

# **Application Guide 2024**

**Envision, Engage,  
Empower**

■

**Navigating a New  
Age**



# Copyrights

**Content Copyright** © Oldenburg Model United Nations (OLMUN) Association, All Rights reserved.

Application Guide, version 0.4

## Editors

2024 created by:	<b>Mika J. Niederheide</b>
------------------	----------------------------

**Published** by the Oldenburg Model United Nations e. V. (OLMUN e. V.)

Philipp Bruhns Etzhorner Weg 87 26125 Oldenburg Germany eMail: <a href="mailto:secgen@olmun.org">secgen@olmun.org</a>	Mika Jelko Niederheide Willi-Trinne-Str. 7a 26127 Oldenburg Germany eMail: <a href="mailto:treasurer@olmun.org">treasurer@olmun.org</a>
---	---

**Logo Copyright** © 2016 Helge Wellmann, All Rights reserved.

You are allowed to download this “Application Guide” and to copy them for educational uses only, e.g. for your class or your fellow Delegates.

However, you are not authorized to reprint or republish them for other MUNs or to change them without permission from the Secretariat.

This document explains the application process of OLMUN 2024. If you have any further questions, please send an email to [application@olmun.org](mailto:application@olmun.org).



## Contents

Chapter I - General Process	5
1. School Application	5
2. MUN-Director Application	5
3. Delegate Application	5
4. Staff Application	6
5. Chair Application	6
6. Inner Circle and Student Officer Application	6
Chapter II - MUN-Director Application & School Management	7
1. General Info	7
2. Step-by-Step Guide - MUN-Director Application	7
3. Verifying Delegates, Staff and additional MUN-Directors	12
4. Final Information	13
5. Assigning Delegations	13
6. Staff	14
7. Bus Tickets	14
Chapter III - Delegate Application	15
1. Application via Your School	15
Chapter IV - Staff Application	19
1. Staff	19
2. Application via Your School	19

# Foreword

**Dear Delegates, MUN Directors and other participants,**

Welcome to the Application Guide of the Oldenburg Model United Nations!

This manual will help you to better understand our application process and delegation assignment.

In order to apply, please follow the steps mentioned in this guide and complete them before the deadlines.

Although everything should work properly on mobile devices, we recommend using a desktop device with a larger display.

We improve this guide continuously. Please make sure to use the up to date version of this guide. The version number of this guide can be found on page two as well as in the file name. To view the most recent version go to <https://www.olmun.org/Downloads/This+-year%27s+conference/>.

If you have any further questions or if there is anything unclear in this guide, we would appreciate if you could send an email to [application@olmun.org](mailto:application@olmun.org) explaining your issue. Most likely there is somebody else with the same issue and we do not necessarily notice the issue ourself.

On behalf of the Secretariat,

Yours sincerely,



**Philipp Bruhns**  
Secretary General



**Mika Jelko Niederheide**  
Treasurer

## Chapter I - General Process

Please note that all user accounts get deleted after the conference and before the application start of the next conference.

### 1. School Application

There is no direct option to apply as a school. When applying as an MUN-Director an applicant may choose the option to 'Add a new school' in the school selection.

### 2. MUN-Director Application

MUN-Director is our title for teachers, group leaders or the responsible person for a group of Delegates or Staff members. There can be multiple MUN-Directors per school. MUN-Directors:

1. Receive updates by us via email.
2. Can add a new school if it has not been added yet.
3. Manage and verify Delegates and Staff from their school.
4. Fill in the Final Information in which they provide delegation preferences and the final number of participants (Staff excluded).
5. Assign delegations to verified Delegates based on delegations assigned to their school.
6. Receive and pay the invoice.

### 3. Delegate Application

Most of our participants are Delegates. They will be assigned a country and committee and represent their assigned country in the assigned committee. Delegates:

1. Apply after their MUN-Director has added their school.
2. Get verified by their MUN-Directors.
3. Get a delegation and committee assigned by their MUN-Director.
4. Receive further information by their Chairs or Presidents.
5. Prepare for the conference.

## 4. Staff Application

1. Before an application as Staff is possible, the MUN-Director of a school needs to send an email to [application@olmun.org](mailto:application@olmun.org) to enable Staff applications for their school. Most of our Staff is from schools located in Oldenburg. Therefore, Staff application is not enabled by default.
2. Apply after their MUN-Director has added their school and Staff application has been enabled.
3. Get verified by their MUN-Directors.
4. Receive further information by the Chief of Staff.

