



**LXVIII**  
SIXTY-EIGHTH SESSION

**BERKELEY MODEL UNITED NATIONS**

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# **ADVISOR GUIDE**



Dear Advisors and Delegates,

It is my distinct honor and pleasure to formally invite you to the 68th session of Berkeley Model United Nations (BMUN), which will be held from **March 6th to March 8th, 2020** on the prestigious campus of the University of California, Berkeley.

The oldest Model UN conference in the world, BMUN was founded in 1952 by a small group of students at UC Berkeley. Sixty-eight years later, their legacy remains strong today as the BMUN Secretariat continues to orchestrate one of the largest educational Model UN conferences in the world. Every year, over 2,000 high school students from around the world come together at BMUN 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.

We firmly believe that the skills and experiences gained through Model UN have an incredible capacity to empower high school students. It is for this reason that we are continuously working to expand our reach in not only the Bay Area, but also in the global Model UN community. BMUN runs a variety of conferences around the world, including a **BMUN China** conference every August in Beijing, a **Delegate Workshop** every October, and a crisis-focused **Berkeley Model Arab League** every December. Our **Outreach** program also allows us to conduct workshops with local high schools and provide resources for delegates and advisors in conjunction with our **BMUN Learn** website. We were also able to raise \$14,000 for our **Alumni Scholarship** and secured partnerships with hotels and bus companies to improve the accessibility of our conference to all students.

BMUN LXVIII will continue to uphold our tradition of excellence and will feature an expanded slate of 23 committees that address a wide range of incredibly engaging and pertinent world issues, such as a *Facebook Board of Directors* crisis committee, the THIMUN-style *United Nations Human Rights Council*, the first-ever *United Nations Office for Outer Space Affairs*, and a historical crisis committee on the *Fall of Bretton Woods*. We will also see the return of some of our most intriguing committees, such as the bilingual Spanish-English *Organization of American States*, the conference-wide *NGO Forum*, and the *US Senate*, where delegates will discuss some of the most prevalent topics today, such as immigration and the path to citizenship. These will stand alongside our traditional General Assembly and ECOSOC committees to create a dynamic conference experience that will engage with the predominant issues of our time.

Additional information regarding our conference and year-round programs can be found at our website, [bmun.org](http://bmun.org), which will be continually updated in the coming months. Once again, thank you for supporting our conference and organization, and we hope to see you at BMUN LXVIII.

Sincerely,



Hubert Luo  
Secretary-General  
Berkeley Model United Nations, 68th Session  
[sg@bmun.org](mailto:sg@bmun.org)

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## BMUN Advisor Guide

July 2019

University of California, Berkeley

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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 BMUN 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

### August

#### Aug 23 | BMUN 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 BMUN LXVIII.

### September

#### Sept 9 | First Round of Registration Begins & Alumni Scholarship Application Opens

Online registration and Alumni Scholarship Application will become available on our website, [bmun.org](http://bmun.org).

#### Sept 26 | First Round Deposit Payment Reminder Mailing

An email reminder will be sent out regarding the \$55 non-refundable school deposit payment deadline of October 19 and will explain the consequences of late deposit payment (keep in mind **QuickBooks** Accounting Software will send weekly reminders automatically as well).

#### Sept 30 | First Round Team Deposit Fee due

Teams that register in the First Round of registration (9/9 - 9/30) must pay the \$55 non-refundable team deposit fee by this date; otherwise, the team will be put on the waitlist. Failure to pay after the next round will result in a drop from the conference.

### October

#### Oct 1 | Second Round of Registration Begins

#### Oct 26 | Delegate Workshop

Delegate Workshop is a mock conference and training simulation held every fall to prepare high school delegates for our conference in the spring. If you are interested in attending, please email [outreach@bmun.org](mailto:outreach@bmun.org) or sign up at [bmun.org/dw/register](http://bmun.org/dw/register).

#### Oct 31 | BMUN Mailing - First Round of Country Assignments Released & Second Round Team Deposit Fee due

An email will be sent to notify all the registered teams that the First Round (9/9 - 9/30) of country assignments are now viewable on **Huxley**, BMUN's online **registration application**.

Teams that registered during the Second Round of registration (10/1-10/31) must pay their delegate registration fees.

An email will also be sent to waitlisted teams on any registration status updates.

## November

### Nov 1 | Third Round of Registration Begins & Registration Status Update Mailing Sent Out

An email updating all teams on their registration status for BMUN LXVIII will be sent.

### Nov 30 | First Round Delegate Fees and Delegate Names Due & Second Round of Country Assignments Released & Third Round Team Deposit Fee due

Delegate fees for all registered First Round (9/9 - 9/30) schools are due. First Round (9/9 - 9/30) schools must also input delegate names by this date. The names of all delegates in your delegation must be input into Huxley next to their corresponding assignments so the BMUN **Secretariat** can prepare placards and credentials.

An email will be sent to notify all the registered teams that the Second Round (10/1-10/31) of country assignments is now viewable on Huxley.

Teams that registered during the Third Round of registration (11/1-11/30) must pay their team deposit fees or face forfeiture of their country assignments.

An email will also be sent to waitlisted teams on any registration status updates.

### Nov 30 - Dec 1 | Berkeley Model Arab League IV

Berkeley Model Arab League is BMUN's annual conference focused on crisis committees, with opportunities for both novice and advanced delegates to practice and improve their skills in a more intimate learning environment.

## December

### Dec 1 | Fourth Round of Registration Begins

### Dec 10 | BMUN Mailing

An email notifying all teams about blogs and upcoming deadlines including Alumni Scholarship, Assignment Finalization, and **Position Papers** will be sent out.

### Dec 14 | Alumni Scholarship Student Application Deadline & School Advisor Recommendation Deadline

Both portions of the BMUN Alumni Scholarship will be due on December 14th to allow for its deliberation and preparation. Please note that the alumni scholarship will be distributed via check at conference registration.

### Dec 20 | BMUN Mailing & Second Round Delegate Fees and Delegate Names Due & Third Round of Country Assignments Released

Delegate fees for all registered Second Round (10/1-10/31) schools are due. Second Round (10/1-10/31) schools must also input delegate names by this date. The names of all delegates

in your delegation must be input into Huxley next to their corresponding assignments so the BMUN Secretariat can prepare placards and credentials.

An email will be sent to notify all the registered teams that the Third Round (11/1-11/30) of country assignments are now viewable on Huxley.

### **Dec 28 | Alumni Scholarship Finalists Announced**

Finalists for the Alumni Scholarship will be contacted about their scholarship standing by this time.

## **January**

### **Jan 10 | Third Round Delegate Fees and Delegate Names Due & Fourth Round Team Deposit Fee due & Fourth Round of Country Assignments Released**

Delegate fees for all registered Third Round (11/1-11/30) schools are due. Third Round (11/1-11/30) schools must also input delegate names by this date. The names of all delegates in your delegation must be input into Huxley next to their corresponding assignments so the BMUN Secretariat can prepare placards and credentials.

Teams that registered during the Fourth Round of registration (12/1-1/10) must pay their delegate registration fees or face forfeiture of their country assignments.

An email will also be sent to waitlisted teams on any registration status updates.

This is the final day of registration and is a hard deadline.

Delegate fees for all registered Third Round (11/1-11/30) schools are due.

Country assignments for registered Fourth Round (12/1-1/10) teams are now viewable on Huxley.

### **Jan 21 | Fourth Round Delegate Names Due & Final Payment Deadline**

Fourth Round schools must also input delegate names by this date. The names of all delegates in your delegation must be input into Huxley next to their corresponding assignments so the BMUN Secretariat can prepare placards and credentials.

To ensure that all schools interested in attending BMUN have a fair chance at participating, schools will need to guarantee they will fill the assignments they finalize and pay all fees so that free spots can be determined and given to schools on the waiting list.

Delegate fees for all registered Fourth Round (12/1-1/10) schools are due.

### **Jan 28 | BMUN Mailing**

An email reminding all the teams about position paper deadline, partial refund deadline reminder, and **waiver** deadline.

### **Jan 31 | Partial Refund Deadline**

This date is our delegate fee refund deadline, meaning if you need to withdraw any

or all of your delegates, and you have done so manually through Huxley by this date, you will receive a full refund on delegates fees. Note: The \$55 team deposit fee is non-refundable.

## February

### Feb 2 | Position Paper Deadline 1

This is the position paper deadline for research award eligibility. If students submit their position papers on Huxley by this date, delegates will ensure their eligibility for research awards.

### Feb 6 | Waivers Opening

Our online waiver will also be available through WaiverFile and will be sent via this email. Each delegate must complete a waiver in order to attend BMUN LXVIII.

### Feb 9 | Position Paper Deadline 2

This is the position paper deadline for general award eligibility. If they submit their position papers on Huxley no later than this date, delegates will ensure their eligibility for committee awards during conference. Delegates who submit their papers after this deadline will not be eligible for any awards.

### Feb 14 | BMUN Mailing

This email will include reminders about waivers and will reaffirm the timeline for position paper releases.

### Feb 18 | Deadline for Delegates to Accept Alumni Scholarships & BMUN Mailing

An email will be sent out that will include conference logistics, schedule, and arrival guide.

### Feb 27 | BMUN Mailing

The final email prior to conference will be sent out with reminders regarding logistics and the conference schedule.

## March

### Mar 2 | Waivers Due

Waivers for all registered delegates are due.

### Mar 6-8 | BMUN LXVIII

*\*Please note that this timeline is subject to change. Any dates that change will be communicated early in advance.*

## GETTING STARTED

### New Advisors

1. If you have never attended Berkeley Model United Nations before, please send an email to [info@bmun.org](mailto:info@bmun.org) requesting to be part of the mailing list or click on [this](#) and submit a form to be added to the mailing list.

2. Information will then be disseminated through our mailings; the information included in each mailing is detailed in the “Important Dates” section.
3. On and after the date of opening registration, advisors will be able to register their teams. Complete and submit the requested information on our registration application, Huxley, at [huxley.bmun.org](http://huxley.bmun.org).
4. Teams will then receive confirmation of registration. After registering, advisors will receive an email invoice from QuickBooks accounting system to pay their deposit fee online. BMUN accepts all major credit cards and there are no additional credit card processing fees. We do accept checks, please see the Payment Options section on p. 19 for more information. Remember to keep a copy of all materials and checks sent to BMUN.

## Returning Advisors

1. An email should have been sent out this summer asking to verify the contact information provided in our database. This is so we can keep up-to-date information on our schools to distribute our mailings to the appropriate people. Some events that may warrant updating include, but are not limited to: retiring of a faculty advisor, graduation of a student **head delegate**, and dissolving of a MUN program.
2. After having sent verification of your group’s contact information, we should have sent an email response back confirming the update and edit of the appropriate information.
3. Information will then be disseminated through our mailings; the information included in each mailing is detailed in the “Important Dates” section.
4. On and after the date of opening registration, advisors will be able to register their teams. Complete and submit the requested information on our registration website, Huxley.
5. Groups will then receive confirmation or notification of registration. After registering, advisors will receive an email invoice from QuickBooks Accounting Software to pay their deposit fee online. BMUN accepts all major credit cards and there are no additional credit card processing fees. We do accept checks; please see the Payment Options section on p. 19 for more information. Remember to keep a copy of all materials and checks sent to the conference organizers.

## COUNTRY ASSIGNMENTS

*“With over 190 countries to choose from, the opportunities are immense. The greatest competition among Model U.N. groups is often for the 15 countries of the Security Council, especially the 5 permanent members with veto power... It is worth noting, however, that in the General Assembly, the Economic and Social Council, and most other U.N. governing bodies, the principle of sovereign equality governs the proceedings. That is to say that each member state has one vote and even the “smallest” member state not only has a role to play, but can sometimes wield considerable influence. Therefore, when selecting countries that you would like to represent, bear in mind that size and power are not the only important criteria.”*

The Secretariat of Berkeley Model United Nations works to emulate the spirit of the United Nations by giving each delegation an equal voice in committee. We do not believe that being assigned a P5 nation or another country deemed more powerful than others should give a delegation an advantage over another. Virtually all topics will require voices from countries with varying experience, expertise, and cultural norms; every delegate can play a vital role in any committee.

