**Model United Nations Assembly 2016 - FAQ**

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# What is National MUNA

MUNA, the Model United Nations Assembly, is based on a continuing successful project, originally organised by the Rotary Club of Forbes, NSW, which has now been adopted by many Rotary Districts and is enthusiastically supported by the United Nations. Many Rotary Districts run their own MUNA event each year. National MUNA brings together winners of District MUNA events and some other teams to debate United Nations related issues in the National Capital.

Each participating team is sponsored by a Rotary Club or District. Teams are made up of two or three Year 11 or 12 students, with each team representing a nation at a simulated Model United Nations Assembly. Teams debate topics of international concern such as world peace, environmental issues and human rights over two days.

Before attending, students are expected to familiarise themselves with the nation they represent by studying its history, politics, economics, people, geography, international alignment and real life stance on world affairs.

Where the nation selected by a team has an Embassy or High Commission in Canberra, students will find in most cases that Embassy/High Commission staff are supportive of the event and of assisting the team to understand the represented country and their position on the types of issues debated in MUNA. In recent years some Embassies and High Commissions have been happy to have students visit them and brief them on a range of real life issues affecting the country and the country’s position on particular issues. We encourage teams to make contact with their assigned nation's Embassy, High Commission or Consulate and if they feel inclined to do so, to invite their representatives to attend part of the debate.

# Who Can Register for MUNA?

Teams attending MUNA must consist of two or three students, sponsored by a Rotary Club or District, and must be accompanied by a Counsellor. Students may come from one school, or from a couple of schools within a District.

Most teams will have been involved in a District MUNA or other debating activity in the lead-up to this event.

Most participating students will be in year 11 or 12. Each participating student **MUST** be at least 15 years old, and must still be in secondary school.

Rotary International Exchange Students are encouraged to participate. They can act as advisers to countries and/or participate in a team. Current or prospective international students should be asked to pencil MUNA in their diary.

# Registration Costs and What They Include

The Registration Fee for each team for MUNA 2016 is as follows:

1. for a two member team - $1,050, or
2. for a three member team - $1,390.

The Registration Fee includes:

1. For team members. All meals and accommodation for the team members for the duration of the Assembly (dinner on Friday night to morning tea on Sunday inclusive).
2. For one adult Counsellor per team. Morning tea, lunch and afternoon tea on Saturday at Old Parliament House; Saturday evening’s MUNA dinner and morning tea on Sunday at Old Parliament House.
3. For Counsellors staying at Eaglehawk Holiday Park or the adjacent Ibis Hotel. Use of the buses transporting the students to and from the events at Old Parliament House and ANU if they wish.

The Registration Fee does not include team transportation to and from Canberra and the Eaglehawk Holiday Park. Each sponsoring club or district is responsible for transporting their students to and from Canberra, including transport to and from Canberra airport.

The Registration Fee does not include accommodation for the Adult Counsellor. Counsellors are welcome to stay at Eaglehawk Holiday Park in shared accommodation, at their cost ($143.00 for the two nights, including Friday evening dinner). Should Counsellors wish to stay at Eaglehawk Holiday Park, they should request accommodation at the Holiday Park (at additional cost) on the MUNA Registration Form. Counsellors wishing to stay at the Eaglehawk Holiday Park must pay the registrar for the accommodation at least four weeks prior to the event.

Guests or supporters of teams (other than the team Counsellor) may wish to attend the MUNA dinner on Saturday evening. Additional seats are limited and will be filled on a first in (ie paid), first allocated basis. These additional seats are not covered in the Registration Fee. The cost for each additional guest is $55.00, which must be paid one month before MUNA commences. Late requests for additional seats may be able to be accommodated, up to one week before the event.

# Expression of Interest

To assist in planning for the event, teams planning to participate or their sponsoring Rotary Club or District, are requested to submit an expression of interest through the electronic form at: [*http://form.jotform.co/60581343615857*](http://form.jotform.co/60581343615857)*.*

If you have difficulties with this process, please contact the Registrar by email at [MUNARegistrar@gmail.com](mailto:MUNARegistrar@gmail.com).

