

# Application Guide



Dear MUN-Directors of OLMUN 2015,

This guide shall help you along the application process to OLMUN 2015.

In order to apply as a MUN-Director or a Delegation, please do the following steps explained on the next pages.

Please make sure that all information is entered correctly as we cannot not filter spelling mistakes for all about 800 participants of OLMUN 2015.

For all MUN-Directors that search for the possibility to choose „bus tickets“: Bus tickets will be available to choose from the beginning of March in the shop section. Please notice that Bus tickets are not included in the conference fee. **They cost 10€/Person for the entire conference (4 days).**

**ATTENTION: Our Housing-Programme is for international participants only!**

In case of any questions or errors, please contact [application@olmun.org](mailto:application@olmun.org).

Sincerely yours,



**Ruben Semmerling**  
Secretary-General 2015

How to apply as a  
MUN-Director?

# Step 1

Open the URL <http://olmun.org>



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OLMUN » Welcome

## Welcome

...to the Oldenburg Model United Nations official webpage!

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### NEXT OLMUN

4<sup>th</sup> June 2013 – 7<sup>th</sup> June 2013  
120 days, 02:56:04

### LATEST TWITTER UPDATES

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# Step 2

Check out the navigation point „Application“ on the left.



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120 days, 02:52:48

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# Step 3

In order to apply your school and a MUN-Director, please choose „MUN-Director“.



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OLMUN » Application » MUN-Director

## MUN-Director

Apply as MUN-Director

First name:	<input type="text"/>
Last name:	<input type="text"/>
Gender:	<input type="radio"/> Male <input type="radio"/> Female
Address:	<input type="text"/>
School:	<input type="text" value="Please choose"/>
Country of Residence:	<input type="text"/>
Nationality:	<input type="text"/>
Phone:	<input type="text" value="+49-123-4567890"/>
Mobile:	<input type="text" value="+49-123-4567890"/>
E-Mail:	<input type="text"/>
E-Mail again:	<input type="text" value="Repeat your E-Mail address"/>
Housing needed:	<input type="checkbox"/>

Submit:

### NEXT OLMUN

4<sup>th</sup> June 2013 – 7<sup>th</sup> June 2013  
120 days, 02:52:18

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# Step 4

Fill in the MUN-Directors form.

In case your school has not been registered yet, please choose „Add a new school“ (first red box).

**For all international participants: Do not forget to set „Housing needed“.**

If you are ready (PAY ATTENTION TO THE SPELLING!) please press „Submit“ (bottom red box).

Please make sure that you enter valid data: phone numbers like +49-123-4567890 (the minus ' is absolutely necessary!)



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OLMUN » Application » MUN-Director

### MUN-Director

Apply as MUN-Director

First name:

Last name:

Gender: ☒ Male  
☐ Female

Address:

School:

Country of Residence:

Nationality:

Phone:

Mobile:

E-Mail:

E-Mail again:

Housing needed: ☒

School Data

Name:

Address:

Country:

Submit

Submit:

#### NEXT OLMUN

4<sup>th</sup> June 2013 – 7<sup>th</sup> June 2013  
120 days, 02:49:57

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# Step 5

Your application was successful. Please switch to your mail-account and have a look for the verification-mail.



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OLMUN » Application » MUN-Director

### MUN-Director

Success

**Your application was successful, but is not completed!**

Please check your E-Mails. You should get an E-Mail with a verification link.

#### NEXT OLMUN

4<sup>th</sup> June 2013 – 7<sup>th</sup> June 2013  
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# Step 6

You have received a verification-mail. If not, please check your spam-inbox!

First, please click the verification-link (upper red box). Your browser will open the homepage again.

Then, as written in the mail, please log-in with your personal username and your password.

**Von:** OLMUN Application <application@olmun.org>  
**Betreff:** OLMUN 2013 - Verify your registration  
**Datum:** 4. Februar 2013 09:10:14 MEZ  
**An:** Mr. ki-moon <[REDACTED]@olmun.org>

---

Dear Mr. ki-moon,

Thank you for your application for OLMUN 2013 as a MUN-Director.

In order to complete your application, please click the verification link below.

<http://test.olmun.org/@mailVerification/?uid=51&code=FaR9TdsNUHSPGpnzN8kKcbZ9WmuWcNqh>

Then, please log-in to [www.olmun.org](http://www.olmun.org) to confirm your personal data.