To ensure fairness to all registering schools, BMUN conducts assignments on a first-come, first-served basis. This means that the sooner that a team submits its registration materials, the better its

chances of being assigned a country/countries of its choice are. However, if your school does not receive your top choice in assignments, we still have full faith that your delegates will be able to prepare and perform on an equal footing with any other delegation at BMUN.

When choosing the ten countries for your country preferences on Huxley, it may be helpful to consider some of these criteria for your team:

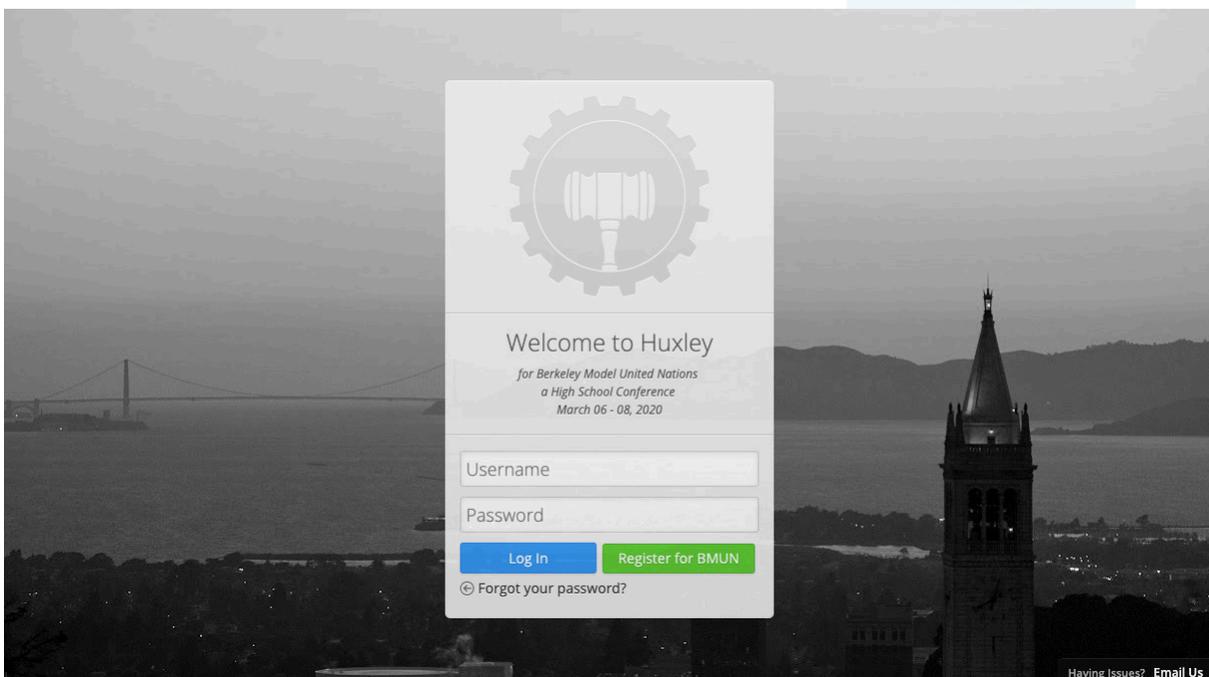
1. What would you like your group to learn from the experience? Which of the countries would help you to satisfy this learning experience?
2. How much of a challenge do each of the countries pose for your team?
3. How familiar are members of your team with the countries or region that you have chosen?
4. Are there any relations between the countries that you have chosen that could help foster research for the entire team?

After thoroughly narrowing your list of country preferences down to ten and submitting your registration application, you will receive an automatic notification from us confirming your registration status. Please note that this does *not* mean that your country preferences have been finalized. Our team will be manually reviewing your team's country preferences and cross-referencing them with the availability of spots left. Then, we will be releasing the country assignments in rounds in accordance with when your team registered and paid the deposit.

This year, the first round of country assignments will go out on October 31st. The second round will go out on November 30th. The third round will go out on December 20th. All assignments will be finalized January 10th and will not be changed after this date.

## REGISTRATION PROCESS

1. Go to [bmun.org](http://bmun.org) and under "Conference" click "Register" on September 1 or later.
  - a. Alternatively, you can go to Huxley directly via [huxley.bmun.org](http://huxley.bmun.org).



### Step 1

2. Click on the green "Register for BMUN" button.
3. Complete the Account Information section.  
*Note that this information should be filled out by the primary contact person for conference communications and registration updates. This should be an advisor.*
4. Complete the School Information section.

Register for Berkeley Model United Nations

Please fill out the following information to register your school for BMUN 68. All fields are required except for Secondary Contact information. Please note that BMUN is a high school level conference.

[Back to Login](#)

**Account Information**

First Name

Last Name

Username

Password

**Step 3**

**School Information**

Where is your school located?

United States of America  
 International

Official School Name

Street Address

City

State

Zip

United States of America

**Step 4**

5. Complete the Program Information section.
  - a. Is MUN a club or a class at your school?
  - b. How many beginner, intermediate and advanced delegates do you intend to bring to this year's BMUN?
    - i. Beginner: Attended 0-3 conferences, not very familiar with MUN
    - ii. Intermediate: Attended 4-7 conferences, little to no practice in advanced committees
    - iii. Advanced: Attended more than 7 conferences, has participated in many diverse committees

**Program Information**

What category best describes your program?

Club  
 Class

Please tell us a bit more about your delegation this year. Provide us with the tentative number of beginner, intermediate, and advanced delegates you intend to bring to BMUN. Try to provide us with realistic estimates for your delegate numbers in each category so we can provide your delegation with the appropriate number and type of assignments.

Number of BMUN sessions attended

Tentative Number of Beginner Delegates  
Beginner: Attended 0-3 conferences, not very familiar with Model United Nations.

Tentative Number of Intermediate Delegates  
Intermediate: Attended 4-7 conferences, little to no practice in advanced committees.

Tentative Number of Advanced Delegates  
Advanced: Attended more than seven conferences, has participated in many diverse committees.

Tentative Total Number of Delegates: 0

**Step 5**

6. Complete the Primary and Secondary Contact Information section.
  - a. The Primary Contact should be the person who is filling out the form and creating the account.
  - b. While the Secondary Contact is not required, we recommend teams provide one for instances where the Primary Contact cannot be reached.
  - c. Both the Primary and Secondary Contacts will be receiving the same communications from our Secretariat.
  - d. At least one contact should be the designated faculty/club advisor.  
*Please note that only listed contacts will receive Advisor Credentials at conference, all other adult chaperones will need to acquire guest passes from OPI. Please contact [info@bmun.org](mailto:info@bmun.org) before the conference if you plan on bringing any guests.*
  
7. Complete the Country Preference section.
  - a. Rank the top 10 countries that your school would like to represent at BMUN LXVIII.
  - b. We recommend you and your team take a look at our list of committees on [bmun.org](http://bmun.org) under the BMUN LXVIII tab.
  - c. Please note that country preference does not guarantee country assignment.

### Primary Contact

---

### Secondary Contact

**Step 6**

### Country Preferences

Please choose 10 United Nations Member States or Observers your school would like to represent. A reference list of countries and their relation to committees is available online. Please diversify your selection.

01

02

03

04

05

06

07

08

09

10

**Step 7**

8. Fill in the Special Committee Preference
  - a. In this section, advisors will have the opportunity to select their preferences for our Specialized and Crisis committees.
  - b. We recommend you and your team take a look at our list of committees on [bmun.org](http://bmun.org) under the BMUN LXVIII tab.
  - c. If you have Spanish-speaking or Chinese-speaking delegates who would like to participate in BMUN LXVIII's Spanish and/or Chinese bilingual committee, please enter the number of students in the respective spaces provided.
  - d. Please note that preference selection does not guarantee assignment as spaces are very limited.

### Special Committee Preferences

Would your delegation be interested in being represented in the following small/specialized committees? Positions are limited and we may not be able to accommodate all preferences. You can find a reference to our committees [here](#).

- North Atlantic Treaty Organization
- Organization of American States
- Security Council
- Press Corp.
- Historical Security Council
- International Court of Justice
- Crisis Simulation

### Step 8

9. (Optional) Fill in the Comments
  - a. If you have any feedback or questions about our registration process, please feel free to leave a comment here!

### Comments

If there are any further details you would like us to know about your participation in BMUN this year or general feedback about the registration process, please comment below.

### Step 9

10. Click on the green "Register" button when the above steps have been completed

← Back to Login
All done?
Register

### Step 10

## 11. Registration Process Completed

- a. By this time, the Primary Contact should have received an automated email from Huxley, stating that the registration application has been submitted.
- b. The next step for advisors is to pay the non-refundable \$55 school deposit fee by September 30th.
- c. Teams will then be notified of their registration status by November 1st.
- d. Note that these dates are for Round 1 schools only. Subsequent rounds, determined by your school's actual registration date, will follow the same process with dates adjusted as appropriate (see Summary of Important Registration Dates).**

Please note that registration for BMUN fills up quite quickly and registration in later rounds may not guarantee attendance to the conference. Therefore, we would urge you to register for the conference as early as possible.

## DELEGATION AND REGISTRATION CHANGES

After submitting your registration application, you might realize that you need to change some aspects, such as your personal information, the number of delegates, country preferences, or choice(s) of specialized committees. This is absolutely no problem.

We have updated Huxley to allow you to make changes quickly without having to contact us. Advisors can modify some of their registration information on their profile page, including the following:

- Advisor Information
  - First name, last name
- School information
  - Address, city, zip
- Primary Contact Information
  - Name, email, phone
- Secondary Contact Information
  - Name, email, phone

## DELEGATE MANAGEMENT

On the Delegates page, you can manage your delegates by viewing whether they've submitted their position papers and waivers. You can also edit their emails and names.

Profile Assignments **Delegates** Position Papers Feedback

### Roster

Here you can add your school's delegates to your roster.

When a delegate receives an assignment, they will be given an account in Huxley. To reset their password, simply click the button below; the new password will be sent to the **delegate's email**.

**Do not use an email that has already been used for any account/delegate/advisor in Huxley (the secondary email is okay). Two delegates cannot have the same email.**

Delegate	Email	Waiver	Position Paper	Edit	Delete	Reset Password
John Doe	example@email.com	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Edit	Delete	Reset Password
Jane Foster	example@email.com	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Edit	Delete	Reset Password
Tony Stark	example@email.com	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Edit	Delete	Reset Password
Steve Rogers	example@email.com	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Edit	Delete	Reset Password
Carol Danvers	example@email.com	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Edit	Delete	Reset Password
Bucky Barnes	example@email.com	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Edit	Delete	Reset Password
Sam Wilson	example@email.com	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Edit	Delete	Reset Password

Add Delegate

Delegate	Email	Waiver	Position Paper
John Doe	example@email.com	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Jane Foster	example@email.com	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Tony Stark	example@email.com	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Steve Rogers	example@email.com	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Carol Danvers	example@email.com	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Bucky Barnes	example@email.com	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Sam Wilson	example@email.com	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

You should add all members of your delegation to Huxley. When you add a delegate, they will be given a delegate account, which will allow them to submit position papers and provide feedback to their chairs.

**Huxley** · A Conference Management Tool by BMUN Peter Parker Change Password Log Out

Profile Feedback

**Enter your delegate's information here**

Name

Email

**Roster**

Here you can add your school's delegates to Huxley. When a delegate receives an assignment, they will be given an account in Huxley. To reset their password, simply click the button below; the new password will be sent to the delegate's email.

