTRY</b> <b>Must be represented in:</b> ECOSOC with <b>1</b> delegate <b>OR</b> HRC with <b>1</b> delegate GA Committees & Commissions with <b>2- 4</b> delegates	<b>3</b>	<b>5</b>
<b>STANDARD COUNTRY DELEGATION</b> <b>Must be represented in:</b> GA Committees & Commissions with <b>2- 5</b> delegates	<b>2</b>	<b>5</b>

## ASSIGNMENT OF ROLES AND FUNCTION

Each delegation must have an ambassador who must be present in one of the General Assembly Committees. **For the assignment of delegates to country delegations please review the table (see page 6 -8) for allocations in Committees and Commissions.**

# INDIVIDUAL STUDENT APPLICATIONS

## GENERAL RULES

All students applying for one of the individual student positions must complete an **Application Form**, write a **formal letter of motivation**, and provide a **letter of recommendation** from their MUN-Director. The complete application must be returned to the email address on the application form by the final closing date. Late or incomplete applications will not be considered.

## I. STUDENT OFFICERS

The Student Officer team consists of the Executive Committee together with the Presidents, Deputy Presidents, Committee Chairs and Deputy Committee Chairs in the various forums.

All Student Officers must be thoroughly conversant with Parliamentary Procedure and particularly with the current THIMUN Rules of Procedure. They must have a good knowledge of current affairs as well as of the issues on the agenda. They must draft a **research report** and must be prepared to be actively involved in the lobbying process, coordinating the work of their respective council or committee throughout the week.

In their application candidates should state in which position and which forum(s) they are particularly interested. Please note that students in their final year at secondary school who have not previously chaired at THIMUN or at a THIMUN-Affiliated conference are unlikely to be selected.

**Once the student officers have been selected, they will be contacted by the Executive Committee with further details on preparing for the conference. Part of this preparation is to research the issues on the agenda and to draft a Research Report that must be prepared well in advance to the conference. They will also be required to join online briefings before the actual conference.**

### **Executive Committee consists of:**

Secretary General, 2 Deputy Secretaries General and President of the General Assembly  
President of the Security Council  
President of ECOSOC  
President of the Special Conference  
President of Sustainable Development Commission  
President of Health & Youth Commission  
President of Human Rights Council  
Committee Chair(s) of the GA Committees  
Executive Administrative Officer

### **Deputy Presidents and Committee Chairs**

The Deputy Presidents of the Commissions and the Special Conference preside over the commission when they are in session and assist the President in lobbying. The Committee Chairs will each preside over one of the five GA Committees when they are in session. Most of these positions are expected to be filled by those who have already held a position at THIMUN or a THIMUN-Affiliated conference as Deputy President or Deputy Chair.

### **Deputy Committee Chairs**

In general, Deputy Chairs are appointed to provide an opportunity for younger students to gain experience. It is hoped that such students will prove themselves capable and will be available to serve again at the subsequent session of THIMUN. Thus, preference will be given to students able to attend in 2024 as well as in 2025.

## **II. MUNITY EAST PRESS**

Press delegates, under the supervision and direction of the Press Coordinator, are responsible for producing the conference newspaper as online content. The Press Delegation includes layout editors, text editors, experienced reporters, photographers, cartoon artists and videographers.

The letter of application should include details of the applicant's journalistic skills, familiarity with word processing, desktop publishing (InDesign), photo and/or video editing programmes, MUN experience and knowledge of international affairs (for writers). Applicants are encouraged to send samples of their work, e.g. articles, photos, artwork, or layouts published in school or student newspapers and magazines, essays or assignments in English, History, International Relations, or Art classes.

Successful applicants are expected to be engaged in the months prior to the conference, contributing their ideas and work for publication in the pre-conference issue of MUNITY.

**All MUNITY applicants must be aware that, if and when chosen, they are expected to attend the mandatory briefing in the afternoon on Monday 28 October 2024 at the International French School.**

## **SUCCESSFUL APPLICANTS**

The list of students whose applications have been successful will be published by July at the latest. All students holding an individual position are expected to travel with and reside with the other delegates from their school. THIMUN is not responsible for their travel or accommodation costs.