## 5. Chair Application

Chair applications usually open in November and end in December. There is a Chair application form upload to our website but you do not apply on the website itself. More information can be found in the mentioned form. Follow our Instagram account [@olmun\\_official](https://www.instagram.com/olmun_official) to get notified when our Chair applications open.

Chairs need to register on our website as well to receive badges, certificates etc.. See Inner Circle application. Chair applications for OLMUN 2024 are closed.

## 6. Inner Circle and Student Officer Application

You cannot apply as a member of the Inner Circle (IC) or a Student Officer position online. You need to be present at Inner Circle meetings in Oldenburg. Student Officer positions are elected out of the ranks of the IC. To join the IC please follow our Instagram account [@olmun\\_official](https://www.instagram.com/olmun_official) to get notified when the first and second IC meetings are.

Inner Circle members and Student Officers need to register on our website as well to receive badges, certificates etc..

## Chapter II - MUN-Director Application & School Management

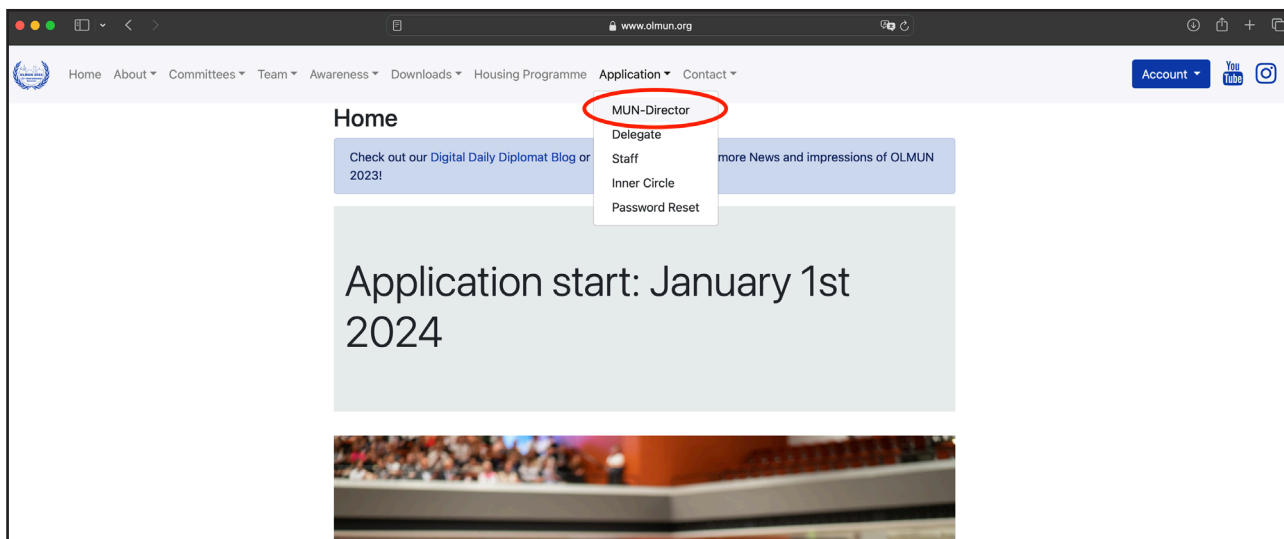
### 1. General Info

MUN-Director is our title for teachers, group leaders or the responsible person for a group of Delegates or Staff members. There can be multiple MUN-Directors per school. MUN-Directors:

1. Receive updates by us via email.
2. Can add a new school if it has not been added yet.
3. Manage and verify Delegates and Staff from their school.
4. Fill in the Final Information in which they provide delegation preferences.
5. Assign delegations to verified Delegates based on delegations assigned to their school.
6. Receive and pay the invoice.

### 2. Step-by-Step Guide - MUN-Director Application

1. Open [www.olmun.org](http://www.olmun.org)
2. Check the navigation point 'Application' on the top menu bar.
3. In order to apply as MUN-Director, please choose 'MUN-Director' or click [here](#).



## II MUN-Director Application & School Management

www.olmun.org/Application/MUN-Director/

Home About Committees Team Awareness Downloads Housing Programme Application Contact

Account YouTube Instagram

### MUN-Director

You will find all the information for the application in the Application Guide. If you still have any further questions do not hesitate to contact us: [application@olmun.org](mailto:application@olmun.org).