**Do not use an email that has already been used in an account/delegate/advisor in Huxley (the secondary email is okay). Two delegates cannot have the same email.**

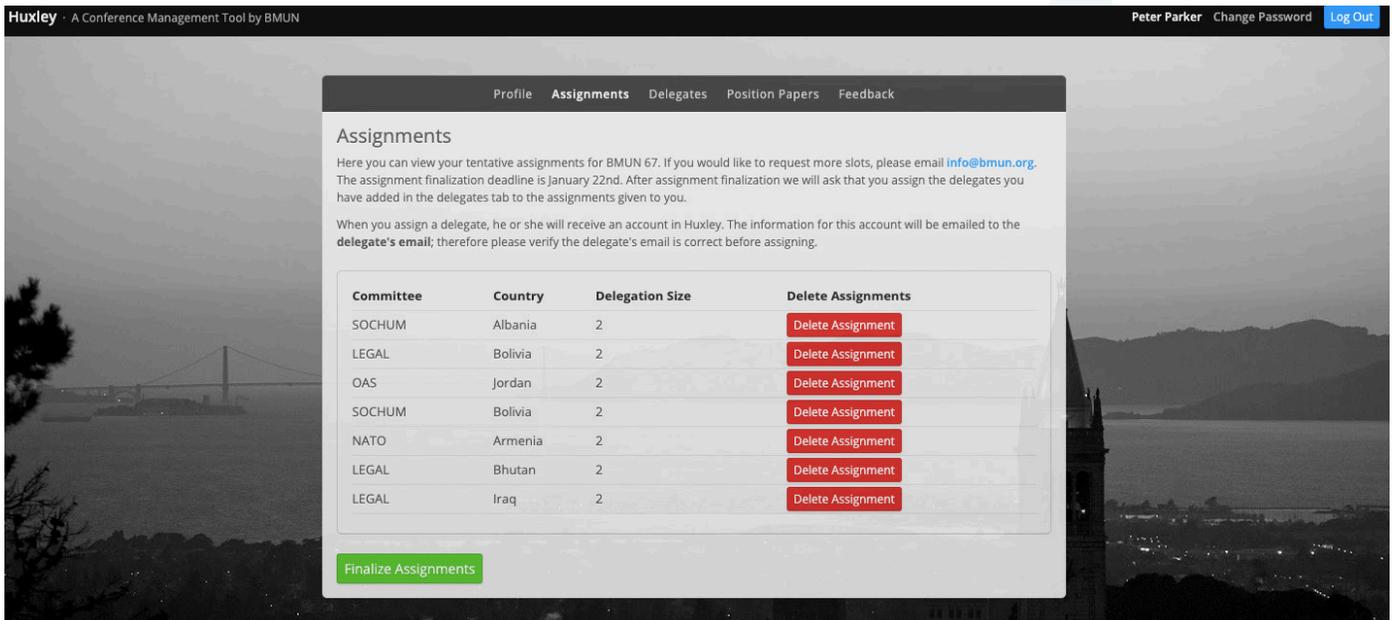
Delegate	Email	Waiver	Position Paper	Edit	Delete	Reset Password
John Doe	example@email.com	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>	<input type="button" value="Reset Password"/>
Jane Foster	example@email.com	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>	<input type="button" value="Reset Password"/>
Tony Stark	example@email.com	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>	<input type="button" value="Reset Password"/>
Steve Rogers	example@email.com	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>	<input type="button" value="Reset Password"/>
Carol Danvers	example@email.com	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>	<input type="button" value="Reset Password"/>
Bucky Barnes	example@email.com	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>	<input type="button" value="Reset Password"/>
Sam Wilson	example@email.com	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>	<input type="button" value="Reset Password"/>

Having Issues? [Email Us](#)

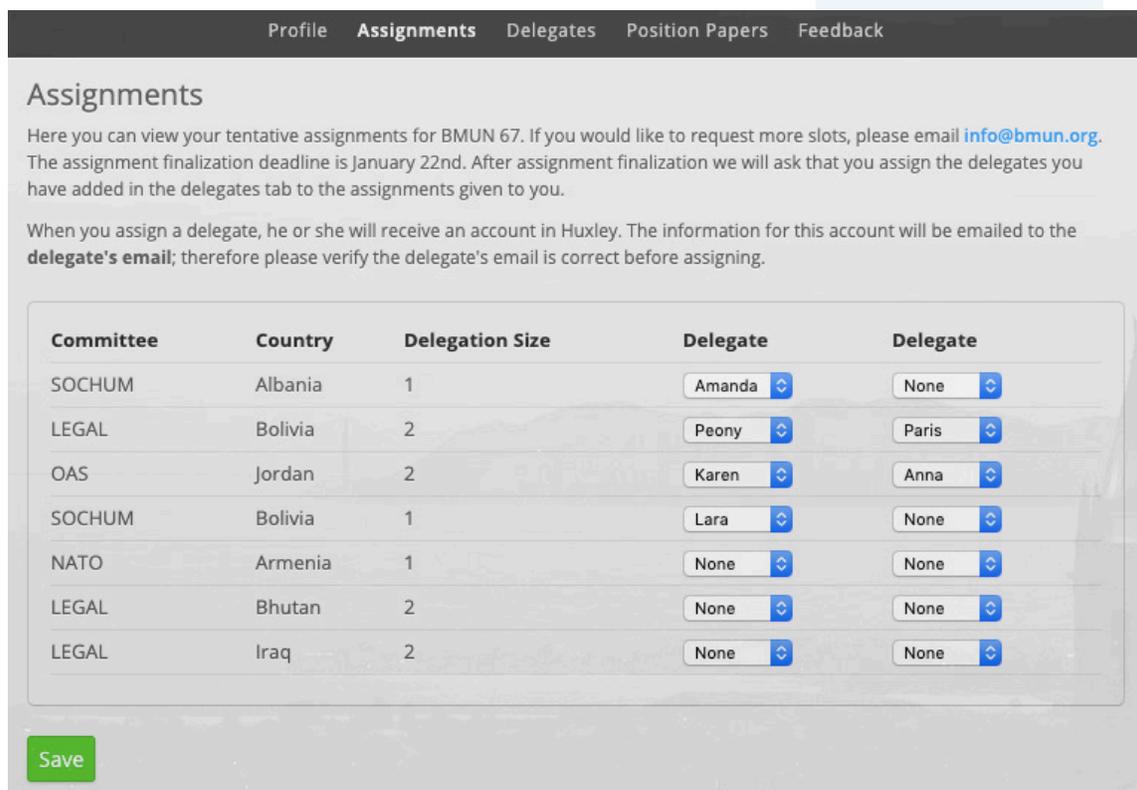
And if needed, edit and delete delegates from the same page.

Advisors can allocate assignments to specific delegates on their assignments page after country assignments are given out and finalize the assignment roster by the respective round deadlines. Moreover, feedback for individual delegates can also be viewed in this central hub during conference. Please note that if you want to delete assignments, you must do this manually on Huxley, but after January 21st, you must email [info@bmun.org](mailto:info@bmun.org) if you want to drop any assignments since editing will be locked on Huxley after this date.

When advisors first receive assignments, they will see a screen that looks like this:



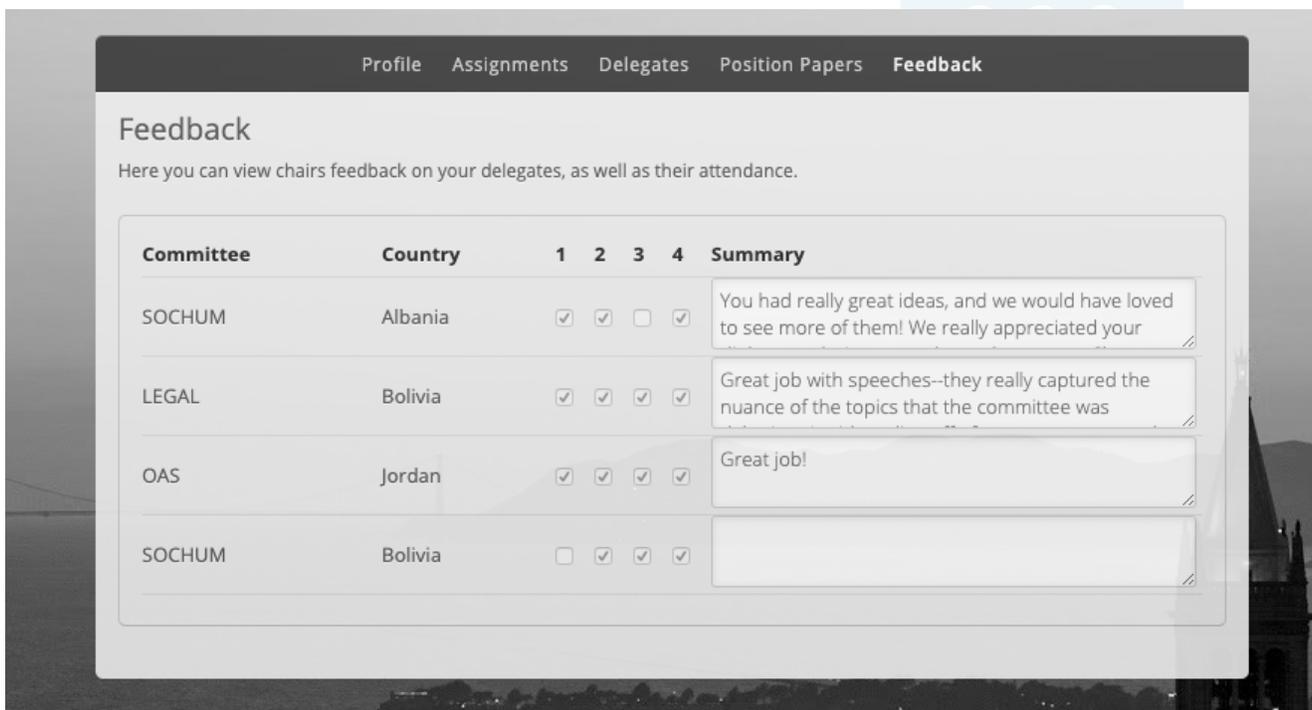
Once an advisor hits "Finalize Assignments," they will be able to assign specific delegates to the assignments that belong to their school.



If you are unable to submit a desired change through Huxley, please email your request to the **USG** of External Relations, Ashwin Srikanth, at [info@bmun.org](mailto:info@bmun.org). Please note that requests for changes are fulfilled based on availability. As registration for BMUN is high in demand, there is a chance that you will be unable to obtain the changes you requested. However, we will be sure to communicate any updates in a timely manner.

Any changes to delegation and registration cannot be submitted after January 21st, our "Assignment Finalization" deadline. Furthermore, once all assignments are finalized, you are obligated to pay the delegate fees, and after that you can only get partial refunds for delegate fees if you email [info@bmun.org](mailto:info@bmun.org) by 11:59PM PST on January 31st. After this deadline, no refunds will be issued. To best serve your team, we encourage advisors to make known any concerns and questions as early as possible.

Finally, attendance information for delegations will be tracked through Huxley. Comments and post-conference feedback may also be entered for delegations per each head chair's discretion. To view this, navigate to the Feedback page. The numbers correspond to sessions of the conference (i.e. 1 is Friday evening, 2 is Saturday morning, 3 is Saturday afternoon, and 4 is Sunday morning).



## POSITION PAPERS

Advisors can view delegations' position papers, graded papers, and scores on Huxley. To do so, navigate to the "Position Papers" tab. As soon as delegations submit papers, they will be available for advisors to view, and once papers are graded, scores and a download button for graded papers will show up as well.

For more details on each category, you can read the position paper guidelines.

### Position Papers

Here you can view position paper feedback by assignment. Hover over category abbreviations for full names.

#### SOCHUM

Assignment	Submitted	Graded	Topic	Category 1	Category 2	Category 3	Category 4	Category 5
Albania			A	5	4	3	2	4
			B	4	5	3	4	5
Bolivia			A	3	4	5	2	1
			B	4	5	3	2	1

#### LEGAL

Assignment	Submitted	Graded	Category 1	Category 2	Category 3	Category 4	Category 5
Bolivia			2	3	2	4	2
Bhutan							
Iraq			5	5	3	3	4

#### OAS

Assignment	Submitted	Graded	Category 1	Category 2	Category 3	Category 4	Category 5
Jordan							

#### SOCHUM

Assignment	Submitted	Graded	Topic	Category 1	Category 2	Category 3	Category 4	Category 5
Albania			A	5	4	3	2	4
			B	4	5	3	4	5
Bolivia			A	3	4	5	2	1
			B	4	5	3	2	1

## HUXLEY CHECKLIST

Huxley also includes a checklist reminding advisors of important required and optional tasks to be completed prior to BMUN LXVIII. This can be accessed by clicking the “profile” tab on Huxley. Items will be checked off as they are completed. Please allow one week for an item’s completion status to be updated.