## **FEES**

**Except for the Executive Committee of the Student Officer team, all students holding individual positions will be charged the full participant fee.**

# CONFERENCE FEES & DEADLINES

<b>2024 CONFERENCE FEES</b>	
<b>Delegation fee per school delegation</b>	<b>€ 120.00</b>
<b>Participation fee per person</b> MUN-Directors/Chaperones/Delegates/MUNITY Press/Student Officers (except Executive team) Includes lunches	<b>€ 250.00</b>
<b>Changes to FORM II</b> After the 16 <sup>th</sup> of September per ID badge changed, replacement ID badge after registration at conference (cash payment)	<b>€ 20.00</b>

## FINANCIAL STATEMENT

A financial statement can be found in the main menu of the MUNIS system, once you have logged in at [www.apps.thimun.org/thimun/entrance](http://www.apps.thimun.org/thimun/entrance). The section Account (financial) links to a printable statement of account. Once your submitted Form II is accepted (and there is an outstanding balance), it will be an actual invoice requesting payment.

## DEADLINES & CANCELLATIONS

### Changes / Substitutions:

After **16 September 2024** substitutions for students unable to attend will only be permitted upon payment of an administrative charge. All changes and substitutions must be sent to the THIMUN Office by email. The cost of a change is € 20.00 per badge changed.

### Cancellations:

From **16 September 2024** the full fees/charges are due, whether or not a school, or an individual participant, for whatever reason, actually attends. All schools must take out adequate cancellation, travel, and medical insurance.

Cancellation costs will vary according to the date the written cancellation is received by the THIMUN Office:

<b>Cancellation of participant or school:</b>	
after 16 September 2024	100% of fees / charges due

## PAYMENTS

By 21<sup>st</sup> June at the latest, a non-refundable delegation pre-payment of € 1,120.00 (based on the school delegation fee + 3 Students and 1 MUN Director) must be transferred to one of the THIMUN bank accounts (See below).

The remainder of the fees must be transferred before 30<sup>th</sup> September 2024. The details of your statement of account can be found in the MUNIS system, once you have logged in. MUN-Directors are expected to bring evidence of payment with them to registration at the conference.

All payments are to be made in Euro, and net of all bank charges to our ABN AMRO account or to our DBS account. Please use the exchange rate given by your bank on the day of the transfer, net of all bank charges.

### BANK TRANSFER

Please clearly indicate the name of the school and the ID NUMBER mentioned on the invoice on your transfer. If possible, the International Bank Account Number (IBAN) and the International Bank Code (BIC/SWIFT) should be used to avoid unnecessary delays and charges.

## THIMUN BANK ACCOUNT INFORMATION

<p><b>ABN AMRO Bank:</b></p> <p>Account No.: 484279939  IBAN: NL22ABNA0484279939  BIC/SWIFT: ABNANL2A</p> <p>Account Name: STICHTING THE HAGUE  INTERNATIONAL MODEL UNITED NATIONS</p>	<p><b>DBS Bank – Development Bank of Singapore:</b></p> <p>Account No. 022-900798-4</p> <p>SWIFT: DBSS SGSG  Institution Code: 7171, Branch 022  Account Name: The Hague International Model  United Nations LTD</p>
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### BANK CHARGES

Schools are responsible for the payment of all bank charges related to the payment of the fees. To avoid or minimise such charges, schools should instruct their bank to transfer the money, net of bank charges, directly by bank transfer into the THIMUN bank account.



# TRAVEL AND ACCOMMODATION

## TRAVEL ARRANGEMENTS

Schools are required to make their own arrangements for travel to and from Singapore, as well as for accommodation during the conference. THIMUN can assist in certain areas and recommend that you contact our trusted travel agency: **World Express Pte Ltd** to help plan your trip to Singapore.

## OUR TRUSTED TRAVEL AGENCY – WORLD EXPRESS PTE LTD.

The team at WORLD EXPRESS is delighted to offer you accommodation packages, including transfers, to ensure a smooth and enjoyable trip to Singapore for you and your students.

To further enhance this journey and create lasting memories, they are delighted to assist you in exploring the country's rich cultural heritage and breathtaking landscapes. If time and budget permit, they are more than happy to provide you with quotes for pre- and/or post-nights.