Username: Mr. ki-moon  
Password: [REDACTED]

In case you find any mistakes, please change your data as soon as possible.

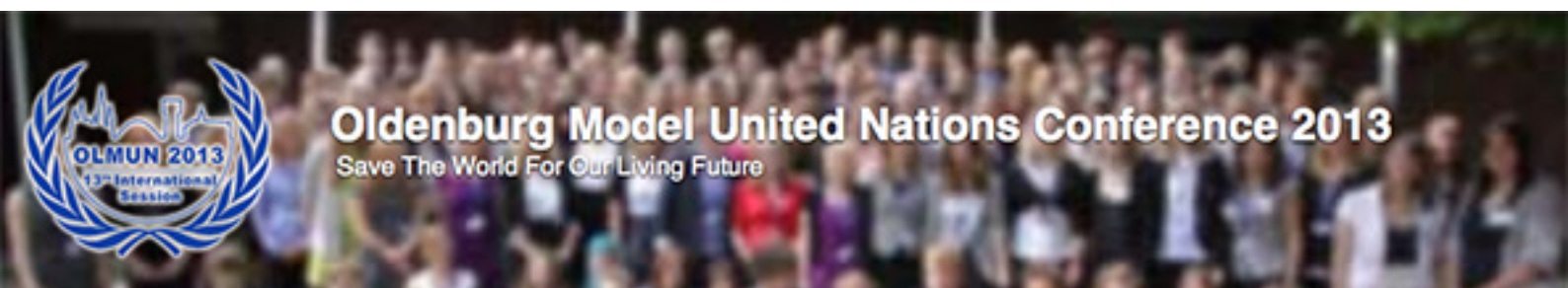
Sincerely yours,

Yannick Meißner  
President of the General Assembly of OLMUN 2013

[president@olmun.org](mailto:president@olmun.org)

# Step 7

Log-in to the homepage with your data from the verification-mail.



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Mr. ki-moon

\*\*\*\*\*

Login

✓ Gefällt mir 1 Tsd.

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# Step 8

You are now logged-in to our homepage.



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Welcome back,  
Mr. ki-moon  
Logout

✓ Gefällt mir 1 Tsd.

OLMUN » Welcome

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4<sup>th</sup> June 2013 – 7<sup>th</sup> June 2013  
120 days, 02:46:45

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# Step 9

Discover the navigation-point „MUN-Portal“. Here you will manage all your students and will find all the information needed.



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Welcome back, Mr. ki-moon

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OLMUN » Welcome

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# Step 10

Check out „My Profile“ and confirm your personal data. In case there are any mistakes, please change it and press „Submit“.

Red box: In case your school data fields are empty, please fill them in once again. Otherwise please check it on any mistakes.



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Welcome back, Mr. ki-moon

Logout

✓ Gefällt mir 1 Tsd.

OLMUN » MUN Portal » My Profile

### My Profile

Apply as MUN-Director

First name:

Last name:

Gender: ☒ Male ☐ Female

Address:

Country of Residence:

Nationality:

Phone:

Mobile:

E-Mail:

E-Mail again:

Housing needed: ☒

School Data

Name:

Address:

Country:

Change Password

Old Password:

New Password:

New Password again:

Submit

Submit:

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How to apply as a Delegate?



# Step 1

Apply a Delegate

This step can be done by a) the MUN-Director or b) by the student himself.

**ATTENTION:** Be sure that nobody is logged-in when you apply as a Delegate!



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**Delegate**

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### Delegate

Apply as Delegate

Name:

School:

E-Mail:

E-Mail again:

Gender: ☐ Male  
☐ Female

Birthday:

Nationality:

Vegetarian: ☐

Smoker: ☐

Allergies:

MUN-Experience:

Housing needed: ☐

Submit

Submit:

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# Step 2

Fill in the Delegate form. Choose your school and do not forget about the „Housing-needed“ checkbox.

Be careful with the spelling of your name and other input - this is what will be printed on your Badges and Certificates later!

Please make sure that you enter valid data: Birthday has to be like the following **YYYY-MM-DD**.

If you are ready, press „Submit“.