### Advisor Checklist

#### Team Fee Paid

BMUN’s team fee is \$55, paid once for an entire delegation regardless of its total delegate count. This fee can be paid either via check made out to Berkeley Model United Nations sent to PO Box 4306, Berkeley, CA 94704-0306 or through an electronic invoice that will be sent through Quickbooks. If you registered between 9/17 and 10/19, this fee is due 10/19; if you registered between 10/20 and 11/12, this fee is due 11/12; if you registered between 11/13 and 12/3, this fee is due 12/3; if you registered between 12/4 and 1/7, this fee is due 1/7. Note that this fee is non-refundable and failure to pay this fee by your required deadline will result in placement on our waitlist.

This checklist item is updated manually by BMUN’s Treasurer, Alexander Liu, every non-holiday Wednesday and Sunday night on a rolling basis. If you submitted a payment and this item has not been checked, please contact [info@bmun.org](mailto:info@bmun.org).

#### All Fees Paid

BMUN’s delegate fee is \$55 per delegate. This fee can be paid either via check made out to Berkeley Model United Nations and sent to PO Box 4306, Berkeley, CA 94704-0306 or through an electronic invoice that will be sent through Quickbooks. If you registered between 9/17 and 11/12, these fees are due 12/3; if you registered between 11/13 and 12/3, these fees are due 1/7; if you registered between 12/4 and 1/7, these fees are due 1/21. Failure to meet these deadlines may result in country assignment forfeiture.

This checklist item is updated manually by BMUN’s Treasurer, Alexander Liu, every non-holiday Wednesday and Sunday night on a rolling basis. If you submitted a payment and this item has not been checked, please contact [info@bmun.org](mailto:info@bmun.org).

#### Finalize Country Assignments

In order to ensure delegates have enough time to research their committee topics and that the BMUN secretariat has enough time to prepare for conference, schools will need to finalize their list of assignments by January 21st. This can be done by clicking the “assignments” tab and selecting which delegates will be in which committees. No changes can be made to assignments after 1/21; dropped delegates may only receive a partial refund after 1/21 and on or before 2/4. After 2/4, no refunds will be issued.

#### Position Papers Turned In

All delegates are strongly encouraged to turn in position papers to ensure they have a solid grasp of their committee’s topics as well as the foundations for potential resolutions and directives that can be pursued in committee. The due date to be considered for a research award is 2/3 and the due date to be considered for any award is 2/10. To help students submit their papers, instruct them to click the “position paper” tab, upload their position paper[s], and click submit.

#### Waivers Turned In

All delegates are required to turn in a medical and media release waiver prior to attending conference. Waiver completion is due on 2/15. The waiver will become available to delegates on 1/28. **The link to the waiver is here.**

This checklist item is updated manually by BMUN’s Undersecretary General of External Relations, Alexandra Maloney, every non-holiday Wednesday and Sunday night on a rolling basis. If your all your delegates have submitted waivers electronically and this item has not been checked, please contact [info@bmun.org](mailto:info@bmun.org).

## SCHOOL & DELEGATE REGISTRATION FEES

This year, Berkeley Model United Nations will cost a fee of \$55 for both the school deposit fee and each delegate’s registration fees. This means that a team must first submit an initial, non-refundable fee of \$55 (this fee is referred to in the “Important Dates” section as the Team Deposit Fee) and then \$55 for every delegate that registers.

For example, if School A registers a team of 10 delegates, then their total cost will come out to \$605, \$55 for the initial team deposit fee and \$550 for the 10 delegates ( $\$55 \times 10 = \$550$ ). BMUN has been dedicated to allowing as many delegates to participate in our conference as possible. This fee will go towards securing more venues that have unfortunately become more restricted and more expensive, thus ensuring that BMUN can continue to provide a wide range of committees at total capacity. BMUN is still dedicated to ensuring that financial barriers do not obstruct delegates from attending our conference and we encourage delegates to apply for our Alumni Scholarship if this fee presents a financial burden.

## Team Deposit Fee

We recommend that schools try to register as early as possible, since registration fills up quickly and country-committee assignments are given out to those that register and pay first. This year, all the schools registered by September 30th have to pay their \$55 non-refundable school deposit fee in order to hold a spot on the registered team list. It is important to pay this deposit as soon as possible, as our registration operates on a first-come, first-served basis out of fairness for all schools. Furthermore, if a school fails to pay its deposit by the first round deadline, September 30th, they will be placed at the top of the waitlist. Though a waitlisted school may move to take a vacant spot if their fee is paid, this may cause a delay on reviewing country assignments since we are releasing country assignments in rounds instead of on a rolling basis. There will be a status update by November 1st on your team's payment via QuickBooks Accounting Software after the school deposit payment deadline, September 30th. If we receive your check by mail, we will send a receipt on QuickBooks, and if you pay online, you will get a confirmation email through Quickbooks as well. Please keep in mind that paying the school deposit fee early while your team is still on the waitlist will not move your team up or out of the waitlist, unless a spot on the registration list opens from a registered team due to late payment.

## Delegate Registration Fee

For BMUN LXVIII, all delegates will have to pay a \$55 delegate fee on a per delegate basis. All registered schools that have paid their deposit by September 30th will be able to view their country assignments on October 31st. From then on, the delegations will have until November 30th to pay for their delegation fee. This information is only for those registered in the First round (9/9-9/30), all other rounds dates are adjusted to the respective rounds and a summary can be found in the "Summary of Important Dates." Delegations that fail to meet their deadline face forfeiture of assignments.

## PAYMENT OPTIONS

Quickbooks is BMUN's accounting system - we record all payments and invoices through this system, whether we receive your payment in the form of a check or online. All invoices for school fees and delegate fees will be sent through this system.

After you register, you will be emailed an invoice from QuickBooks that prompts you to pay your first payment, which is the school deposit fee, via QuickBooks Payments. Quickbooks accepts all major credit and debit cards (credit card processing fees will be covered by BMUN). Please check your spam folder if you did not get the email. If you have any trouble paying online, please email [info@bmun.org](mailto:info@bmun.org).

### Check

All checks should be made payable to "Berkeley Model United Nations" and addressed to the following address:

Berkeley Model United Nations  
PO Box 4306  
Berkeley, CA 94704  
United States of America

Please note that if you do choose to pay by check, the check must be postmarked by the deadline date you are supposed to meet.

## Online

For BMUN LXVIII, all payments can be made online via QuickBooks Payments.

After you register, you will be emailed an invoice from QuickBooks that provides you an option to pay online via QuickBooks Payments, which accepts all major credit and debit cards (credit card processing fees will be covered by BMUN). Please check your spam folder if you did not get the email. If you have any trouble paying online, please email [info@bmun.org](mailto:info@bmun.org).

## DROP AND REFUND POLICY

The school deposit fee \$55 is non-refundable. It is important to note that if you decide to withdraw any or all of your delegates, you must do so by going onto Huxley and manually removing them yourself. However, after January 21st, you will not be able to remove them on Huxley since all the information will be locked, so you must inform us by emailing [info@bmun.org](mailto:info@bmun.org) with the details of the changes in assignment or delegation because we need it in writing to process a refund. If you withdraw any or all of your delegates before January 31st, you will receive a partial refund (exception: BMUN Double Delegation Policy — see below). There will be no refunds issued past this date.

That being said, please inform us of any changes to your delegation as early as possible so we may best accommodate your team.

## BMUN Double Delegation Policy

BMUN offers a diverse range of committees, many of which are double delegation. Please note that BMUN charges based off delegation size for these types of committees. For example, in DISEC, each country is represented by two students from the same school for a total of \$110 in delegate fees. If a school drops one of those delegates, it is *still* obligated to pay \$110 regardless of when the delegate is dropped. Unfortunately, we are unable to issue a refund for having a single delegate in a double delegation spot. A school must drop both spots to receive the \$110 refund. This policy allows us to accommodate more schools on our extensive waitlist by opening up double delegation spots in large committees. Feel free to reach out to [info@bmun.org](mailto:info@bmun.org) if you have any questions about this policy.

## ALUMNI SCHOLARSHIP PROGRAM

The BMUN Secretariat is committed to ensuring that no delegate is excluded from BMUN due to financial constraints. As such, our Alumni Scholarship allocates almost \$15,000 in financial aid to low-income students. Individual delegates can apply for this assistance to cover part of the cost of attending BMUN, including delegate fees, transportation, and hotel costs. For BMUN LXVIII, we have significantly increased the scholarship amounts. All students in need are strongly encouraged to apply.

The financial aid is need-based for expenses directly related to the conference, transportation, hotel, and registration fees. In this application we ask for personal information regarding your finances that we believe will help us to determine the financial aid required for each applicant. We therefore ask that you provide proof of need in all applicable areas to increase your chances of receiving financial aid. All information will be treated with utmost confidentiality and will be used only for financial aid purposes.

In order for a scholarship application to be considered complete and for a delegate to be considered for financial aid, both the student application and the School Advisor Recommendation form must be submitted by December 14th, 2019.

Please note that the Alumni Scholarship is not given out beforehand to cover costs, but is rather given as a reimbursement check at registration on March 6th, 2020.

The Alumni Scholarship Application can be accessed [here](#).

The School Advisor Recommendation Form can be accessed [here](#).

### Important Deadlines

September 9, 2019 - Alumni Scholarship Application is released and ready for completion.

December 14th, 2019 - Application deadline. Both the student application and School Advisor Recommendation must be submitted by this date.

December 28th, 2019 – Scholarship announcement via email.

February 18, 2020 - Deadline to accept scholarship. If the student does not accept the scholarship by this date, it will be forfeited and allocated to another applicant.

March 6, 2020 to March 8, 2020 – BMUN 68 Conference. Scholarship checks are available for pickup at registration and the Office of Public Information (OPI) during the conference. Students must have the advisor with them sign off on the expense form in order to receive their check.

If you wish to support the Alumni Scholarship, please consider donating on Amazon Smile. If you buy anything on Amazon, you have the option of having Amazon donate 0.5% of your purchase to Berkeley Model United Nations, an official 501(c)3 non-profit organization. All the donations will go directly to our Alumni Scholarship program to further subsidize low-income students to attend BMUN LXVIII. If you would like to help, visit [Smile.Amazon.com](http://Smile.Amazon.com) and select Berkeley Model United Nations as your organization. It does not cost you anything because Amazon will donate on your behalf.

### SUMMARY OF IMPORTANT REGISTRATION DATES

	ROUND 1	ROUND 2	ROUND 3	FINAL ROUND
If you register for BMUN 68 between:	9/9-9/30	10/1-10/31	11/1-11/30	12/1-1/10
You need to pay \$55 non-refundable school deposit fee by this date or you will be placed on the top of the waitlist and have to wait until the next round to be registered and receive country assignments.	9/30	10/31	11/30	1/10
You will receive your country-committee assignment by:	10/31	11/30	12/20	1/10
Deadline to input delegate names	11/31	12/20	1/10	1/21
You need to pay all delegate fees by this date or else you face forfeiture of country assignments	11/31	12/20	1/10	1/21

Please note that registration for BMUN fills up quite quickly and registration in later rounds may not guarantee attendance to the conference. Therefore, we would urge you to register for the conference as early as possible.

## REGISTRATION TROUBLESHOOTING TIPS AND FAQ

When registering on Huxley, please make sure that all names and e-mails are inputted correctly! This information is crucial in our ability to contact the right advisors, position paper submission, and conference credentials.