Furthermore, they can organise excursions before and after the conference, to Batam, Bintan and Malaysia expanding your experience and adding an extra element of excitement to your trip. You may view their accommodation and trip options in a booking portal **(the portal information will be sent to you in a separate email) it will also allow you to manage your hotel stays, airport transfers and post extension packages.**

Once your school registration to THIMUN is confirmed you may start planning your trip to Singapore. Please kindly submit your inquiry to [thimunsin@worldexpress.com.sg](mailto:thimunsin@worldexpress.com.sg) and they will be happy to provide you with personalised assistance for your travel plans. The team is committed to tailoring all quotes to your specific needs, budget, and preferences.

## TRAVELLING TO THE SINGAPORE

It is strongly advised that all schools take responsibility when travelling to and from Singapore to attend THIMUN Singapore 2024, we urge all schools to check the official government sites as well as their own government website for requirements needed.

## INSURANCE

It is strongly recommended that all schools take out adequate cancellation, travel, and medical insurances. THIMUN will not be responsible for any costs incurred by individual schools or participants in any of these areas.

## VISA APPLICATION PROCESS WITH WORLD EXPRESS

Students that require a visa for Singapore should have their MUN-Director send a letter to the World Express team for THIMUN Singapore ([thimunsin@worldexpress.com.sg](mailto:thimunsin@worldexpress.com.sg)) stating they need assistance for visa applications with the following passport information: name as written in passport, date of birth, nationality, passport number and date of issue/expiration. Please also include the email address of the visa department of the Singapore Embassy or Consulate where you will apply for your visa.

We urge schools who need visa assistance to send the information of all students/teachers needing a visa in one single document as this speeds up the process. **Please make sure we have your information on time as the process may take a while.** Upon receipt of the information the World Express office will send a formal invitation letter to the applicant (MUN-Director) with other documents required.

## **TRANSPORT TO AND FROM THE AIRPORT**

THIMUN offers with World Express a pick-up service to and from the airport to your hotel/hostel and the International French School.

For those not using the Bus Service, there is a possibility to use public transport services to and from your hotel and the conference venue.

## **ACCOMMODATION**

It is important for THIMUN to know where all participants are staying for the duration of the conference. Therefore, **all schools must fill in the name of the accommodation on FORM II**. This does not apply to students from local schools who are living at home. Please note however that this information on FORM II is for administrative purposes only. THIMUN does not make or change any hotel reservations.

# CONDUCT

## GENERAL BEHAVIOUR

Although THIMUN Singapore is an educational exercise intended for young people, delegates are simulating the Councils of the United Nations. Thus, for the period of the conference, they must be regarded as diplomats for the country they are representing, as well as representatives of their individual schools. This demands a high standard of personal conduct and behaviour from all delegates, both during the conference sessions and outside the IFS.

It is extremely important for the continuing good relations between THIMUN, IFS, and the diplomatic and business communities that delegates always behave appropriately. Therefore, schools are expected to select their students carefully and not bring to Singapore any student who is likely to create a disciplinary problem. This is important not only for the good name of THIMUN but also for the good name of the school concerned. School Administrators and MUN-Directors should be aware that attendance at the annual session of THIMUN is by invitation and that this invitation may be withheld from schools unable to ensure that their students conform to accepted standards of adult behaviour.

## MUN-DIRECTORS' RESPONSIBILITIES AND CONDUCT

All students must be accompanied by, and are the responsibility of, the designated MUN-Director(s). A MUN-Director must be a teacher at the school, or at one of the schools from which the delegation comes. At least two responsible adults (MUN-Directors) should accompany each group. This does not apply to students in small delegations or in delegations from local schools. These students may be accompanied by just one MUN-Director.

All students staying in hotels must be supervised by their MUN-Director(s). MUN-Directors are required not only to stay in the same hotel as their students but must ensure that their room is located as close as possible to the rooms in which their students are staying. **At least one MUN-Director per school is expected to be always present in the IFS, especially for any individual assignment.** MUN-Directors must ensure that their students are present in their designated forums. **MUN-Directors are also required to adhere to the dress code.**

## CONDUCT IN THE INTERNATIONAL FRENCH SCHOOL (Singapore)

Delegates and teachers must be always courteous to the IFS Staff and to the THIMUN Organisational and Administrative Staff, most of whom are volunteers giving up many hours of their own time to serve the delegates.