First name Last name

Gender

☐ Male

☐ Female

☐ Other

Address

School

Please choose

Country of Residence Nationality

Phone Mobile

+49-123-4567890 +49-123-4567890

E-Mail E-Mail again

example@example.com Repeat your E-Mail address

☐ Housing needed

☐ Visa needed

Submit

#### 4. Fill in the MUN-Director application form.

- Choose your school. In case your school has not been registered yet please choose 'Add a new school' under School -> 'Please choose' -> 'Add new school'
  - New fields 'School Data' appear below the form.
  - Fill in the **correct** information for your school.
  - Your school address will be the billing address.
  - Once registered, your school will appear as a new school option for other applicants under the name provided by you.
- Phone and mobile numbers
  - Make sure to use the exact format +49-123-4567890
  - The minus and plus signs are absolutely necessary!
- Make sure to enter a correct email address.
- For all international participants: Do not forget to set 'Housing needed' and/or 'Visa needed'.**
  - The 'Housing needed' field will inform our Housing Coordinator about you and grant him/her access to all the information needed. You will get further information from him/her. We cannot guarantee a housing option for every international participant.



## II MUN-Director Application & School Management

- ii. The 'Visa needed' gives our Secretary General the information he/she needs to send you a visa invitation letter.

e) **Check your data** and click the submit button below (**pay attention to the spelling - we cannot adjust/check data for hundreds of participants**).

### MUN-Director

You will find all the information for the application in the [Application Guide](#). If you still have any further questions do not hesitate to contact us: [application@olmun.org](mailto:application@olmun.org).

First name	Last name
<input type="text" value="Demo"/>	<input type="text" value="MUN-Director"/>
Gender	
<input checked="" type="radio"/> Male	
<input type="radio"/> Female	
<input type="radio"/> Other	
Address	
<input type="text" value="Demo MUN-Director"/> <input type="text" value="Demo Street 1"/> <input type="text" value="26122 Oldenburg"/> <input type="text" value="GERMANY"/>	
School	
<input type="text" value="Add a new school"/>	
Country of Residence	Nationality
<input type="text" value="Germany"/>	<input type="text" value="German"/>
Phone	Mobile
<input type="text" value="+49-123-4567890"/>	<input type="text" value="+49-123-4567890"/>
E-Mail	E-Mail again
<input type="text" value="demo.mun-director@olmun.org"/>	<input type="text" value="demo.mun-director@olmun.org"/>

☐ Housing needed  
☐ Visa needed

### School Data

Name
<input type="text" value="Demo School"/>
Address
<input type="text" value="Demo School"/> <input type="text" value="Demo Street 2"/> <input type="text" value="26122 Oldenburg"/> <input type="text" value="GERMANY"/>
Country
<input type="text" value="Germany"/>

Submit

## II MUN-Director Application & School Management

5. After submitting your data a new page appears. Your application as MUN-Director was successful, but is not complete yet.

**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 steps:**  
Read the [Terms and Conditions](#) or [Teilnahmebedingungen](#) (german)  
Fill it out and your MUN-Director has to send it to [secgen@olmun.org](mailto:secgen@olmun.org) no later than March 15th, 2024.  
If you are under the age of 18 your parents must sign your Application too!

6. Please download and read our Terms and Conditions or Teilnahmebedingungen (German version).

a) Please print and sign the last page (Application Form).

- Collect the signed Terms and Conditions from your students.
- You need to scan the full terms and conditions once at the beginning.
- Scan the documents (as one document in alphabetic last name order).
- Send them to [secgen@olmun.org](mailto:secgen@olmun.org) no later than March 15<sup>th</sup>, 2024.**

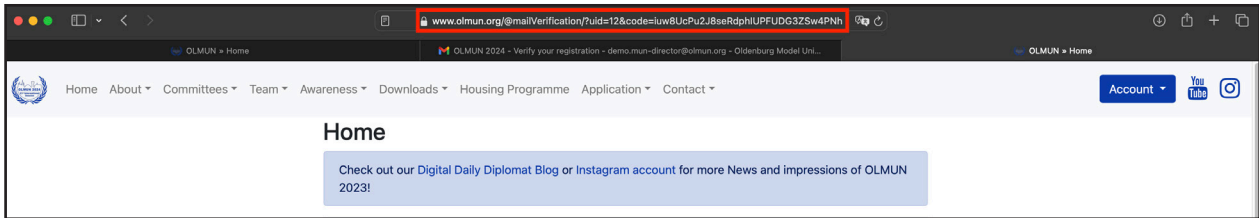
b) You can download the Terms and Conditions [here](#) later as well.