If for any reason you are experiencing difficulties with Huxley, such as being unable to access your advisor accounts or the lack of a checkmark next to a completed item, please contact [tech@bmun.org](mailto:tech@bmun.org) and [info@bmun.org](mailto:info@bmun.org).

- **Why don't my students have access to their accounts?**
  - Student Huxley accounts are not created until all assignments are finalized.
- **My student swears they submitted a waiver but it isn't showing up on Huxley.**
  - It may take up to two business days for our team to process and update waiver received statuses. Delegates who fail to sign the waiver before WaiverFile closes will be asked to sign a physical paper waiver at registration.
- **I submitted a payment or mailed our check, why hasn't our payment status changed yet?**
  - It may take up to two business days for our team to process and update your payment status. If your status is not updated within two business days, please contact [info@bmun.org](mailto:info@bmun.org).
- **What is the difference between the rounds?**
  - The rounds are a way to temporally space out the registration process and allow us time to help you register for our conference! It is important to note that registering in an earlier round will make it more likely for you to secure the countries and positions you request.
- **Why have we been waitlisted?**
  - There are two main reasons your team might have been waitlisted. The first is that we did not receive your non-refundable team deposit fee by the deadline for your respective round. Please see the Team Deposit Fee section of this document on p.19 for more information. The second is that we have had more delegates who want to attend our conference than seats available!

Please contact [info@bmun.org](mailto:info@bmun.org) if you have any further questions.

## TRAVELING TO BERKELEY . . .

### Bus

BMUN is partnering with Pronto Transportation to offer all schools a 10% discount (Code: BMUN68) for any bus transportation services they book related to BMUN between Thursday March 5th and Monday March 9th, 2020. Pronto has a vast network across the United States and can help arrange transportation regardless of city of origin (10% discount will apply to all services). To book transportation, please email [reservations@prontotransportation.com](mailto:reservations@prontotransportation.com).

### Airplane

United is offering delegates a discount on airfare when traveling to and from San Francisco International Airport for BMUN LXVIII. To book flights, visit [www.united.com/meetingtravel](http://www.united.com/meetingtravel) and enter ZH9R890902 in the Offer Code box to receive your discount.

## AT THE CONFERENCE . . .

With preparations finished, delegations from all around the world arrive at the University of California, Berkeley campus for three days of intense but extremely rewarding debate. Whether it is your first time visiting UC Berkeley 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

### Friday – March 6th, 2020

12:30PM – 5:00PM Conference Registration

5:00PM – 6:00PM Opening Ceremony

6:00PM —6:45PM Dinner Break\*

6:45PM — 7:00PM Committee Meet Up

7:00PM – 9:45PM Committee Session 1

### Saturday – March 7th, 2020

8:45AM – 9:00AM Committee Meet Up

9:00AM – 12:00PM Committee Session 2

10:00AM – 10:30AM Advisor Feedback Session with **Secretary-General**

10:30AM – 11:00AM General Advisor Meeting

12:00PM – 1:30 PM Lunch Break

1:30PM – 4:45pm Committee Session 3

5:00PM – 6:00PM Head Delegate Meeting

7:00PM – 10:30PM Delegate Dance

### Sunday – March 8th, 2020

8:45AM – 9:00AM Committee Meet Up

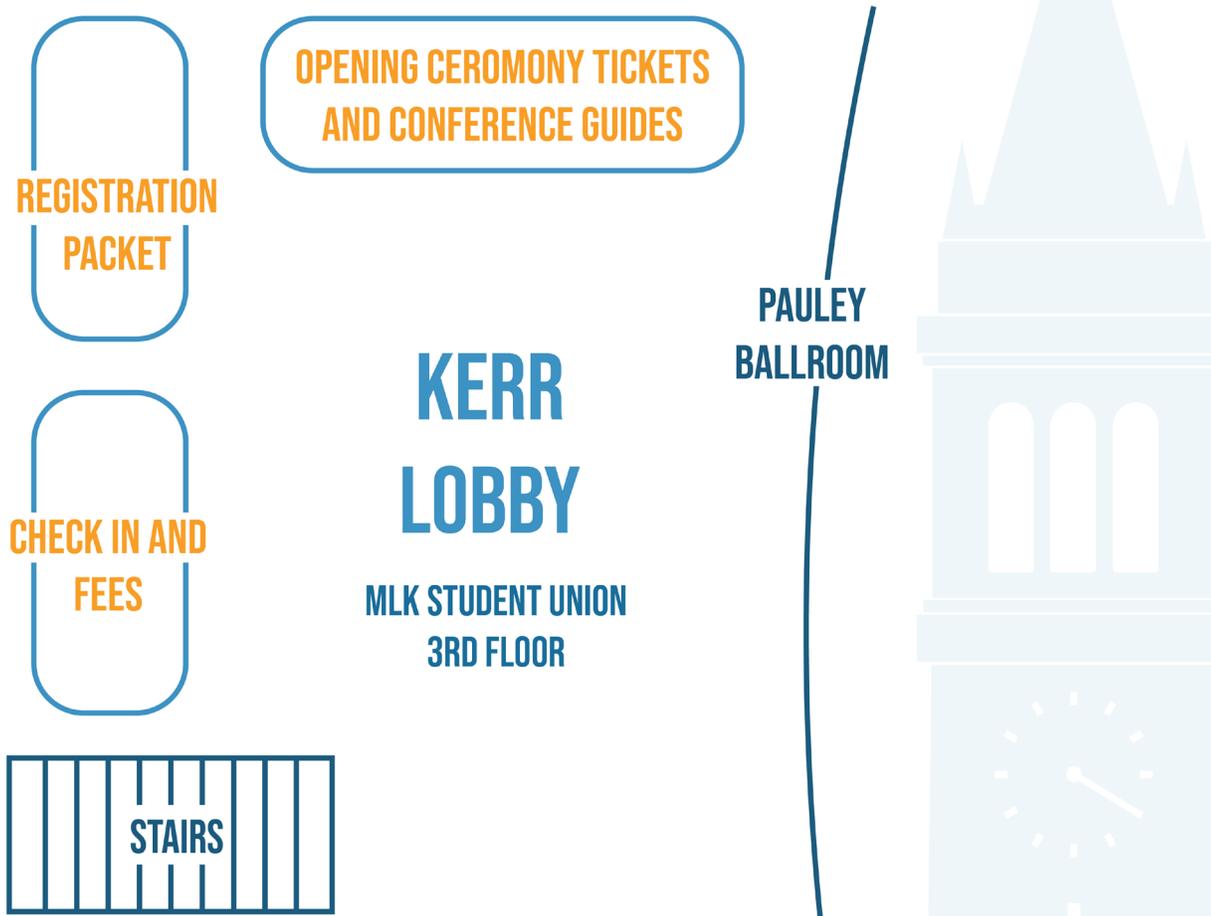
9:00AM – 12:00PM Committee Session 4

1:00PM – 3:30PM Closing Plenary

*Please note that this schedule is subject to change due to room availability at UC Berkeley and other logistical restraints. Any changes made to this schedule will be announced on our website and in our mailings.*

## CONFERENCE REGISTRATION

On the first day of conference, we will open up conference registration. The location and timings of the registration room will be disseminated through our future mailings. 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. Here is an idea of what conference registration will look like:



### 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. If not, we will direct you to our finance table to complete your payment. Please note that we will not be issuing any refunds at conference. The last day for a partial refund will be January 31st. (See: Drop and Refund Policy, p. 20 and Double Delegation Policy, p. 20)

### 2 | Waivers

After having completed and confirmed payment, we will check to confirm each of your delegates have turned in their waivers. We have updated Huxley so you can see if all of your delegation's waivers have been turned in before conference. Please note that all delegates must have waivers filled out in order to participate. Delegates will not be able to attend the conference without a submitted waiver.

### 3 | Emergency Contact Info

An advisor will be asked for the emergency contact information of an adult who can be contacted

throughout 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 with the Office of Public Information (OPI) for a guest badge.

#### **4 | Delegate Materials**

Finally, you will be given a folder with your team's credentials including placards, delegate guides, and advisor schedule. Once you have left registration, please check that all the appropriate credentials and placards have been distributed. If there are any issues, please go to the Office of Public Information (OPI) to get the issue resolved.

All of this information will be repeated again through our final mailing on February 27th.

### **OPENING CEREMONY**

Each session of Berkeley Model United Nations opens with a ceremony on the first day of conference. Due to limited space, we are unable to have all delegates attend the Opening Ceremonies. We will send out a sign up link for you to reserve opening ceremony seats for you and your delegation in a mailing. Your opening ceremony tickets will be distributed with the rest of the registration materials when you check in.

### **MEAL BREAKS**

We will provide meal break times for the delegates to get food in the surrounding Berkeley area. We do not provide food for the delegates. All these times will be explicitly marked in the conference schedules. We recognize the Dinner Break on Friday is short, but unfortunately it cannot be lengthened without impacting the amount of time spent in committee. The Secretariat recommends either bringing a packed dinner or pre-ordering ahead of time.

For recommendations on where to eat, please see the "A Traveler's Guide to Berkeley" section of this guide.

### **COMMITTEE MEET UPS**

We recognize that the UC Berkeley campus can be difficult to navigate! At the beginning of each day, vice chairs will wait for delegates at a central location on campus. This includes the "great sorting" of delegates on the first evening of conference. The committee meet ups 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 & MEETINGS**

Throughout 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 distributed in one of our future mailings.

In addition, the BMUN Secretariat will be hosting an Advisor Meeting at 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 conference. While these meetings are not mandatory, we strongly encourage all advisors to attend

the General Advisor Meeting to learn about the Berkeley Model United Nations program, our local Outreach sessions, and to offer feedback to help improve our future conferences.

The Office of Public Information will be the hub for information for advisors and delegates. This is where delegates can check in to receive new credentials and placards in the event that they lose them. OPI will be physically staffed with a BMUN secretariat member throughout the duration of conference.

## HEAD DELEGATE MEETING

On the second night of our conference, we also host a Head Delegate Meeting, an initiative forwarded by the organization's Outreach & Education Staff. In this meeting, Outreach & Education Staff members will present the different logistical and administrative challenges of running a MUN program and how head delegates, as the de facto leaders of their respective MUN programs, can increase the scope of their program while increasing and retaining members. At the end of the presentation, questions are taken and answers are provided by our experienced panel of staffers, and students are highly encouraged to attend this meeting in order to learn more about building a successful MUN team.

## CONFERENCE CAUSE

BMUN is pleased to announce this year we will be partnering with Larkin Street Youth Services for our conference cause. Larkin Street Youth Services has helped more than 75,000 teenagers and young adults in San Francisco since 1984 in its effort to end the local cycle of homelessness. It does so by sending street outreach teams with food, clothing, and hygiene supplies, and offers a medical clinic and drop-in centers in the Tenderloin and Haight neighborhoods. There, young people can find hot showers, warm meals, and even internet access. Throughout the BMUN LXVIII conference and our other events during the year, such as BMAL and DW, delegates will be given the chance to make a meaningful impact in our community by donating to the Larkin Street Youth Services organization in their committees. We hope the conference cause brings awareness to the problem of teenage homelessness and the Larkin Street organization. More information can be found on their website at <https://larkinstreetyouth.org>.

