

BIGMUN

BIRKERØD GYMNASIUM MODEL UNITED NATIONS



BIGMUN 2018 – 8th ANNUAL SESSION

Administrative Handbook

February 21st – February 25th

Welcome to the **BIGMUN 2018** Administrative Handbook.

Birkerød Gymnasium's Model United Nations (**BIGMUN**) is an international 5-day conference, to be held from Wednesday to Sunday, February 21st - 25th 2018. Our conference takes place at Birkerød Gymnasium, an upper secondary school for young people of ages 16-19, situated in the lovely countryside just outside of Copenhagen, Denmark.

In 2017 **BIGMUN** opened its doors to over 400 participants from all over the world.

BIGMUN is determined to spread the spirit of discussion and vision of Model United Nations. Providing students with the opportunity to discuss international issues through simulated UN debate promotes awareness and understanding, and strengthens skills of research, rhetoric, compromise and many other skills much needed in the modern world.

BIGMUN expects each delegation to be prepared, as every Delegate is directly responsible for the outcome of the event.

Please note that there is a **minimum age of 15** and a **maximum size of 20** Delegates per school.

Countdown to participation:

Between June and October

In June, schools will receive invitations from the Headmaster of Birkerød Gymnasium and the Secretary-General. These will be sent by email. Schools will be invited to send in a **Request Form**. This form is to be filled out and sent online and can be found on our website www.bigmun.dk. Schools not sent invitations are also welcome to send in Request Forms.

Upon arrival of the Request Forms the Board of Directors will read through the forms and contact you as soon as possible. The Request Form for participation at BIGMUN 2018 must be sent by **October 6th**. The sooner the better, as places fill up quickly. We will try our best to respond promptly, and you will have received word no later than October 13th.

Upon acceptance to BIGMUN 2018 we will ask for a **Pre-Payment** of €150 to confirm participation. This secures your place until we receive the **Final Payment** (see below). The Pre-Payment is to be deducted from the Final Payment. If we do not receive your Pre-Payment we may offer your place to another school on our waiting list. Please refer to our Deadlines and Fees section for more details.

The deadline for **Student Officer** applications is **October 20th**. **Student Officer Application Forms** can be found on our website. We encourage students from any school with adequate experience to apply for this. Applicants will be notified before the deadline for the Registration Form, so that MUN Directors will know the correct number of Delegates and Student Officers in any delegation.

November

By **November 3rd**, we will announce the Student Officers of BIGMUN 2018, and all applicants will know whether they have been successful. Details on the committees/councils and their topics will be released on the website shortly after.

By **November 10th**, accepted schools must submit the **Registration Form**. This form requires the exact number of Delegates and Student Officers and the numbers of MUN Directors/Teachers/Chaperones attending the conference. In the Registration Form, schools must state the country/countries they wish to represent at BIGMUN 2018. We will try our best to accommodate your wishes.

Upon receiving the Registration Form, we will send you an invoice for the **Final Payment**.

December

The Final Payment is to be paid by **December 1st**. For details on how to pay, please refer to the section on Deadlines and Fees.

By **December 1st**, you will have been informed of what countries your delegation will represent. You will receive the **Final Registration Form**, in which you must provide us with delegate information, including all the names of your delegation (including accompanying adults), what country Delegates are representing, in which committee and informing us of the ambassador(s).

The Final Registration Form must be sent to us by **December 20th**.

January

Schools will receive the Delegate Handbook. The Topic Handbooks will be online and Delegates will submit their position papers and draft resolutions to their respective Student Officers by email. Committee emails can be accessed on the BIGMUN website under the Committees and Topics subpage.