7. Please switch to your mail account and look for a verification email by [application@olmun.org](mailto:application@olmun.org). Check your spam if you cannot find the email.

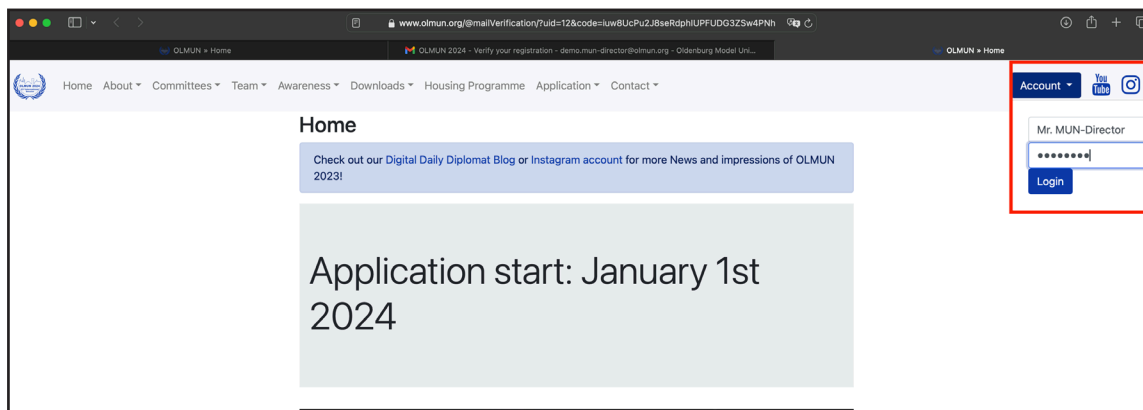
The screenshot shows a Gmail interface. On the left is the sidebar with 'Schreiben', 'Posteingang', 'Markiert', 'Zurückgestellt', 'Gesendet', 'Entwürfe', and 'Mehr'. The main area displays an email titled 'OLMUN 2024 - Verify your registration' from 'OLMUN Application' at 'application@olmun.org'. The email content includes a greeting, a thank you for the application, and a request to click a verification link. The link is highlighted with a red box: <https://www.olmun.org:443/@mailVerification/?uid=12&code=iuw8UcPu2J8seRdphIUPFUDG3ZSw4PNh>. Below the link, it says to log in to [www.olmun.org](http://www.olmun.org) and provides a username 'Mr. MUN-Director' and password 'll4Bb7pS', both highlighted with red boxes. The email concludes with a note to change profile data if needed, a signature from Lenja Hinrichs, and the contact email [president@olmun.org](mailto:president@olmun.org).

## II MUN-Director Application & School Management

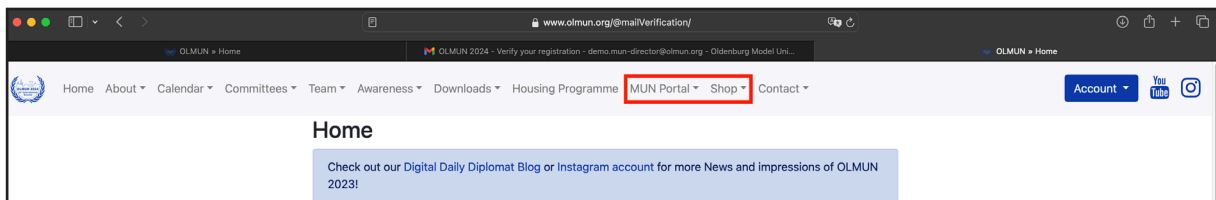
- a) Click the verification link.
- b) You will land on our homepage. Although you may not see a visual confirmation, your email has been verified.



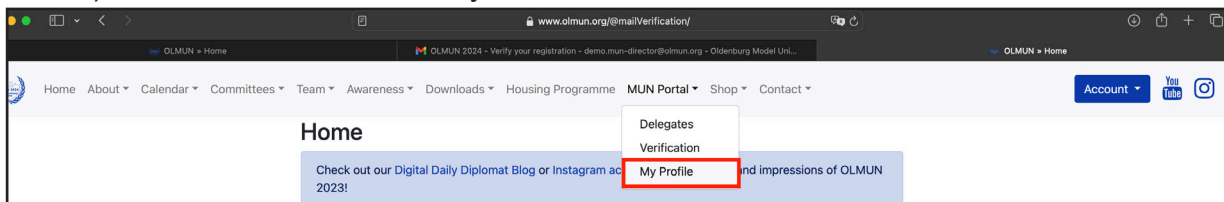
- c) Please log into your account using the username and password provided in the email. You can log into your account using the 'Account' button in the upper right corner.