# AFTER THE CONFERENCE . . .

## POST-CONFERENCE EVALUATION

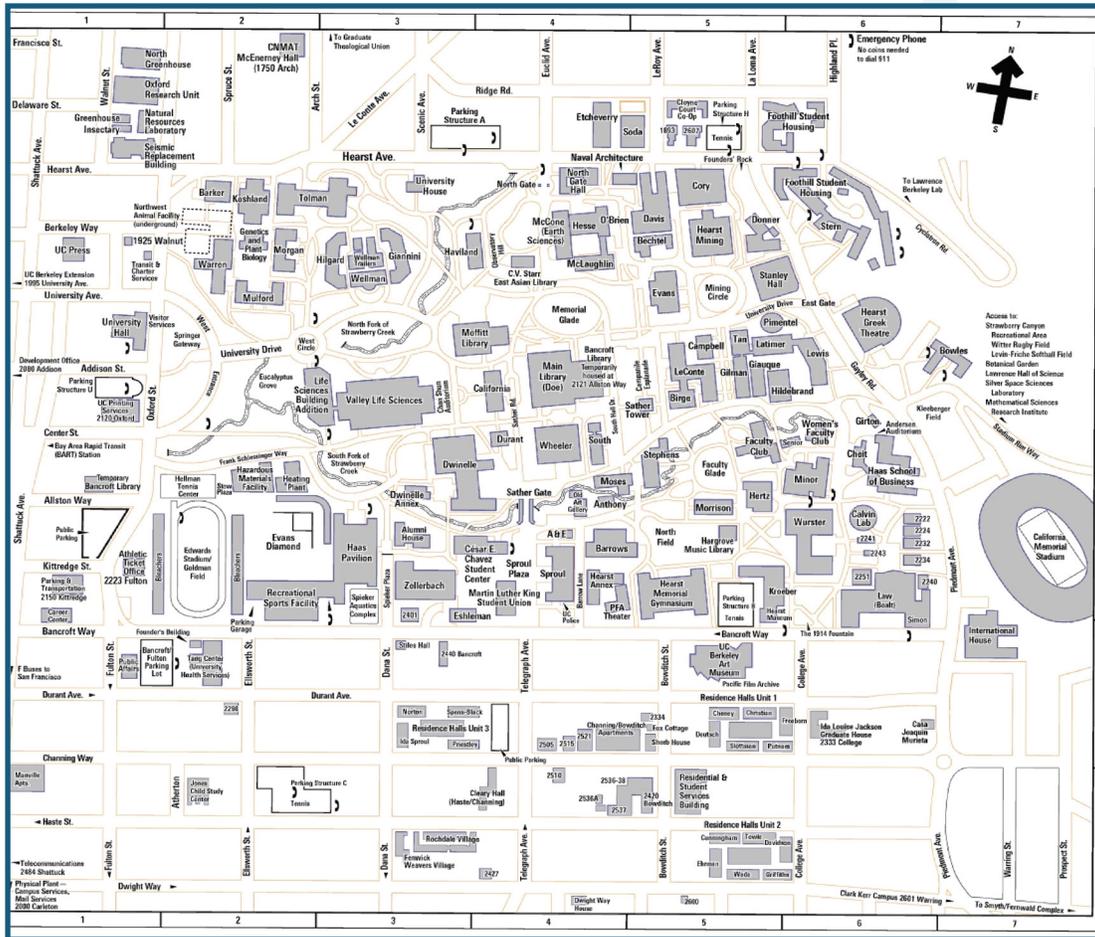
Following the conference, two online evaluation forms regarding the conference and registration process will be sent out to the advisors of the participants of BMUN LXVIII, one for advisors and one for delegates.

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

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. In addition, we reward schools who submit the most feedback (based on a weighted formula that takes into account the differences in delegation size) by waiving school fees for BMUN LXIX. 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 [info@bmun.org](mailto:info@bmun.org).

# A TRAVELER'S GUIDE TO BERKELEY

Besides being home to the greatest public university in the world, the city of Berkeley and the surrounding Bay Area are triumphs in their own right. Therefore, we've included a new section here that includes some travel tips and insights that will hopefully make your time here in Berkeley more worthwhile. Keep reading for recommendations on food and activities, tips and tricks on getting around and a brief overview of accommodations other BMUN attendees have used.



Map of UC Berkeley

## FOOD FOOD FOOD!

See below for some Secretariat approved dining hot spots around campus.

### Breakfast/Brunch

**Han's Bistro (\$)** - 2498 Telegraph Ave, Berkeley, CA 94704

Secretariat favorite! Han's serves up classic comfort food and breakfast favorites all-day at an affordable price. Homefries are a must with every order!

**La Note Restaurant Provencal (\$\$)** - 2377 Shattuck Ave, Berkeley, CA 94704

La Note is an award-winning bistro serving up authentic French breakfast and lunch delicacies in Downtown Berkeley. The pancakes are definitely worth the long wait.

**Berkeley Social Club (\$\$) - 2050 University Ave, Berkeley, CA 94704**

Korean-American fusion food featuring a tantalizing array of eggs benedicts, french toasts, and chicken and waffles.

### **Lunch/Dinner**

**Gypsy's Trattoria Italiana (\$) - 2519 Durant Ave, Berkeley, CA 94704**

Located in the popular Asian Ghetto (also known as Durant Square), Gypsy's is a student favorite serving up Italian comfort dishes at a low price.

**Thai Basil (\$) - 2519 Durant Ave, Berkeley, CA 94704**

Another well-loved spot in Asian Ghetto. Sells fresh Thai favorites like noodles and curry dishes. The Pad Kee Mao is a definite must!

**Tako Sushi (\$) - 2379 Telegraph Ave, Berkeley, CA 94704**

Budget and student-friendly stop for sushi, bento box specials and other Japanese favorites.

**Gordo Taqueria (\$) - 2989 College Ave, Berkeley, CA 94704**

Burritos and other Mexican staples.

**Toss Noodle Bar (\$) - 2272 Shattuck Ave, Berkeley, CA 94704**

Quick, modern eatery serving up noodle entrees, soups, curries and rice dishes.

**D'Yar (\$) - 2511 Durant Ave, Berkeley, CA 94704**

Mediterranean favorite offering quick delicacies.

**Rojbas Grill (Halal) (\$) - 1901 University Ave, Berkeley, CA 94704**

Mediterranean and Greek fare, along with Halal.

**The Bird (\$) - 2400 Telegraph Ave, Berkeley, CA 94704**

A San Francisco chain famous for its delicious fried chicken sandwiches and paprika-dusted curly fries.

**Super Duper Burgers (\$) - 2355 Telegraph Ave, Berkeley, CA 94704**

Another well-known and loved San Francisco chain known for tasty burgers (both beef and veggie), garlic fries, and thick milkshakes, but also offers breakfast sandwiches.



## Dessert

### [CREAM \(\\$\) - 2399 Telegraph Ave, Berkeley, CA 94704](#)

Where else to try the ever-popular CREAM than its birthplace? CREAM's ice-cream sandwiches are well-loved, and for good reason!

### [Little Gem Belgian Waffles \(\\$\) - 2468 Telegraph Ave, Berkeley, CA 94704](#)

Mini Belgian waffles and ice cream.

### [Humphry Slocombe \(\\$\\$\) - 2948 College Ave, Berkeley, CA 94705](#)

Creative flavors in handmade cones made fresh daily.



## Coffee/Drinks

### [1951 \(\\$\) - MLK Student Union](#)

Staffed entirely by refugees, and located on the second floor of the MLK Student Union, 1951 is both a convenient place to grab a coffee or snack and support a worthy cause.

### [Cafe Milano \(\\$\) - 2522 Bancroft Way, Berkeley, CA 94704](#)

Located just outside campus, across from MLK Student Union. Nice spot with a simple menu of favorites.

### [ShareTea \(\\$\) - 2440 Bancroft Way, Berkeley, CA 94704](#)

You cannot come to Berkeley and not go to ShareTea! This trendy boba spot is usually packed with students and serves up a wide variety of flavors.

### [Philz Coffee \(\\$\) - 6310 College Ave, Oakland, CA 94618](#)

A Bay Area specialty! Philz is known for its custom-blended coffees, teas and pastries. The Mint Mojito Iced Coffee is a crowd favorite.

## THINGS TO DO

Staying for a few extra days before or after conference? Fear not - we've got you covered!

## Outdoor Excursions

### [UC Botanical Garden](#)

A Berkeley favorite featuring hundreds of different plant species from around the world. Visit here to escape the hustle and bustle of the city below.

How To Get There: UC Berkeley Bear Transit Bus' H Line stops at the Garden; alternatively, a plethora of Ubers and Lyfts operate in Berkeley. The Garden is located at 200 Centennial Dr, Berkeley, CA 94720.

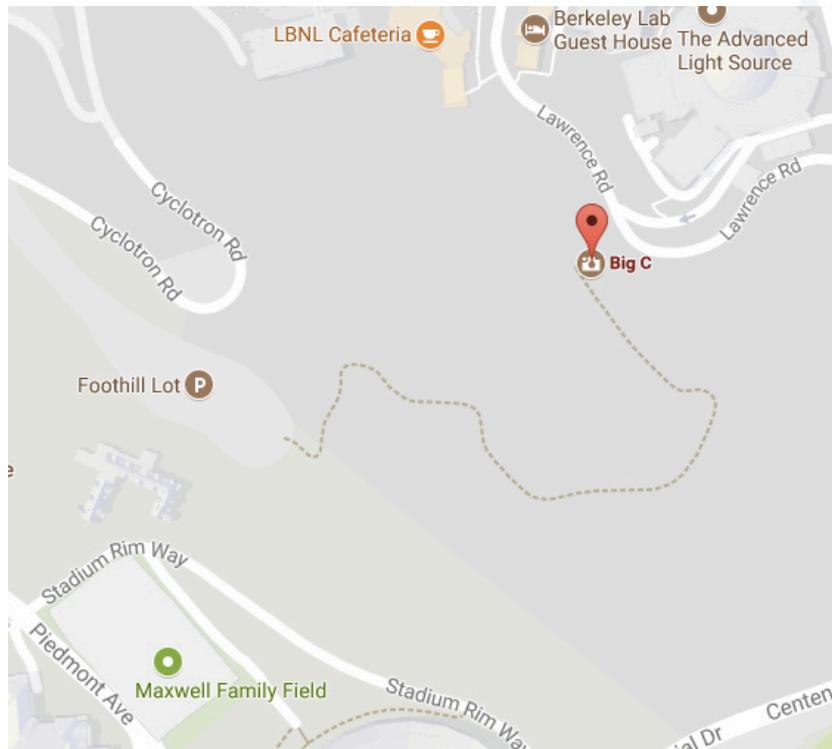
Hours: 9 am-5 pm (No entry after 4:30 pm).

Fares: \$12 for adults, Ages 7-17 \$7, Seniors \$10.

## Big C Hike

A UC Berkeley rite of passage, the Big C offers great views of the San Francisco bay and UC Berkeley as well as a peaceful hike. The trail finishes atop a hill with Cal's iconic gold C built into it.

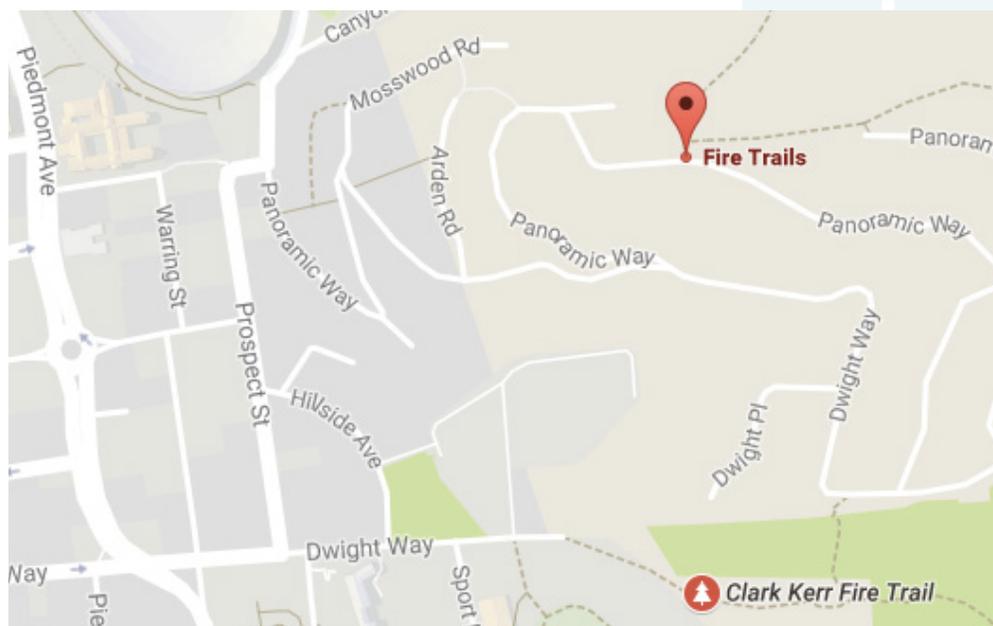
How To Get There: The Big C can be seen at the intersection of Stadium Rimway and Piedmont Avenue on the East end of campus. From there, walk up to the Foothill parking lot and follow the C from there



## Fire Trails

Soak in the beauty of the Berkeley Hills on these hiking trails, which offer stunning views of the Bay Area.