**Smoking is prohibited in the entire IFS and alcoholic drinks may not be consumed while the conference is in session.**

## DRESS CODE

Formal dress, i.e., the kind of clothes that real UN diplomats might be expected to wear when attending UN sessions, is required at all meetings. In order not to cause offence to other delegates, national dress, military uniforms, and armbands are forbidden. The warm weather in Singapore is not an excuse for inappropriate dress.

## CONDUCT IN HOTELS

Students must remember that THIMUN is dependent on the goodwill of hotel managements in being able to provide accommodation at a reasonable cost for delegates. An unpleasant experience by just one hotel may mean the loss of many potential beds for future delegates.

Therefore, students must be always polite and considerate to hotel staff and fellow residents.

**A curfew of 11 p.m. is recommended for every night and there must be no noise in hotel rooms after 10 p.m.**

## **TOBACCO, ALCOHOL AND DRUGS**

Smoking and/or the consumption of alcoholic drinks are prohibited at the International French School. MUN-Directors are responsible for making and enforcing their own rules for their own students.

It should be noted that in Singapore the legal minimum age for alcoholic consumption is 18, it is impossible for the conference organisers to impose unrealistic and unenforceable restrictions on alcohol consumption outside the conference.

**The use of any narcotic drug is expressively prohibited.**

## **UNDIPLOMATIC BEHAVIOUR, HARASSMENT, DISCRIMINATION**

Disrespectful behaviours during THIMUN and/or in committee should be addressed by attendees directly with one another or through their faculty advisor, head committee chair or one of the executive student officers. Repeated instances of undiplomatic behaviour may be called to the attention of THIMUN Staff and Board of Directors.

Harassment and discrimination based on race, gender, sexual orientation, national origin, religion, age, or disability **are not acceptable**. Such acts are incompatible with THIMUN's educational mission and are a violation of our Conduct Expectations.

Anyone who believes they have seen or encountered undiplomatic behaviour, harassment or discrimination should bring it to the THIMUN Board or Staff's attention. We will investigate the merits of the allegations and respond appropriately. Outcomes may include issuing a verbal reprimand, expelling violators from the conference without compensation, barring violators from future THIMUN involvement, or any other action deemed appropriate.

# THIMUN FOUNDATION

## BOARD OF DIRECTORS

**Alain Meidinger**

Co-Chair, *Lycée Français Vincent van Gogh*

**Eric Adler**

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**Peter Loy**

Treasurer, *American School of The Hague*

**Carol Berenbaum**

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**Kenny Favier**

*Rijnlands Lyceum Wassenaar*

## THIMUN OFFICE

**Esmeralda van der Hout**

Managing Director

**Alessandra Rivaldo**

Conference Manager

## REGISTERED ADDRESS

**THIMUN SINGAPORE**

10 Anson Road #13-11 International Plaza

SINGAPORE 079903

E-MAIL: [singapore@thimun.org](mailto:singapore@thimun.org)

## FOR CORRESPONDENCE

**THIMUN Foundation**

2e Van Blankenburgstraat 119

2517 HC The Hague

Netherlands

Tel.: +31 70 3563273

E-MAIL: [singapore@thimun.org](mailto:singapore@thimun.org)

# **THIMUN FOUNDATION TERMS AND CONDITIONS**

Please carefully read our terms and conditions and for the type of event for which you have registered. These terms and conditions are applicable for services that are provided by THIMUN FOUNDATION (“Company,” “Service Provider,” “we,” “us” or “our”) to you (School, MUN-Director) and your student (“Customer,” “you,” “your”). may hereinafter be referred to individually as a “Party” or collectively as the “Parties.”

Service Provider (THIMUN Foundation) shall provide the services to Customer (School, MUN-Director, Student) as described in the programme the customer has registered for (Registration to our conferences and/or events) in accordance with these Terms.