- d) New menu points appear in the menu bar at the top.



- e) Go to 'MUN Portal' -> 'My Profile'

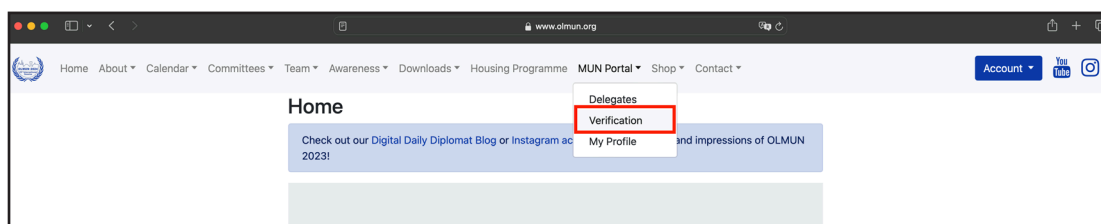


- f) Check your data once again and click the submit button at the bottom. You may also change your password if you want to. We cannot see your passwords.
8. Your application is complete.

## 3. Verifying Delegates, Staff and additional MUN-Directors

Delegates, Staff and additional MUN-Directors need to be verified. To verify Delegates, Staff and additional MUN-Directors please follow these steps:

1. Open [www.olmun.org](http://www.olmun.org)
2. Please log into your account using your username and password. You can log into your account using the 'Account' button in the upper right corner.
3. New menu points appear in the menu bar at the top.
4. Go to 'MUN Portal' -> 'Verification'



5. Once your Delegates, Staff or additional MUN-Directors applied as their position for your school they will appear in your verification menu. The 'Staff' field will only appear if Staff is enabled for your school.

### Verification

There are currently no unverified participants.

### Verification

#### MUN-Directors

Name

---

#### Delegates

Name

---

#### Staff

Name	Staff Type
------	------------

### Our Sponsors

Team ▾ Awareness ▾ Downloads ▾ Housing Programme ▾ MUN Portal ▾ Shop ▾ Contact ▾

### Verification

#### MUN-Directors

Name

MUN-Director 2, Demo ✓ ✗

#### Delegates

Name

Demo Delegate ✓ ✗

#### Staff

## II MUN-Director Application & School Management

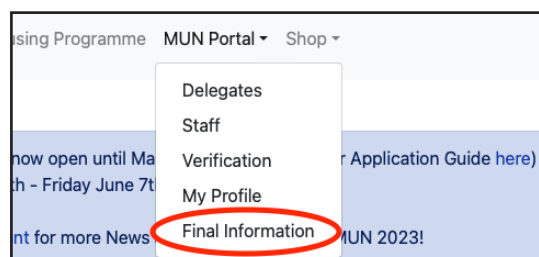
6. Verifying an additional MUN-Director by clicking on the green tick makes him/her an admin of your school. You cannot manually revoke the verification. He/she will be able to:
  - a) Verify new Delegates, Staff and MUN-Directors.
  - b) Remove verified Delegates and Staff.
  - c) Change your schools data (name, address, country).
  - d) Assign Delegations.
  - e) Order bus tickets.
  - f) Receive email communication between your school and the organisers.
  - g) Communicate with full authority.
7. Verifying a Delegate by clicking on the green tick will enable you to assign delegations this Delegate later. He/she will appear in your Delegate list explained below (see 'Assigning Delegations').
8. Verifying Staff by clicking on the green tick will list him/her in your Staff list. They will also be listed for our Chief of Staff who will contact your Staff prior to the conference.
9. If the applicant is not from your school, clicking the red cross will remove the applicant from your verification view. **Warning:** There is no option to revoke this action on your site nor a confirmation needed.
  - a) After removing an applicant their school entry will be removed.
  - b) Their account will not be deleted, please do not create a second account.
  - c) **If this action was unintended**, please ask the applicant to log into their account and change their school entry to your school once again. The applicant will reappear on your verification page. In case any issues occur, please send an email to [application@olmun.org](mailto:application@olmun.org) and provide the Delegates' names you wish to restore as well as your school's name.

### 4. Final Information

The 'Final Information' represents the last step to complete your schools application. You will need to provide the final number of Delegates and MUN-Directors your school will participate with as well as 10 country preferences based on our Delegation Overview.