# Registration

The registration process will require you to have a lot of information regarding the sponsoring Rotary club/district, team members and the counselor. The following list will assist you consolidating this information:

* Identify a sponsoring Rotary Club or District and a member of that Club or District who will advise their procedures for your team to nominate and act as a initial contact point. If you are not sure how to locate your local Rotary Club or District, try googling Rotary and your city name. If you need assistance, please contact the MUNA Registrar. For registration you will need the name and contact details for the Rotary sponsor and for the Rotary person responsible for payment of Registration fees.
* Identify two or three team members, and ensure they all have parental consent to participate.  For each student you will need their school name, age, sex, name, address, phone and email contact details, parent/guardian name and contact details and any dietary restrictions.
* Work with your sponsoring Rotary club or district to identify a Counsellor to accompany the team (refer to the FAQ sheet for details on the requirements and responsibilities of the Counsellor).  You will need the Counsellor's name, address, contact details, dietary restrictions and accommodation needs.
* Choose *five* nations which the team might like to represent, *one from each bloc*, from [this list](http://clubrunner.blob.core.windows.net/00000007687/en-au/files/homepage/bloc-list-2015/Bloc-List-2015.pdf) on the MUNA website.

Once you have all of this information, you are ready to fill in the on-line Registration Form (the link is available on the MUNA website).  This link will open the electronic registration form. As you fill it out, it will automatically be saved your local computer, so you will be able to return to it at a later time if you have not got time to complete it all in one sitting **as long as you use the same computer and browser**).

Review the form and confirm all information is accurate and complete.  Note that many of the fields are mandatory, so make sure these are filled in, or you will not be able to proceed to submit the form (if you attempt to do so and receive an error message advising that some fields have not been completed, scroll back through the form to find the missing fields (highlighted in red).

When the form is complete, select SUBMIT and the form will be submitted to the Registrar.  Contact the Registrar for assistance if required.  Please submit the form electronically, as this saves considerable manual information entry by the Registrar.

Participating students and their parent/guardian need to read and sign the Combined Consent Form (one per participant).  These should be scanned and emailed to the Registrar ([MUNARegistrar@gmail.com](mailto:MUNARegistrar@gmail.com)) as a team batch, as soon as possible after the registration form has been submitted.

Counsellors need to read and sign the Counsellor Consent Form, scan and email it to the Registrar ([MUNARegistrar@gmail.com](mailto:MUNARegistrar@gmail.com)) as soon as possible after the registration form has been submitted.

Once the registration has been received, invoices for fees and other costs will be forwarded to the sponsoring Rotary Club. Registration will not be complete until all of the above have been auctioned and payment of Registration Fees has been confirmed.

All registrations are to be completed by 30 June 2016.

# Role, Obligations and Requirements of a Counsellor

***What is the Role of a Counsellor?***

An important aspect of nominating a MUNA team is the identification of an adult Counsellor, who is expected to be the prime support person to the team, both with advice and supervision when MUNA proceedings are not 'in session'. Thus, a Counsellor will be expected to ensure that the participating students act responsibly over the course of the event (19, 20 and 21 August 2016) and adhere to the high standards of behaviour that are expected from those representing their school and the Rotary Club/District. This requires the Counsellor to be present at the primary MUNA activities including the debate and MUNA dinner, and available on-call at all other times throughout the event.

The counsellor **MUST** be an adult (eg Rotarian or teacher) with “Working with Vulnerable People” credentials or equivalent - he/she cannot be the third student.

***What are the obligations of a Counsellor?*** Counsellors **MUST**:

* Be available in case of emergency over the weekend (we ask for a mobile phone number, at which we can be sure to contact you)
* Act as the prime support person to the team, both with advice (though NOT coaching   
  during the debate) and supervision when MUNA proceedings are not ‘in session’;
* Ensure students under their care act responsibly over the course of the weekend and adhere to the high standards of behaviour that are expected from those representing their school and/or Rotary Club / District; and
* Attend the formal dinner on Saturday 20 August (cost included in the team package).

***Working With Children (WWC) Requirements***

In consideration of the Rotary Club of Canberra Sunrise’s duty of care, each Counsellor should have an existing clearance for working with children and/or vulnerable persons. As these clearances take some time to be approved through the Government, please ensure you commence the application as early as possible. Details of Counsellor's *Working With Children* clearances are requested to be provided on the Counsellor Consent form as part of registration for teams.