Provisional PROGRAMME (Subject to change)

Wednesday, 21 February	
13:00 - 15:30	Welcome and Registration – There will be people waiting at Birkerød station to escort visitors to Birkerød Gymnasium. Sandwiches will be available on arrival
15:30 - 15:45	Take seats for opening ceremony
16:00 - 17:00	Opening Ceremony
17:00 - 17:15	Student Officer Briefing
17:00 - 17:45	Host family pickup
Thursday, 22 February	
08:30 - 09:00	Late registration
08:30 - 09:00	Student Officer Briefing
09:00 - 11:30	Committees (Ice Breaker, overview of rules and procedures)
11:45 - 12:15	Lunch
12:15 – 17:00	Committees and Councils in session (Approval Panel is open. Note: SO's will allocate lobbying time)
Friday, 23 February	
08:45 - 09:00	Student Officer Briefing
09:00 - 11:45	Committees and Councils in session (Approval Panel is open)
11:45 - 12:15	Lunch
12:15 - 14:00	Committees and Councils in session (Approval Panel is open)
14:00 - 16:00	Buses leave at 14:30 sharp for the Canal Tour of Copenhagen. The evening is then free for Delegates to socialise.
Saturday, 24 February	
08:45 - 09:00	Student Officer Briefing
09:00 - 12:30	Committees and Councils in session
12:30 - 14:00	Lunch
14:00 - 17:00	Plenary sessions of the General Assembly and ECOSOC
14:00 - 17:00	Special Committees in Session
18:30 - 20:00	Dinner Buffet
20:00 - 22:30	BIGMUN Party (non-alcoholic & doors close at 20:30)
Sunday, 25 February	
08:45 - 09:00	Student Officer Briefing
09:00 - 12:15	Plenary sessions of the General Assembly and ECOSOC
09:00 - 12:15	Special Committees in Session
12:15 - 13:00	Lunch
13:00 - 14:00	Plenary sessions of the General Assembly and ECOSOC
13:00 - 14:00	Special Committees in Session
14:00 - 15:00	Closing Ceremony and awards

Deadlines and Fees:

Pre-Payment

€150 Pre-Payment secures your place at the conference until the Final Payment is made (see below). Failure to pay the Pre-Payment may lead to us offering your place to a school on our waiting list. Note that the Pre-Payment is *not* refundable under any circumstance. **The Pre-Payment is deducted from the Final Payment.**

Final Payment

The **Final Payment** consists of a **Participation Fee**, and if requested, the **BIGMONITOR Pre-Order Fee** along with the **Host Accommodation Fee** or the **Transport Fee**.

Participation Fee

The **Participation Fee** guarantees your place at the conference.
The Participation Fee is €60 per Delegate/Student Officer.

Please note that MUN directors and Chaperones do not pay the Participation Fee. **Student Officers do, however, pay the Participation Fee.**

BIGMONITOR Pre-Order Fee

For delegations wishing to ensure that their Delegates receive the daily BIGMUN newspaper, BIGMONITOR, they have the option to order it ahead of time by paying the **BIGMONITOR Pre-Order Fee** of €4 per attendee. This removes the problem of some Delegates not being able to purchase the newspaper due to lack of currency. It is however not the only way to buy the BIGMMONITOR newspaper as attendees will still be able to purchase it at the conference.

Host Accommodation Fee

For delegations with host accommodation, an extra **Host Accommodation Fee** is required at €40 per Delegate/Student Officer.

Transport Fee

For delegations staying in hotels/hostels in Copenhagen that wish to use our BIGMUN Bus Service, we require a **Transport Fee** of €60 per person. The **Transport Fee** is required for all Delegates, Student Officers and MUN Directors/Teachers/Chaperones who will be using the BIGMUN Bus service. This is not available to Delegates or Student Officers being hosted.

All fees are to be paid by December 1st 2017.

Deadlines and cancellations

Request Form: October 6th

Student Officer Application Form: October 20th

Registration Form: November 10th

Final Payment: December 1st

Final Registration Form: December 20th

Substitutions for students unable to attend are permitted, but we cannot guarantee that we can change the badge in time for the conference. Swapping of Delegates between committees after the Final Registration Form has been sent to us is not permitted.

BIGMUN will not refund the Pre-Payment if a school cancels their participation in BIGMUN 2018, whatever the reason for cancellation.

BIGMUN will refund the Final Payment if a school cancels their participation *before* the date of **December 1st**, whatever the reason for cancellation. The same applies if a school reduces the number of Delegates, Student Officers or MUN Directors/Teachers/Chaperones. After this date, there is no refund of the Final Payment (this includes any additional non-participation fees like the Transport Fee or Host Accommodation Fee).