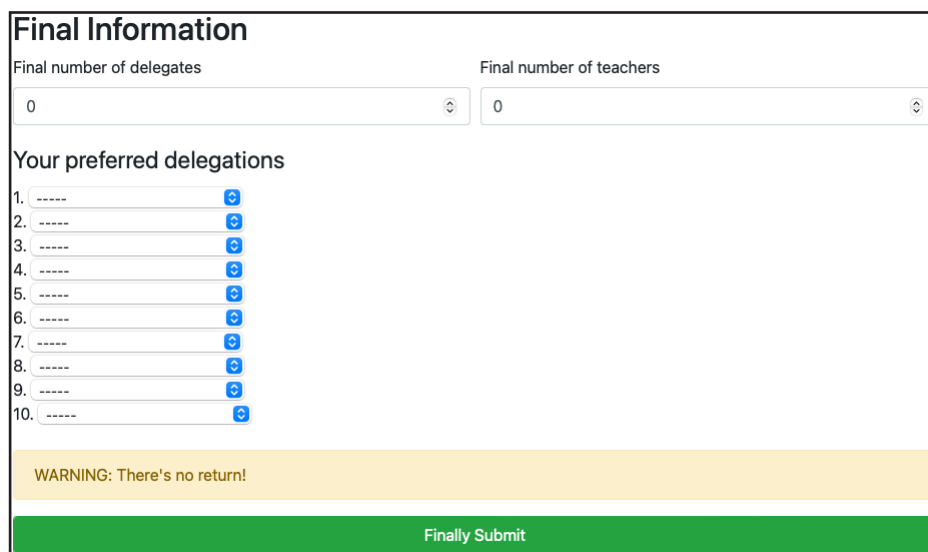
It is recommended that you complete the following on a desktop computer and not on your mobile phone.

Once available, you will get a new option:  
olmun.org -> log into an MUN-Director account -> 'MUN Portal' -> 'Final Information'.



## II MUN-Director Application & School Management

The 'Final Information' needs to be submitted by March 15th, 2024. You will be prompted with three different types of information requests we need to complete your school's application.



1. *Final number of Delegates*  
Please enter the final number of Delegates your school will participate with. You cannot change the amount of Delegates afterwards.
2. *Final Number of teachers*  
Please enter the final number of teachers, also known as MUN-Directors, your school will participate with. You cannot change the amount of MUN-Directors afterwards.
3. *Your preferred delegations*
  - a) Available delegations (countries and all of their seats in the committees) are listed in our [Delegation Overview](#). Please choose ten countries listed that you and your students would like to represent during the conference. All options you are able to choose in the drop-down-menu are available.
  - b) You need to choose ten countries ranked from highest (1.) to lowest priority (10.) - you will not be able to submit the form with less than 10 chosen countries.
  - c) We try to assign full delegations to schools, but for reasons like delegation sizes and Delegate numbers of schools not matching or some countries like the USA listed in almost every preference list, this will not always be possible.
  - d) Delegations and seats will be assigned after the initial deadline for the 'Final Information'. Submitting the 'Final Information' after the initial deadline will lead to fewer countries being available and possibly none at all. This late submission may be possible due to an extension of the deadline.
4. Write down your data somewhere else. Sadly, you will not receive a verification with your data directly after submitting. If you are unsure about your info you may always send a request to [application@olmun.org](mailto:application@olmun.org).

## II MUN-Director Application & School Management

### 5. What happens next?

- a) **Any changes after submitting the 'Final Information' need to be requested by sending an email to [application@olmun.org](mailto:application@olmun.org) and cannot be guaranteed.**
- b) We will charge you based on your provided numbers, after your school's application has been accepted and only the provided amount of applicants we will be granted access to the conference after the bill has been paid.
- c) Do not forget to provide signed Terms and Conditions via email by the given deadline.
- d) Make sure that all of your delegates are registered on our website and that they are verified by you.
- e) Your school will receive delegations/seats after your school's application has been accepted. See the next chapter.

### 5. Assigning Delegations

After submitting the Final Information and after the given deadline we will assign delegations to your school which you need to assign to your Delegates.

More information on the Delegation Assignment will be added soon.

### 6. Staff

For younger and inexperienced students (or those interested in the positions) OLMUN offers Staff positions. There are various types of Staff. For more information on the specifics of each Staff type, please contact our [Chief of Staff](#). Staff applications are disabled by default. Our Staff is involved in the setting up of our locations. Therefore we prefer local students. Please send an email to [application@olmun.org](mailto:application@olmun.org) to activate Staff applications for your school. We will activate Staff applications for schools located in Oldenburg as soon as we see their application. You need to verify your Staff after which they will be contacted by our Chief of Staff.

