

Oldenburg Model United Nations Conference

OLMUN e. V. c/o Kai Steffen Menneking
Hoymer Straße 10 – 26209 Hatten - Germany



June 14th – June 17th, 2016
secgen@olmun.org
www.olmun.org

Terms and Conditions of OLMUN 2016

1. The MUN Director, participant and, if applicable his/her legal guardian accept these Terms and Conditions. They apply to all proceedings prior to, during and after OLMUN 2016.
2. These Terms and Conditions constitute a binding legal agreement between the OLMUN Association (OLMUN e.V.), represented by Kai Steffen Menneking (Hoymer Straße 10, 26209 Hatten - Germany), and the participant or his/her legal guardian.
3. Application Process
 - a. The application process consists of several stages that in most instances have to be taken online at www.olmun.org.
 - i. Step 1: Individuals or groups interested in participating in the next OLMUN conference name a representative, hereafter called MUN-Director, who will be taking care of all business between the OLMUN Association and the potential participants. Furthermore, Step 1 demands a non-binding estimation on how many delegates and how many teachers are intending to attend the conference. Should the delegation be interested in the housing programme, this should be indicated as well.
 - ii. Step 2: The MUN-Director provides the OLMUN Association with the final information on the final number of delegates and teachers that will be attending the conference. Furthermore, the number of delegates and teachers who desire to take part in the housing programme must be indicated. The invoice will be based on the numbers provided by step 2, wherefore step 2 is binding.
 - iii. Step 3: The OLMUN Association provides the information on the assigned delegations as well as the invoice and these terms and conditions via e-mail.
 - iv. The Secretariat will set a time frame in which the MUN-Directors will be able to order public transportation tickets. Orders placed after this period of time are not entitled to the same discounted rate.

4. Participation fee

a. Amount

- i. The fee is 30 Euro for each delegate and teacher, based on the number of delegates and teachers indicated on Form II.

b. Discounts

i. Teacherdiscount

1. One teacher per group is free of charge.

ii. Staff discount

1. Staffs are students who support the Orga Team. They are free of any charge.

iii. Need-based discount

1. The OLMUN Association may decide to grant discounts from the participation fee upon request by the MUN-Director.

c. Invoice

- i. The invoice will be emailed and must be paid in full without any unauthorized reductions. Only groups that have paid the full amount before the beginning of the OLMUN conference will be permitted to attend the conference.

5. Refunds

- a. There will not be any refunds for cancellations of individual delegates or teachers.
- b. Delegations cancelling their participation until six weeks prior to the first day of the conference will receive a 50% refund on the participation fee.
- c. Full refunds on the participation fee will be granted only if the OLMUN Association cannot offer housing to those who have applied for the housing programme, if this failure results in the group's inability to attend the conference.
- d. There will not be any refunds on public transportation tickets.
- e. The OLMUN Association will not refund any expenses for groups or individuals who have applied for the OLMUN conference but face difficulties including but not limited to:
 - i. Visa related issues.
 - ii. Expulsion from the conference due to failure to follow instructions by the OLMUN Association's representatives or host families.

6. Housing programme

a. Legible applicants

- i. Only groups from foreign countries or international / foreign schools may apply for the housing programme. All individuals staying in host families should be at least 15 years old. Exceptions may be granted upon request.

- ii. The OLMUN Association may decide to grant requests for participation in the housing programme from other groups.
 - b. Cancellation
 - i. The OLMUN Association may cancel the housing programme at any time due to a lack of host families.
 - c. Staying in host families
 - i. Individuals staying with host families will receive breakfast, and, if they are at home at a reasonable point of time, dinner, as well as a proper place to sleep.
 - ii. Individuals staying in host families must follow rules set by their respective host families and legal requirements (especially with regard to smoking and drinking) at all times. Failure to do so may result in the removal from the host family.
 - 1. In such a case, the person may be sent home at the expense of the individual's legal guardians. Such measures would be coordinated with the individual's MUN-Director.
 - iii. Neither the OLMUN Association nor the host families assume any responsibility for participants staying with host families.
 - d. Fees
 - i. There is no fee for staying in the housing programme.
 - e. Public transportation tickets
 - i. Individuals staying with host families must order public transportation tickets.
- 7. Public transportation tickets
 - a. Public transportation tickets are provided at a discounted rate.
 - b. Public transportation tickets are valid for the days of the conference only.
 - c. Individuals holding public transportation tickets are responsible for following regulations made by the public transportation providers, such as but not limited to additional charges for express trains or night busses.
- 8. Privacy policy
 - a. By applying to the OLMUN conference, MUN-Directors and delegates, or their legal guardians, agree that their personal data will be used for the purposes of the OLMUN conference they have applied for, as well as for the invitations for the following conferences.
 - b. Personal data may be processed by designated members of the OLMUN Association's team.
 - c. Names, e-mail addresses and delegations represented may be published for the purpose of preparatory activities to all committee members, unless individuals object.



- d. MUN-Directors' names, email addresses, schools and countries of residence may be published in a list of contact among the MUN-Directors taking part in the conference.
 - e. The OLMUN Association will not forward any personal data to non-participants, except the names and countries of origin / nationalities of participants.
 - f. All personal data will be deleted one year after the OLMUN conference.
 - g. Individuals may contact the OLMUN Association at any time in order to have their personal data deleted. However, personal data will be kept until all rightful financial claims of the OLMUN Association have been satisfied.
 - h. All MUN-Directors and participants agree that the OLMUN Association, journalists and other accredited individuals or companies may take pictures and conduct audio and video recordings at OLMUN and any of OLMUN related activities, and that these recordings may be used for OLMUN related purposes, such as but not limited to public relations activities. Additionally, any written documents created during the process of preparation or actual conference participation for the purpose of the conference may be used by the OLMUN Association for the same purposes.
9. Additional responsibilities
- a. The MUN-Director must provide each individual of the group, or its legal guardians, with a copy of these Terms & Conditions, Privacy Policy and obtain a signature from each individual or its legal guardian, indicating their acceptance of these Terms & Conditions. The signed copies must reach the OLMUN Association at least fourteen days prior to the conference by mail or fax.
 - b. All participants must follow these rules and instructions given by the OLMUN Association's representatives at all times. Failure to do so may result in expulsion from the conference and all conference-related activities.
 - c. All participants must ensure that they are covered by proper insurances at the time of any OLMUN activities.
10. All participants, or their legal guardians, accept that the OLMUN Association does not assume any liability for minor participants.
11. All participants are allowed to take part in OLMUN social activities even if they take place after midnight.
12. The OLMUN Association is not responsible for ensuring that participants return to their accommodation sites after any OLMUN activities.
13. The language of OLMUN is English. All legal disputes will be conducted under German law and through the courts of the City of Oldenburg or its superior German courts.



I herewith declare that I have read and understood the terms and conditions mentioned on pages 1-4 and that I am accepting them.

Name: _____

Date of birth: _____

Name of the legal guardian (if below 18): _____

School: _____

Participating as:

- Delegate
- Staff/Journalist
- Teacher
- Other, please specify: _____

Delegation: _____

Location, Date participant's signature + legal guardian's signature (if applicable)

This page must be provided by mail to the OLMUN Association no later than

April 15th, 2016

Kai Steffen Menneking
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26209 Hatten
Germany

It is not possible to return this form via e-mail! Schools failing to provide one signed copy for each participant will not be granted access to any OLMUN-activity!