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Username

Password

☐ Gefällt mir

OLMUN » Application » Delegate

## Delegate

Apply as Delegate

Name:

School:

E-Mail:

E-Mail again:

Gender: ☐ Male ☒ Female

Birthday:

Nationality:

Vegetarian: ☒

Smoker: ☒

Allergies:

MUN-Experience:

**Housing needed:** ☐

Submit:

**NEXT OLMUN**

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You now have applied to OLMUN 2013!

Please switch to your mail-account!



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- Contact

✓ Gefällt mir 1 Tsd.

OLMUN » Application » Delegate

### Delegate

Success

**Your application was successful, but is not completed!**

Please check your E-Mails. You should get an E-Mail with a verification link.

#### NEXT OLMUN

4<sup>th</sup> June 2013 – 7<sup>th</sup> June 2013  
120 days, 02:43:18

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# Step 4

You have received the verification-mail. If not, please check your spam-inbox!

Similar to the application of a MUN-Director, please click the verification-link (first red box). Your browser will now open the homepage again.

Then, log-in to our homepage with your username and password.

Von: OLMUN Application <application@olmun.org>  
Betreff: OLMUN 2013 - Verify your registration  
Datum: 4. Februar 2013 09:16:26 MEZ  
An: Erika Mustermann <[REDACTED]@olmun.org>

---

Dear Erika Mustermann,

Thank you for your application for OLMUN 2013 as a Delegate.

In order to complete your application, please click the verification link below.

<http://test.olmun.org/@mailVerification/?uid=52&code=GKmOnKScqY0GdgUoYIR55WQv2rU2AVGy>

Then, please log-in to [www.olmun.org](http://www.olmun.org) to confirm your personal data.

Username: Erika Mustermann  
Password: [REDACTED]

In case you find any mistakes, please change your data as soon as possible.

Sincerely yours,

Yannick Meißner  
President of the General Assembly of OLMUN 2013

[president@olmun.org](mailto:president@olmun.org)

# Step 5

Log-in to our homepage.



Welcome

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Pictures

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Programme

Application

Contact

Erika Mustermann

\*\*\*\*\*

Login

✓ Gefällt mir 1 Tsd.

OLMUN » Welcome

## Welcome

...to the Oldenburg Model United Nations official webpage!

Dear visitor and esteemed delegates,

It is a delight to announce and extend an invitation to the 13th annual session of Oldenburg Model United Nations, OLMUN 2013. More than 700 school delegates from Germany, Poland, USA, Turkey and other countries come to Oldenburg each summer to address and discuss global issues on eight selected committees of the United Nations in the context of worldwide challenges.

The Conference is scheduled to take place from June 4-7, 2013 and promises to be an amazing week full of captivating debates, fruitful resolutions and plenty of fun.

For more than a decade OLMUN has offered the opportunity to the world's students to benefit from an experience of unique education in politics, elocution and comprehension of foreign affairs. During the OLMUN's week the delegates of the various committees face global challenges. By representing their assigned nation and its position the students bring international problems to life and possess the chance to resolve these concerned issues with their own resolutions.

Now in the 13th year of this Conference, OLMUN has distinguished itself as the largest MUN in Germany and therefore arouses considerable public interest every year which proves its cross-cultural competence, innovation and overall quality.

The Security Council at OLMUN in particular forces the delegates to improvise and cogitate on their feet since it features an integrated crisis simulation. This consequently makes the delegates work as one team due to the simulated urgent need to solve the demanding and international problem.

The OLMUN philosophy therefore strongly focuses on current affairs and realism so that the conference itself presents an accurate reflection of the global situation which underlines the utmost urgency of resourceful solutions.

So if you are interested in the concept of a Model UN Conference and how we give the participating students a one of a kind life experience in diplomatic proceedings and an insight view into the UN, feel free to review this website, and contact us for further information.

We appreciate your time and attention and are looking forward to seeing you in June!

### NEXT OLMUN

4<sup>th</sup> June 2013 – 7<sup>th</sup> June 2013  
120 days, 02:42:10

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# Step 6

Please check your personal data in your MUN-Portal.

In case of any correction, please click the „Submit“-button at the end.

Now you have finally applied. The next steps will be done by your MUN-Director.