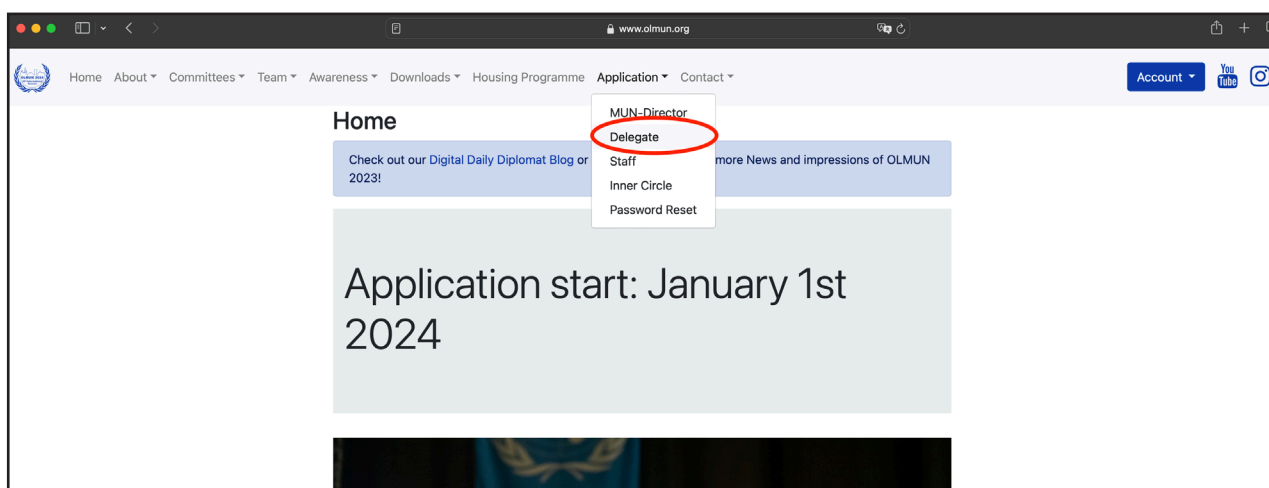
### 7. Bus Tickets

For participants living outside of Oldenburg, Oldenburg offers a good bus transportation system. OLMUN offers to buy tickets on requests. You can order bus tickets via [olmun.org](http://olmun.org) -> log into a MUN-Director account -> 'Shop' -> 'Bus-Tickets'. Please enter the needed amount. Unfortunately, our website does not show the ordered number nor a order verification. We are working on solving both issues. If you are unsure what you ordered please send an email to [application@olmun.org](mailto:application@olmun.org). Any additional submissions will override the previous one. Please note that we will close the bus ticket shop sometime before the conference. The exact date will be provided. A change is not possible anymore after the deadline.

## Chapter III - Delegate Application

### 1. Application via Your School

1. Open [www.olmun.org](http://www.olmun.org)
2. Check the navigation point 'Application' on the top menu bar.
3. In order to apply as Delegate, please choose 'Delegate' or click [here](#).



4. Fill in the Delegate application form.
  - a) Choose your school. In case your school has not been registered yet, please ask your MUN-Director (your teacher, group leader etc.) to register him-/herself and your school first. Once they have registered you may register yourself.
  - b) Phone and mobile numbers
    - i. Make sure to use the exact format +49-123-4567890
    - ii. The minus and plus signs are absolutely necessary!
  - c) Make sure to enter a correct email address.
  - d) **For all international participants: Do not forget to set 'Housing needed' and/or 'Visa needed'.**
    - i. The 'Housing needed' field will inform our Housing Coordinator about you and grant him/her access to all the information needed. You will get further information from him/her. We cannot guarantee a housing option for every international participant.
    - ii. The 'Visa needed' gives our Secretary General the information he/she needs to send you a visa invitation letter.



# III Delegate Application

- e) **Check your data** and click the submit button below (**pay attention to the spelling - we cannot adjust/check data for hundreds of participants**).

## Delegate

You will find all the information for the application in the [Application Guide](#). If you still have any further questions do not hesitate to ask your MUN-Director or contact us: [application@olmun.org](mailto:application@olmun.org).  
If your school doesn't exist, your MUN-Director must register this before.