## **GENERAL TERMS & CONDITIONS FOR IN PERSON THIMUN CONFERENCES AND EVENTS**

### **REPRESENTATIONS**

The customer (school) hereby represents and warrants to the THIMUN Foundation that: (a) you (i) are over the age of sixteen (16) or (ii) received the appropriate legal parental or guardian approval or consent to be bound by the terms and conditions of this Agreement; (b) The information you provide to the THIMUN Foundation, the Database or the Website is truthful, accurate and complete in all material respects; (c) if applicable, you agree that your registration details with the THIMUN Foundation will remain complete and accurate, including, without limitation, your legal name, email address and any other information; (d) your performance of your applicable obligations will not be considered a violation of any other obligation you are bound by or required to comply with; (e) you will immediately inform the THIMUN Foundation if you know or have reason to know that the confidentiality of your registration detail have been compromised; and (f) if you act on behalf of anyone other than yourself, you ensure that you have all rights, approvals and/or permissions necessary to do so in connection with any activity with the THIMUN Foundation.

### **RESPONSIBILITIES**

Customer (School) understands that Student’s attendance at the THIMUN Conference and events is the Customer’s responsibility. The THIMUN Foundation reserves the right to dismiss, expel or remove any student from THIMUN Conferences for any reason, where the student is not following the THIMUN Foundation’s rules, procedures and the code of conduct set in our registration handbook and on the website for the conference/event they have signed up for. Customer acknowledges full and complete responsibility to arrange transportation to and from the location of the THIMUN conference at Customer’s expense. Without limiting the foregoing, the THIMUN Foundation reserves the right to give the Customer half a day notice of any dismissal, expulsion, or removal of Student. The Customer acknowledges full and complete responsibility to provide the THIMUN Foundation with current contact information and medical information, during the conferences and events including known or suspected allergies, medical conditions.

### **FEES, PAYMENTS, AND REFUNDS**

Upon registration to the THIMUN programme the Customer, registered school shall pay all amounts in full to the THIMUN Foundation, as set in the publication and conference information on the website, under fees and payments. After the registration deadline for the programme has passed, all fees paid by the Customer, registered school or participants will be considered full, final, and non-refundable. At THIMUN Foundation’s sole discretion and subject to terms and conditions, the THIMUN Foundation can offer to transfer fees to another programme.

**INTELLECTUAL PROPERTY**

All intellectual property rights, including copyrights, patents, patent disclosures and inventions (whether patentable or not), trademarks service marks, know-how and other confidential information, trade names, logos, corporate names and domain names, together with all of the goodwill associated therewith, in and to all documents, work product and other materials that are delivered to Registered School or Student under this Agreement or prepared by or on behalf of the THIMUN Foundation in the course of performing the Services shall be owned by the THIMUN Foundation.

The Registered school gives the THIMUN Foundation the permission to use photos, audio, and video footage of the students both during the programme and thereafter for any lawful purpose, including educational and promotional purposes. Customer hereby assigns all intellectual property rights to the THIMUN Foundation.

**SPECIFIC REQUIREMENTS**

Customer shall notify the THIMUN Foundation of any specific requirements needed for a customer (student, MUN-Director) to attend the conference and/or event. Customer shall notify the THIMUN Foundation no less than three weeks prior to the student’s first day of the conference to arrange reasonable requirements.

**FORCE MAJEURE**

No Party shall be liable or responsible to the other Party, nor be deemed to have defaulted under or breached this Agreement, for any failure or delay in fulfilling or performing any term of this Agreement, when and to the extent such failure or delay (except with respect to any payment obligation) is caused by or results from acts beyond the impacted party’s reasonable control, including, without limitation, the following force majeure events: (a) flood, fire, earthquake, epidemics, pandemics, quarantines or explosion; (b) war, invasion, hostilities (whether war is declared or not), terrorist threats or acts, riot or other civil unrest; (c) government order, law, or actions; (d) embargoes or blockades in effect on or after the date of this Agreement; (e) national or regional emergency; (f) strikes, labour stoppages or slowdowns, or other industrial disturbances; (g) shortage of adequate power or transportation facilities; and (i) other events beyond the reasonable control of the Impacted Party.

**HEALTH AND SAFETY**

The THIMUN Foundation will meet or exceed all local and national government health and safety requirements. The THIMUN Foundation reserves the right to amend these practices at any time before or during a programme and will notify the Customer (School) within 48 hours of any changes.