## Oldenburg Model United Nations Conference 2013

Save The World For Our Living Future

OLMUN » MUN Portal » My Profile

### My Profile

#### Apply as Delegate

Name:

School:

E-Mail:

E-Mail again:

Gender: ☐ Male ☒ Female

Birthday:

Nationality:

Vegetarian: ☒

Smoker: ☒

Allergies:

MUN-Experience:

Housing needed: ☐

#### Change Password

Old Password:

New Password:

New Password again:

Submit:

#### NEXT OLMUN

4<sup>th</sup> June 2013 – 7<sup>th</sup> June 2013  
120 days, 02:41:35

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Verify your students!

# Step 1

The MUN-Director has logged-in again. Now that Erika Mustermann has applied as a sample Delegate for your school, you have to verify the applied delegates (red box).

In case the applied delegate is not part of your delegation, please press the red x, otherwise verify the student.



## Oldenburg Model United Nations Conference 2013

Save The World For Our Living Future

OLMUN » MUN Portal » Verification

### Verification

Delegates

Name	
Erika Mustermann	<input checked="" type="checkbox"/>

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Delegates

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Welcome back,  
Mr. ki-moon

Logout

✓ Gefällt mir 1 Tsd.

#### NEXT OLMUN

4<sup>th</sup> June 2013 – 7<sup>th</sup> June 2013  
120 days, 02:40:23

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# Step 2

You have verified all your students.



## Oldenburg Model United Nations Conference 2013

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- Logout

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OLMUN » MUN Portal » Verification

### Verification

There are currently no unverified participants.

#### NEXT OLMUN

4<sup>th</sup> June 2013 – 7<sup>th</sup> June 2013  
120 days, 02:29:54

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# Allocate your students!

*available as soon as the countries are allocated*

# Step 1

In your MUN-Portal navigation-point „Delegates“ you will find a list of verified delegates.

AS SOON AS THE COUNTRIES ARE ASSIGNED TO THE SCHOOLS, YOU CAN ALLOCATE YOUR STUDENTS TO THE ASSIGNED DELEGATIONS HERE.

If your student can not participate anymore, please delete by pressing the red x.

Your student has forgotten about the housing-checkbox? No problem, you can change the housing-status for your delegate.



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Mr. ki-moon
- Logout

✓ Gefällt mir 1 Tsd.

OLMUN » MUN Portal » Delegates

## Delegates

Name	Delegation	Committee	H
Erika Mustermann	Click here to select		<input type="checkbox"/> <input checked="" type="checkbox"/>

**NEXT OLMUN**

4<sup>th</sup> June 2013 – 7<sup>th</sup> June 2013  
120 days, 02:39:47

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# Step 2

In the column 'Delegation' you will see the text 'Click here to select'. By doing so, a drop-down list will appear where you can choose between all the delegations your school has been assigned. Choose the right one for the respective delegate by clicking on it



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- Logout

✓ Gefällt mir 1 Tsd.

OLMUN » MUN Portal » Delegates

## Delegates

Name	Delegation	Committee	H
Erika Mustermann	<input type="text" value="Click here to select"/>		<input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>

### NEXT OLMUN

4<sup>th</sup> June 2013 – 7<sup>th</sup> June 2013  
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# Step 3

Immediately after choosing the delegation you will need to choose the committee the delegate shall be in. You need to choose both Delegation and Committee at a time, otherwise it will not be saved. I.e. if you try to only allocate the delegation to a delegate, but without a committee, the drop-down list will always turn back to blank.



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- Logout
- ✓ Gefällt mir 1 Tsd.

OLMUN » MUN Portal » Delegates

## Delegates

Name	Delegation	Committee	H
Erika Mustermann	Germany	<div>GA 3</div> <div>GA 4</div> <div>SpC</div> <div>HRC</div> <div>UNEP</div> <div>WtPO</div>	<input type="checkbox"/> <input checked="" type="checkbox"/>

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# Step 4

Your student has been allocated. In case you want to correct your settings, just edit the dropdown menu.



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- Logout

✓ Gefällt mir 1 Tsd.

OLMUN » MUN Portal » Delegates

## Delegates

Name	Delegation	Committee	H
Erika Mustermann	Germany	GA 3	<input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>

### NEXT OLMUN

4<sup>th</sup> June 2013 – 7<sup>th</sup> June 2013  
120 days, 02:36:21

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