All payments are to be made by bank transfer in Euros and with sender *and* receiver bank charges paid for by the attending school. On your bank transfer please indicate clearly the **name of the school**. Danish schools are requested to transfer money in Danish Kroner using the correct conversion rate to avoid bank fees.

We stress the importance of the Final Payment being sent by the school and not private individuals. It must be sent in one complete transfer rather than several instalments for each fee involved.

Delegations from Denmark:

Reg. 5491

Account number: 1714100

Delegations from outside of

Denmark:

IBAN: DK8354910001714100

SWIFT: NYKBDKKK

Transport:

All delegations will have to make their own way to Birkerød for the opening ceremony. For the journey from the airport to Birkerød you are best off taking the metro to Nørreport and then changing to the S-train. The metro and S-train ride between central Copenhagen and Birkerød takes approximately 50 minutes. It is a short walk to the Gymnasium from the station. There will be people waiting at the station to guide you to the school.

The cost of a single journey from the airport to Birkerød is 84 kr. for those aged 16 and above and 42 kr. for those aged 15. Prices are subject to change.

Delegations staying in hotels/hostels in Copenhagen can pay our **Transport Fee** and use our **BIGMUN Bus service**. With the exception of the journey from the airport to the Gymnasium for the opening ceremony, the buses will take delegations between central Copenhagen and Birkerød Gymnasium in the morning and after the conference day ends. There will be two bus stops in central Copenhagen, one around the Kongens Nytorv area and one next to the Tivoli Gardens. The cost of this service is €60 per person. This is cheaper than using public transport, which only takes you to the train station in Birkerød (Compared with an €80 Flexkort from DSB). All members of a delegation, including **MUN Directors/Teachers/Chaperones** accompanying the students, are required to pay the Transport Fee.

Delegations who have successfully applied for Host Accommodation will have to pay for transport in the local area themselves. The bus to the canal tour on Friday afternoon (not back) and the bus returning to the airport on Sunday, however, are also for Delegates or Student Officers with Host Accommodation at no extra cost.

Host Accommodation:

The accommodation offered at BIGMUN 2018 includes a limited number of host families which are located in the closest vicinity of the conference. This is provided by the students and families of Birkerød Gymnasium. An additional €40 Host Accommodation Fee is to be paid for Host Accommodation. Our host families are happy to take care of Delegates for the **four** nights of the conference (21st of February – 25th February 2018).

Due to the limited number of host families, we cannot offer this to all delegations that request it. It is the wish of the BIGMUN Board of Directors that the host family places are given to delegations for whom the cost of hostel accommodation would mean they would not be able to attend BIGMUN. We therefore ask delegations who wish to apply for host accommodation to write a letter of motivation to accommodation@bigmun.dk. The Board of Directors will evaluate your application and respond by November 1st.

We also recommend that you send your letter of motivation in quickly as places will soon fill up.

Delegations that are successful in applying for host accommodation will be instructed to pay the Final Payment within 3 weeks before this can be guaranteed. Delegations who fail to pay the Final Payment by the given time, will risk losing their Host Accommodation places to another delegation. We cannot offer Host Accommodation for MUN Directors or Chaperones.



BOARD OF DIRECTORS

Andrew Archer - **Conference Coordinator**

Ane Jensen

Martin Arendschneider

Stine Helth

Jacob Rigtrup Holmsgaard

Lotte Balslev Vest

Christian Stenmann Kiirdal

Lone Häckert

STUDENT ORGANISING TEAM

Mikkel Elk – **Secretary-General**

Kadé Turner – **Deputy Secretary-General**

Rhys Jones – **Deputy Secretary-General**

Hassan Ahmed – **Head of Staff and Administration**

Caroline Ibsøe – **Head of Staff and Administration**

Katrine Stirø-Larsen – **Head of Staff and Administration**

Jimena Abeledo – **Head of Registration**

Anna Yao – **Head of Registration**

Emma la Cour – **Head of Accommodation**



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