**GENERAL TERMS & CONDITIONS, USAGE RESTRICTIONS FOR THIMUN PLATFORMS AND WEBSITES**

In accessing THIMUN platforms, websites, you may be required to create a formal account to access certain portions of the Programme and maintain a username and password. You shall maintain the confidentiality of your username and password. You further agree not to share your online programme password or to otherwise allow any other person to use the services. If you are under the age of consent, or otherwise under the age of 16, we may provide access to your account to your legal guardians or otherwise authorised adults.

Included in the services are digital versions of books and other materials (“Digital Materials”). Further, the registration to the conferences and/or events of the THIMUN Foundation may include access to, but is not limited to, lectures, recordings, visual and audio aids, content, copyrights, trademark rights and other intellectual property rights (collectively “Content”). Your access to and use of Digital Materials and Content is subject to these terms and conditions.

To the extent you need to download software or documentation to access services or materials in connection with the conferences, the THIMUN Foundation grants you a limited, non-exclusive, non-assignable, non-transferable right and license solely for use, and only for your personal, non-commercial use. All Content and Digital Materials that you will receive or to which you will have access to in relation to the THIMUN conferences are the exclusive property of the THIMUN Foundation. You agree not to disclose, reproduce, sell, or distribute to any third party any information, written or spoken, including course materials, obtained from the THIMUN Foundation and its conferences and or other events.

## **ACCEPTABLE USER ACTIVITY ON THE WEBSITE**

To the maximum extent permitted, you acknowledge and agree that all right, title, and interest in any content or information you submit, irrespective of the manner of such submission to the THIMUN Foundation will remain the exclusive property of the THIMUN Foundation at no additional fee, charge, cost, or expense to us.

You are solely liable for any User Submissions you transmit, in no event shall the THIMUN Foundation be responsible in any manner or capacity from any User Submissions. Additionally, you agree that the THIMUN Foundation accepts no liability whatsoever from declining, denying or not accepting any of your User Submissions or from removing, deleting, altering, or modifying any User Submissions for any reason at any time.

All THIMUN conferences and/or events make use of an online platform (conference WEB-App). You agree to read the Terms and Conditions and Privacy Policies of these Platforms. You agree to comply with the Terms and Conditions of these Platforms.

If you are under the age of consent, or otherwise under the age of 16, we may provide access to your account to your legal guardians or otherwise authorised adults.

You are solely responsible for all service, telephony, internet, data and/or other fees and costs associated with your access to and use of the services and for obtaining and maintaining all telephone, computer hardware and other equipment required for such access.

## **PAYMENTS, CANCELLATION AND REFUND POLICY FOR VIRTUAL PROGRAMMES**

The same policy applies to as the in-person THIMUN Conferences above as mentioned in the publications and fees and payments on our website.

This website is not a data storage, archive, warehouse service or mechanism to store and/or maintain any User Submissions.

## **RELEASE / INDEMNIFICATION**

You hereby unconditionally agree to release the THIMUN Foundation, including its respective officers, directors, members, managers, employees, from all liability in connection with or arising from your use of the Platform, use of User Content provided by you or breach of any policies, procedures, terms, conditions, and guidelines.

In order for a school to register students for any of the THIMUN Conferences and/or events, the Customer (registered school) must acknowledge and agree to these policies and requests. They do so when registering the school for participation for one of the THIMUN Conferences and/or events within the MUNIS System by acknowledging they have read and accept these terms and conditions when submitting their online FORM, I in the MUNIS System.



# PRIVACY POLICY

## USE OF PERSONAL INFORMATION

The THIMUN Foundation respects your privacy and considers that the proper handling of personal data is vitally important and is aware of the privacy legislation and complies with the European laws of GDPR (General Data Protection Regulation).

This policy describes the types of information we may collect from you or that you may provide when you visit our websites (Foundation, The Hague, Singapore, Qatar, MINIMUM), MUNIS, and our conference webapp. The school is responsible for the careful handling of your and your student's personal data.

Personal information submitted will not be transferred to any non-affiliated third parties unless otherwise stated at the time of collection. When a user submits personally identifiable information, it is used only for the purpose stated at the time of collection.