***Other Counsellor Information***

Counsellors are not required to stay at the same accommodation as students, but are encouraged to do so, at additional cost ($143 for the two nights including Friday night dinner).

Counsellors should attend the MUNA debating sessions on Saturday and Sunday.

# Arrival at Eaglehawk Holiday Park

Registration will be open from at Eaglehawk at the Brumby Lodge from 2pm to 6pm. If your team is unable to arrive within that timeframe please arrange this ahead of time through the MUNA Registrar.

For those arriving early, there may be an organised activity (yet to be confirmed). Alternatively the time may be spent doing final preparations, meeting other teams and developing bloc strategies.

# Accommodation

***Student Accommodation***

All students will be accommodated, without exception, at the Eaglehawk Holiday Park (<http://www.eaglehawkpark.com.au/)>. This includes students who normally live in the ACT. Please ensure that students and parents understand this arrangement prior to finalising your team.

Student rooms are centrally heated.

Student accommodation comprises single sex group rooms, with typically 6 beds per room. All linen is provided, including towels.

***Counsellor Accommodation***

Counsellors may stay either at the Eaglehawk Holiday Park ([*http://www.eaglehawkpark.com.au*](http://www.eaglehawkpark.com.au)*)* or alternatively may make their own accommodation arrangements.

The cost for Counsellor shared accommodation at the Eaglehawk Holiday Park (which will typically be three or four people sharing a room in a lodge across the road from the children’s lodge) is $143.00 for two nights accommodation including Friday evening dinner, Saturday breakfast and Sunday breakfast at Eaglehawk with the students. Those Counsellors not wishing to stay at Eaglehawk should make their own accommodation arrangements.

Hotel accommodation is available adjacent to the Eaglehawk Holiday Park at Hotel Ibis Styles Canberra Eagle Hawk ([*http://www.ibis.com/gb/hotel-9271-ibis-styles-canberra-eagle-hawk/index.shtml#*](http://www.ibis.com/gb/hotel-9271-ibis-styles-canberra-eagle-hawk/index.shtml#))*)*. A number of Counsellors have found this option convenient, due to the proximity to the holiday park and student accommodation. If you wish to stay at this hotel, please contact the hotel directly t on (02) 62416033 or via the web site and book directly.

Counsellors staying at the Eaglehawk Holiday Park or the Hotel ibis Styles Canberra Eagle Hawk, may request the student buses to take you to and from Old Parliament House. Please request this option through the Registrar.

Any Counsellors or others that are staying at the Hotel ibis Styles Canberra Eagle Hawk or elsewhere that would like to eat with the students at the Eaglehawk Holiday Park on the Friday evening need to specify this on the Registration Form. Friday night dinner for those not staying at the Holiday Park will be at an additional charge of $17.50 per head.

# Requirements for Using the Museum of Australian Democracy (MOAD)

MUNA is held at the Museum of Australian Democracy (MOAD), formerly known as Old Parliament House. This is a very auspicious venue, full of character, and the chambers present a wonderful atmosphere for the MUNA debate. Visit the MOAD website for more information:[*http://moadoph.gov.au/.*](http://moadoph.gov.au/.)

***Chamber Protocols at MOAD***

MOAD is a heritage building, and subject to strict protocols, particularly within the chambers. These restrictions are important in preserving the rooms in the best possible state. MOAD security staff and our MUNA officials will be monitoring proceedings and ensure compliance with the restrictions. Your assistance in following these guidelines is greatly appreciated.

The following constraints apply within the Chamber at MOAD:

1. Each team will be allowed ONLY one Ipad or laptop computer in the chamber. This item must at all times be located on the provided carpet square to protect the furniture.
2. There are no electrical charging options in the chamber – ensure laptops are fully charged at the start of each day.
3. All food and drink is prohibited in the Chamber - this includes bottles of water, chocolates, snacks chewing gum etc.
4. No bags, backpacks, handbags or similar are allowed in the chamber. A lockable container will be provided at the rear of the building to accommodate these during sessions. Access to the locked containers is restricted to break periods. Please assist by minimising the number of these items brought into MOAD.
5. No ink pens are to be used in the Chamber. Pencils will be provided by Rotary.
6. No items can be placed on any chairs, desks or benches.
7. People are to sit in designated seats only. Those seats that are sectioned off are not to be used. Seating is therefore strictly limited in the chamber and we cannot guarantee its availability.
8. Please look after the furniture. Do not lean on furniture, put feet on furniture or stand on furniture.
9. Note that there is a maximum number of people allowed in the chamber at any time, so requests for people additional to team members and Counsellors for seating in the Chamber will be managed on a first registered basis.