How To Get There: Enter from a number of different paths on the East side of campus. Panoramic Way and Dwight way will lead you to two entrances.



## UC Berkeley Campanile

Enjoy beautiful 360 degree views of Berkeley and the San Francisco Bay atop UC Berkeley's flagship tower. At over 300 feet, the Campanile is the world's third-largest bell and clock tower in the world, and the carillon inside the tower is played three times a day.

How To Get There: The Campanile is located between South Drive and South Hall Road on campus, but can also be easily found by simply walking towards the tallest tower you can see!

Hours: Monday-Friday: 10:00 am-3:45 pm, Saturday: 10:00 am-4:45 pm, Sunday: 10:00 am-1:30 pm and 3:00-4:45 pm

Fares: \$3 adult admission, \$2 for seniors and students 17 and under. Cash only.

## Shopping

### Amoeba Music

A Berkeley institution famous for its extensive selection of vinyls and CDs.

How To Get There: 5 minute walk from the south side of campus. Located at 2455 Telegraph Ave.

Hours: 11am-8pm

### Moe's Books

Another renowned Berkeley shop with an eclectic selection of books to buy or trade.

How To Get There: 5 minute walk from the south side of campus. Located at 2476 Telegraph Ave.

Hours: 10am-10pm.

### Crossroads & Buffalo Exchange

Get your thrift on in Downtown Berkeley! Pursue some very uniquely Berkeley fashion items at these stores!

How To Get There: Located respectively at 2330-38 Shattuck Ave, Berkeley, CA 94704 and 2585 Telegraph Ave, Berkeley, California 94704.

Hours: 10am- 8pm.

### Explore Telegraph Avenue and Fourth Street

Two iconic shopping streets with starkly different characteristics: visit Fourth Street for high-end charm and Telegraph Avenue for indie jewelry shops, thrift stores, and other eccentric finds.

How To Get There: Telegraph Avenue meets Bancroft Avenue bordering the South Side of campus; Fourth Street is accessible via the AC Transit Berkeley Marina-bound 51B or Uber/Lyft.

## Museums and Entertainment

### Lawrence Hall of Science

Sitting just above the Big C, this public science museum is home to spectacular Bay Area views and exhibits ranging from interactive planetarium shows to an Insect Zoo.

How To Get There: Accessible via the inbound 65 AC Transit bus and the UC Berkeley Bear Transit H Line as well as Uber and Lyft. Located at 1 Centennial Dr, Berkeley, CA 94720.

Hours: 10am-5pm Monday through Sunday.

Fares: Adults \$12, Children and Seniors \$10.

### Berkeley Art Museum and Pacific Film Archives

Also known as BAMPFA, this museum is a combined art museum and repertory theater, housing local to international art exhibits and a film archive.

How To Get There: BAMPFA is a two minute walk from the Downtown Berkeley BART station and a two minute walk from the west side of campus.

Hours: 11am-7pm Wednesday, Thursday, and Sunday, 11am-9pm Friday and Saturday, closed Monday and Tuesday.

Fares: \$12 general admission, \$10 senior admission, free admission for youth age 17 and under.

## Berkeley Repertory Theater

This beloved Berkeley theater company has been staging plays and other productions since 1968.

Check <https://www.berkeleyrep.org/> for ongoing shows and tickets.

How To Get There: The theater is a 5 minute walk from the Downtown Berkeley BART and a 5 minute walk from the west side of campus. Located at 2025 Addison Street.

## UC Berkeley Athletics

As a member of the PAC-12 athletic conference, Cal competes in 27 intercollegiate men's and women's sporting events. From artistic gymnastics to water polo, Cal hosts and competes with the best college teams in the nation in a number of different games and meets each weekend. For a list of upcoming sporting events at Cal, check here: <http://www.calbears.com/calendar.aspx>. Fares and locations may vary depending on the event.

## GETTING AROUND

Navigating public transit around the Bay can be tricky. Here's a quick overview of how to best get around the East Bay and San Francisco.

### BART: General Bay Area

The Bay Area Rapid Transit (BART) system connects most of the Bay Area and is the cheapest and fastest mode of transportation for longer distances.



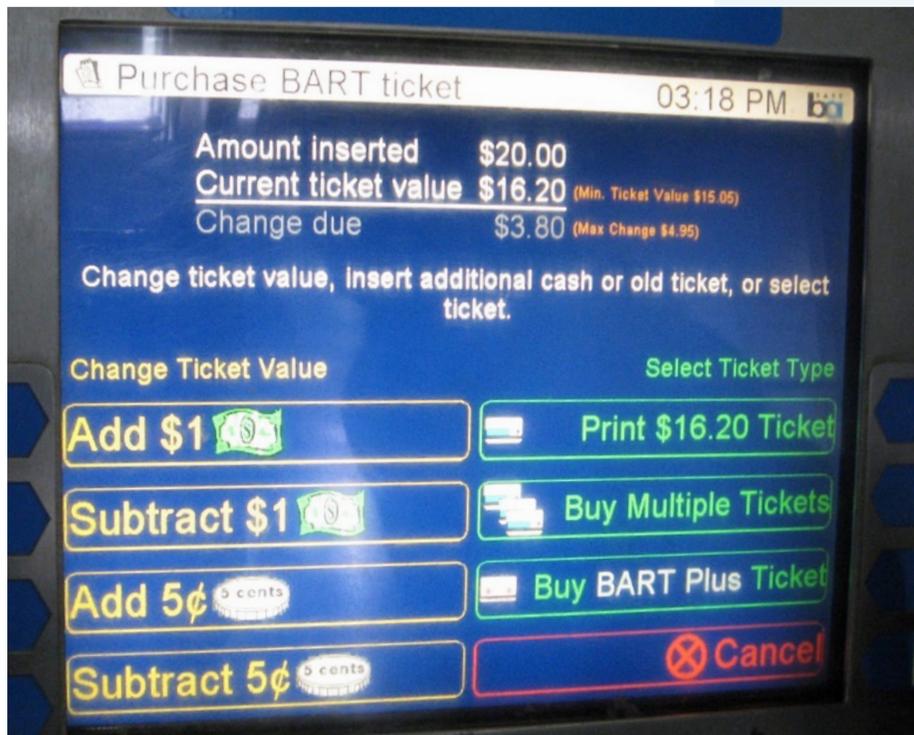
Trains leave each station approximately every 8-12 minutes. The BART station closest to campus is Downtown Berkeley, and Richmond-bound trains will take you there.

- **From Berkeley to San Francisco (←/→):**
  - If going to San Francisco from Berkeley, riders must get on a Daly City/Millbrae-bound train. At certain times, there is no direct train service to San Francisco, so riders must take Fremont-bound train from Downtown Berkeley, get off at MacArthur station (second stop after Downtown Berkeley station) and transfer to a Daily City/Millbrae-bound train. These times are:
    - weekdays after 8pm
    - Saturday after 6pm
    - Sunday
  - If going to Berkeley from San Francisco, riders must get on a Richmond-bound train from any of the stations in San Francisco. There is no direct train service to Berkeley from San Francisco on Saturdays before 10am and on Sundays, so riders must take the Pittsburg/Bay Point-bound train and transfer to a Richmond-bound train at the 19<sup>th</sup> Street Oakland BART station (WARNING: Do not confuse the 19<sup>th</sup> Street Oakland station with the 12<sup>th</sup> Street Oakland station, the 19<sup>th</sup> St. Oakland station comes after the 12<sup>th</sup> street Oakland station for Berkeley-bound trains).
- **From Oakland, Fremont, East Bay stations to Downtown Berkeley (←/→):**
  - If coming from Fremont or Oakland (East Bay) to Berkeley, always get on a Richmond-bound train and get off at Downtown Berkeley.
  - To return from Berkeley to your destination in the East Bay, take a Fremont-bound train from the Downtown Berkeley station and get off at the desired stop.
- **From Pittsburg/Bay Point/Antioch, Walnut Creek to Downtown Berkeley:**
  - There is no direct train service to Downtown Berkeley. To go from Walnut Creek to Berkeley, take the SFO or Millbrae-bound trains and transfer to a Richmond-bound train at MacArthur station (the one following the Rockridge station) and get off at Downtown Berkeley station.
  - To go from Berkeley to Pittsburg/Bay Point or Walnut Creek, get on a Fremont-bound train at the Downtown Berkeley station and transfer to a Pittsburg/Bay Point-bound train in the MacArthur Station.
- **From Dublin/Pleasanton to Berkeley (←/→):**
  - To go from Dublin/Pleasanton to Berkeley, take a Daly City-bound train and transfer to a Richmond-bound train at the Bay Fair station and get off at Downtown Berkeley station.
  - To go from Downtown Berkeley to Dublin/Pleasanton, take a Fremont-bound train from Downtown Berkeley and transfer to a Dublin/Pleasanton train at the Bay Fair station.

From	To	Approx. Time	Price (one way)
Embarcadero	Downtown Berkeley	23 mins	\$4.00
SFO (SF Airport)	Downtown Berkeley	56 mins	\$9.55
Fremont	Downtown Berkeley	46 mins	\$4.75
19th Street Oakland	Downtown Berkeley	9 mins	\$1.95
Walnut Creek	Downtown Berkeley	28 mins	\$3.50
Oakland Airport	Downtown Berkeley	43 mins	\$8.60
Dublin/Pleasanton	Downtown Berkeley	62 mins	\$4.70

### How to get BART Tickets:

- Line up to use one of the ticketing machines in each station.



- Ticket is valid for multiple trips, so you can choose to load as much money as you want. But do not lose the ticket. Tickets can be reused.
- Payment options in the machine are cash/credit card/debit card. However, some machines are cash only, so check the signs.
- Default amount programmed in the machine is \$20. If you want to add less click on button B, which says "subtract \$1," until the "amount to be charged" is the desired amount.
- Click "Print ticket" once you are done and the ticket will be printed.

## How to get into the station to wait for train:

- Once you have your ticket, line up behind the BART Entrance machines.
- Insert ticket into the machine. The ticket must be facing up and must be inserted in the direction that the arrows are pointing to.
- Once the machine takes the ticket, walk through the entrance and the gates will open and close behind you.
- Your ticket will be returned to you once you pass through the gates so MAKE SURE TO TAKE YOUR TICKET.
- Go on the platform and wait for the train. Once it arrives, enter in an orderly fashion.
- KEEP YOUR TICKET with you at all times because you will need it to get out of the station.
- Once you arrive at your station, insert your ticket into the Exit machines and pass through the gates. Make sure to take your ticket again at the end.



## AC Transit: East Bay Area

The AC Transit (Alameda County Transit) is the bus service that operates throughout Berkeley. It is a relatively inexpensive way to travel longer distances within Berkeley and East Bay area in general.

- The 51B route is the easiest way to go from down the main street in adjacent to campus (Bancroft St) to the Downtown Berkeley area.
- The 52 route also goes around campus and takes you to the Downtown Berkeley area.
- The F bus is another way to get from campus to the Downtown Area and it also goes all the way to San Francisco, crossing the Bay Bridge.
- The F bus takes around 35-40 mins to get to San Francisco and it stops at the Transbay Station, just a few blocks away from the Embarcadero area and Market Street.



## Cash Fares

CASH FARE	Adult (Age 19–64)	Youth (Age 5–18)	Senior (Age 65+) & Disabled
Local Single Ride	\$2.25	\$1.10	\$1.10
Local Day Pass	\$5.00	\$2.50	\$2.50
Transbay Single Ride	\$4.50	\$2.20	\$2.20

## Muni: San Francisco Transit

The San Francisco Muni is a transit system that goes around San Francisco and consists of a metro system and a bus system. This system only operates in San Francisco, and it is generally cheaper to use BART instead of Muni. However, BART is limited in the destinations that it can get to so Muni is more convenient for certain tourist attractions such as Ocean Beach and Dolores Park.