Registration for participating in one of our programmes, allows us to communicate with those interested in our Conference. Once the school is registered in our system it gives the THIMUN Foundation the consent to communicate via email by providing monthly newsletters, and information about upcoming conferences. If, at any time, you wish to be removed, please email us with this request.

## CONSENT

Where consent for the use and disclosure of personal information is required, the THIMUN Foundation will seek consent from the appropriate person. If the student has not yet reached the age of sixteen, his or her legal representative's consent is required which falls within the responsibility of the school registering for THIMUN events. Therefore, students at the age of sixteen or older must give consent themselves. Consent may be withdrawn at any time.

By using our websites, you represent that you are at least 16 years old and that you understand you must be at least 16 years old in order to create an account. If we learn we have collected or received personal information from a person under the age of 16 without verification of parental consent, we will delete that information.

When a school registers for participation in one or more of our conferences, we may ask you to provide information by which you may be personally identified, such as name, postal address, e-mail address, telephone number, or ANY OTHER INFORMATION THE WEBSITE COLLECTS THAT IS DEFINED AS PERSONAL OR PERSONALLY IDENTIFIABLE INFORMATION UNDER AN APPLICABLE LAW, and any other identifier by which you may be contacted online or offline ("personal information").

This information includes:

- Information that you provide by filling in forms provided on our website. This includes information provided at the time of registering to apply for a position for one of our conferences, registering for our events/conferences/workshops, posting material, or otherwise when you provide us with your personal information during your interaction with the site.
- Records and copies of your correspondence including email addresses if you contact us.
- Your responses to surveys that we might ask you to complete for research purposes.
- Details of transactions you conduct you may be required to provide financial information.

## **PERSONAL DATA/INFORMATION**

The Information we collect is given to us via the school registered and the responsible MUN-Director at the time of registration. In order to register you for our conferences, we collect the following personal information (this may vary for the different events):

- School Name and Contact Information
- MUN-Director and Contact Information
- Name
- Email Address
- Sexual Orientation (M/F/X)
- School Grade/Class
- Nationality
- Date of Birth
- Emergency contact Information during event
- Pictures of registered participants (for badges, security during events).

## **WHO HAS ACCESS TO YOUR INFORMATION**

The THIMUN Foundation Board of Directors and Staff will have access to your information. If you register on third party platforms that the THIMUN Foundation will be using, those entities will also have your submitted information. This includes Google and Zoom.

The MUN-Director can review and change some personal information of their school's participants by logging into our MUNIS system. School details (contact information, changes of MUN-Director/contact person etc.) can only be updated by contacting the THIMUN Foundation by email. The THIMUN Foundation will not share your information without your prior, express approval.

## **SECURITY**

The MUNIS website takes every precaution to protect our users' personal information. Whenever users submit personal information (such as contact info) via online forms, registration, upon submission that information is encrypted via the highest level of SSL (Secured Sockets Layer) available. Servers that store personally identifiable information are in a secure environment.

The safety and security of your information also depends on you. Where we have given you or where you have chosen a password for access to certain parts of our websites, you are responsible for keeping this password confidential. We ask you not to share your password with anyone. We urge you to be careful about giving out information in public areas of our websites like message boards. The information you share in public areas may be viewed by any user of our websites.

Unfortunately, the transmission of information via the internet is not completely secure. Although we do our best to protect your personal information, we cannot guarantee the security of your personal information transmitted to our websites. Any transmission of personal information is at your own risk. We are not responsible for circumvention of any privacy settings or security measures contained on our websites.

## **CHANGES TO OUR PRIVACY POLICY**

The date the privacy policy was last revised can be identified on our website. You are responsible for ensuring we have an up-to-date active and deliverable email address for you, and for periodically visiting our websites and this privacy policy to check for any changes.

Please read this policy carefully to understand our policies and practices regarding your information and how we will treat it. If you do not agree with our policies and practices, your choice is not to use our websites. By accessing or using our websites, you agree to this privacy policy. This policy may change from time to time. Your continued use of our websites after we make changes is deemed to be acceptance of those changes, so please check the policy periodically for updates.