***Meals for Visitors at MOAD***

People other than MUNA team members and Counsellors may optionally have morning and afternoon tea and lunch at MOAD with the students. Bookings for these meals are required to be made with registration. The cost for each person’s additional meals (Saturday morning tea and afternoon tea, and Sunday morning tea) with students at MOAD will be $75 per person payable prior to the event.

Alternatively a café is available near the chambers for snacks and meals.

# Transport

Any Counsellors wishing to travel on the student buses to and from the MOAD should advise the Registrar on the Registration Form. Counsellors are responsible for being at the pick-up point for each trip at least five minutes before the specified departure time.

# MUNA Dress Code

***Dress Code for the Debate Sessions***

Students are encouraged to dress appropriately for the event, preferably in clothing representative of their nation’s national dress. Please note that this does **not** mean ‘fancy dress’, or caricatures of famous people from the country. Fancy dress detracts from the visual aesthetics of MUNA and can distract from the debate.

All dress worn throughout the event is to be modest. Students who dress immodestly will be asked to change their outfit.

If in doubt, ask yourself: “Would this type of dress be acceptable by the embassy of the represented nation, and is it representative of the nation?”

Students may be able to obtain advice on appropriate costumes by approaching the Embassy of the country that they are representing.

If unable to wear appropriate national dress, students should wear business attire.

# Dress Code for the MUNA Dinner on the Saturday Evening

As the MUNA dinner is deemed a formal function, a formal dress code is encouraged - Suits for the young men and a smart dress for young ladies.

Please remember that it can be very cold in Canberra in winter, so ladies are advised to bring a coat or shawl/wrap or jacket to the dinner.

# The MUNA Dinner on the Saturday Evening

A formal dinner for MUNA is held on the Saturday evening to celebrate the MUNA event. The evening involves pre-dinner drinks for guests and Counsellors (not students) from 7pm, and dinner with the students commencing at 7.30pm. The ANU will provide a keynote speaker for the event.

The dinner will be held at Burgmann College at the ANU. The address is Building 52, Daley Rd. ANU Campus, ACTON ACT 2601. A map is available here: [Map Link to Burgmann College ANU](http://burgmann.anu.edu.au/about/location-map) .

The cost of the dinner for students and one Counsellor per team is included in Registration fees. All students are required to attend the dinner. One counsellor per team is required to attend the dinner.

Guests or supporters attending the MUNA dinner are welcome to attend the function, although seating will be limited and will be allocated on a first paid, first in basis. The cost for each additional guest is $55.00. Bookings and payment for additional people attending the MUNA dinner should be confirmed with the Registrar at least one month before MUNA commences. Seating is limited, and will be allocated on a first paid basis. Please note that although we will do our best to accommodate late bookings, the venue requires final numbers and details one week before the event.

Buses will take students from Eaglehawk to The Deck, arriving at the dinner at approximately 7.30pm, and then return them to Eaglehawk at the end of the evening.

***Counsellor Transport to/From the MUNA Dinner***

Any Counsellors wishing to travel on the student buses to and from the dinner should be aware that the buses are scheduled to arrive at the conclusion of the pre-dinner drinks.

Those Counsellors wishing to participate in the pre-dinner function will need to arrange for their own transport to the venue, either through other Counsellors with transport, or other means, such as taxis.

# Notice that Participants Will be Photographed

The Rotary Club of Canberra Sunrise will have members taking photographs throughout the event. These photographs are intended to be used in various online and other media, including the Club website and MUNA Facebook page.

# What do I do if I want to put a team together but do not know how to contact a Rotary Club to sponsor it?

Please contact the Registrar, who will put you in touch with Clubs in your area.

If you have any queries, please contact the Registrar: *e*mail [*munaregistrar@gmail.com*](mailto:munaregistrar@gmail.com)*.*