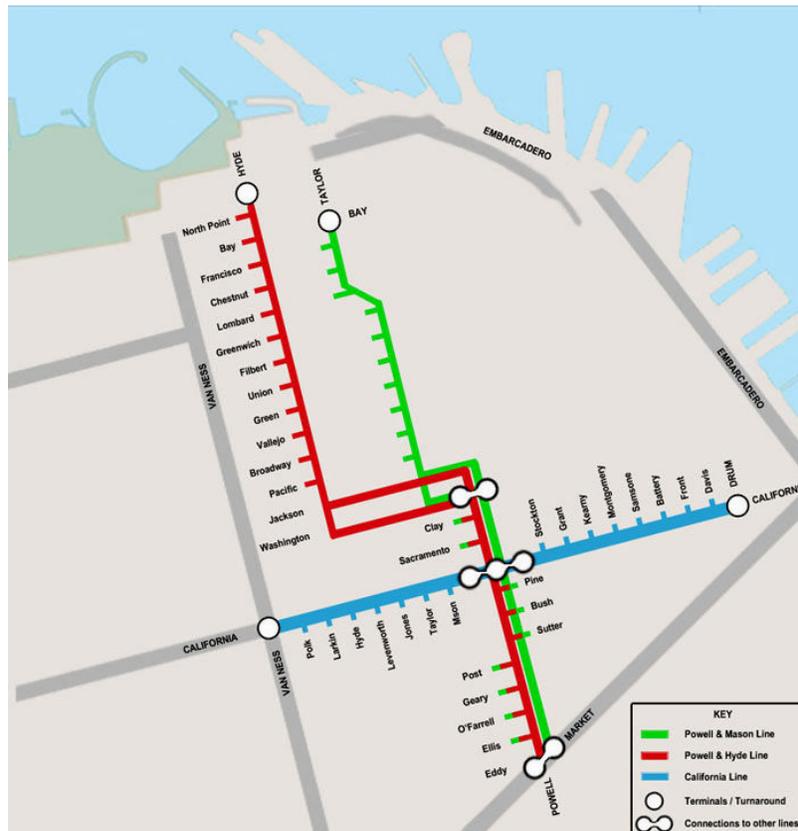


If you are going to explore the city using Muni, it is best to get a day [Pass](#) for \$22, which includes Muni subways, buses, and cable cars.

If you choose to get a single trip ticket (\$2.50), keep the ticket that the machine prints as your proof of purchase. In some cases, no one will check your ticket on the train but fare officers go around the train often to check that every rider has paid their fare.

## Cable Car: San Francisco Transit

The cable car is more of a tourist attraction than a mode of transportation. It is relatively more expensive than bus or Uber, but it is a fun way to get around. There are three cable car routes:



1. *California Line* takes you along California Street from the Embarcadero to Van Ness.
  2. *The Powell & Mason Line* goes from Market street to Taylor & Bay Street, two blocks away from the Fisherman Wharf's area.
  3. *The Powell & Hyde Line* is the most popular. It goes from Market St. to Hyde and Beach St. This route goes through the San Francisco hills and has stunning views of the city. The line has a stop at the top of Lombard St. (the zig-zag street) and finishes its destination in a park by Ghirardelli Square and in front of a little beach.
- The cable car costs \$7 for a one-way ride, but you can purchase a day pass for \$21 that includes cable cars, MUNI subways, and buses, although this is only recommended if you are spending the day in SF and riding multiple times.
  - You can pay with card on the transit kiosk by the cable car stop on Market Street and you can also pay the cable car conductor once you are on, although they only accept cash.
  - Cable cars tend to be very popular so expect long lines and crowded cars.
  - **WARNING:** If you get off the cable car and you only have a single-ride ticket, you will need to buy another ticket to board the next one, no matter how short the distance you are traveling is.

## Caltrain

Caltrain is a rail service that connects the South Bay (San Jose, Silicon Valley) with San Francisco. Caltrain runs around every 20-30 mins per stop on the weekdays and every hour on the weekends.

Caltrain should only be used for longer distances and to go into the South Bay. It is more expensive because it travels longer distances and charges you according to the “zones” that you will be crossing.



The ticketing is similar to Muni in that you don't need to scan it or make it go through a machine, but fare officers go around most trains checking that passengers have paid.

### Adult Full Fare

Ticket Type*	How to Buy	Travel within					
		1 Zone	2 Zones	3 Zones	4 Zones	5 Zones	6 Zones
One Way	TVM	\$3.75	\$5.75	\$7.75	\$9.75	\$11.75	\$13.75
	Clipper Card	\$3.20	\$5.20	\$7.20	\$9.20	\$11.20	\$13.20
Day Pass+	TVM	\$7.50	\$11.50	\$15.50	\$19.50	\$23.50	\$27.50

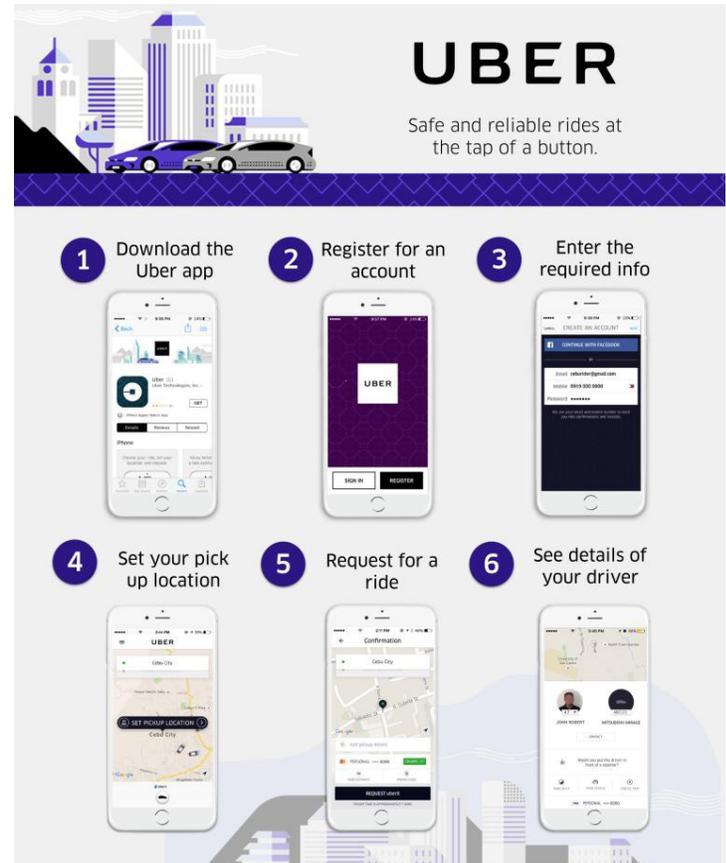
## Uber and Lyft

Uber and Lyft are convenient ways to travel for small groups.

The cheapest Uber/Lyft rides around Berkeley and San Francisco are “UberPool” and Shared Lyfts in which you share your ride with other people rather than having a car for yourself. However, these shared options are limited to only two passengers (you + someone else).

“UberX” or Lyfts are the next cheapest option, and it reserves a whole car for your group (usually 3-4 people). “UberXL” or “Lyft XL” are cars for bigger groups, (5-6 people) and are generally more expensive around the Bay Area.

Note that Uber and Lyft require creating an account, credit card information, and cell phone data, so it may not be the best mode of transportation for high schoolers without parent permission.



## ACCOMMODATIONS

We recommend booking hotels/accommodations as soon as possible. Previous BMUN attendees have stayed at the following hotels.

### Four Points by Sheraton San Francisco Bay Bridge (Emeryville)

~\$150 per night

1603 Powell St, Emeryville, CA 94608 – Discount for BMUN attendees (BMUN’s partner hotel) and access to buses. Use this [link](#) to book rooms.

### Oakland Marriott City Center (Downtown Oakland)

~\$169 per night

1001 Broadway, Oakland, CA 94607. – Easy access to BART.

### Imperial Inn (Oakland)

~\$100 per night

490 W Macarthur Blvd, Oakland, CA 94609 – Easy access to BART.

### The Graduate (Berkeley)

~\$200-300 per night

2600 Durant Ave, Berkeley, CA 94704 – walking distance to UC Berkeley.

### Hotel Shattuck Plaza (Berkeley)

~\$230-300 per night

2086 Allston Way, Berkeley, CA 94704 – walking distance to UC Berkeley.

### La Quinta Inn (Berkeley)

~\$119 per night

920 University Ave, Berkeley, CA 94710 – close to buses that take you to campus.

### Courtyard of San Francisco Downtown (SF)

~\$179 per night

299 2<sup>nd</sup> St, San Francisco, CA 94105 – close to BART, in SOMA district.

### Park Central Hotel (SF)

~\$233 per night

50 Third St, San Francisco, CA 94103 – Close to BART, Westfield Mall, Market St, SF Museum of Modern Art, SF Financial District.

### The Westin St. Francis (SF)

~\$270-330 per night

335 Powell St, Union Square, San Francisco, CA 94102 – Close to BART, shopping, Union Square, Market Street.

### Holiday Inn Civic Center (SF)

~\$180-220 per night

50 8<sup>th</sup> St, San Francisco, CA 94103 – Close to BART station, SF City Hall, UN Plaza, Market St.

### Hyatt Regency (SF)

~\$230 per night

5 Embarcadero Center, San Francisco, CA 94111 – Close to BART, views of the Bay Bridge, walking distance to Embarcadero, Market St.

### Best Western Plus (Pleasanton)

~\$140 per night

5375 Owens Ct, Pleasanton, CA 94588 – walking distance to BART, access to shopping and restaurants.

### Four Points by Sheraton (Pleasanton)

~\$100-120 per night

5115 Hopyard Rd, Pleasanton, CA 94588 – walking distance to BART.

# Appendix A | Glossary

**Head Delegate** | The head delegate is generally the president or secretary general of each Model UN team that attends our conference. This delegate is generally the delegate that attends registration with advisors and the Head Chair meeting on the second day of conference.

**Huxley** | Our registration application created by Kunal Mehta, Under-Secretary-General of Technology, BMUN 60. See also *'Registration application'*.

**Liability waiver** | A form that all delegates must complete online and submit to participate in the conference.

**Mailing** | The regular communication from the BMUN organization to advisors & head delegates of MUN teams all around the world. Mailings disseminate important information about the conference such as when registration opens, dates of deadlines, and changes to the new BMUN session.

**Mailing list** | The list of email addresses in our database that have subscribed to receive our mailings. If you would like to be added into our mailing list, please email [info@bmun.org](mailto:info@bmun.org).

**Officer Corps** | The fourteen members of the BMUN Secretariat appointed and elected to lead the new BMUN session. Each member of the officer board has a title that is specific to their duties. More description on each officer's duties can be found on our website, [www.bmun.org](http://www.bmun.org), under the "Secretariat" tab.

**Position Papers** | Papers that delegates are strongly encouraged to complete and submit on Huxley prior to conference. Paper will respond to different prompts that are made by chairs for each committee that pertain to the committee's topics.

**QuickBooks** | Quickbooks is BMUN's accounting system — we record all payments and invoices through this system, whether we receive your payment in either a form of a check or online payment. All invoices for school fees and delegate fees will be sent through this system.

**Registration application** | The online platform on which advisors can submit their teams' information to register for the new Berkeley Model United Nations session.

**Secretariat** | The members of the Berkeley Model United Nations organization that run the conference and staff the committees as chairs.

**Secretary-General** | The title held by the principal administrator of Berkeley Model United Nations.

**Under-Secretary-General** | A title given to the officers of Berkeley Model United Nations that precedes the specific responsibility of the officer. Sometimes abbreviated to "USG".

**Waiver** | See also *'Liability waiver'*.