Full Name (First & Last)	School
<input type="text" value="Demo Delegate"/>	<input type="text" value="Demo School"/>
E-Mail	E-Mail again
<input type="text" value="demo.delegate@olmun.org"/>	<input type="text" value="demo.delegate@olmun.org"/>
Gender	
<input type="radio"/> Male	
<input checked="" type="radio"/> Female	
<input type="radio"/> Other	
Birthday	Nationality
<input type="text" value="01/01/2005"/>	<input type="text" value="German"/>
Vegetarian <input type="checkbox"/> Vegan <input checked="" type="checkbox"/>	
Allergies	MUN-Experience
<input type="text" value="None"/>	<input type="text" value="OLMUN 2022 - Admin Staff&lt;br/&gt;OLMUN 2023 - Delegate (USA - GA1st)"/>
Housing needed <input type="checkbox"/> Visa needed <input type="checkbox"/>	
<input type="button" value="Submit"/>	

5. After submitting your data a new page appears. Your application as Delegate was successful, but is not complete yet.

## Delegate Success

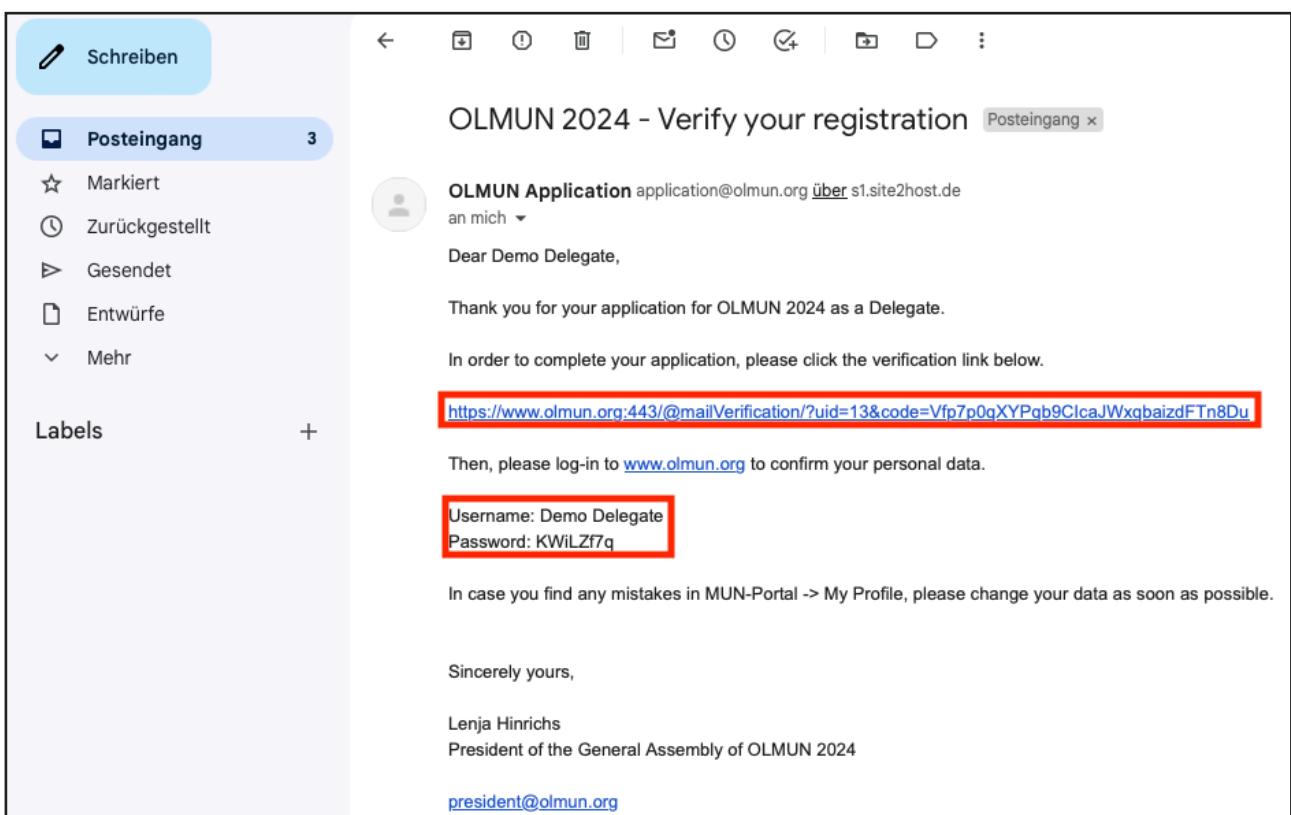
**Your application was successful, but is not completed!**

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

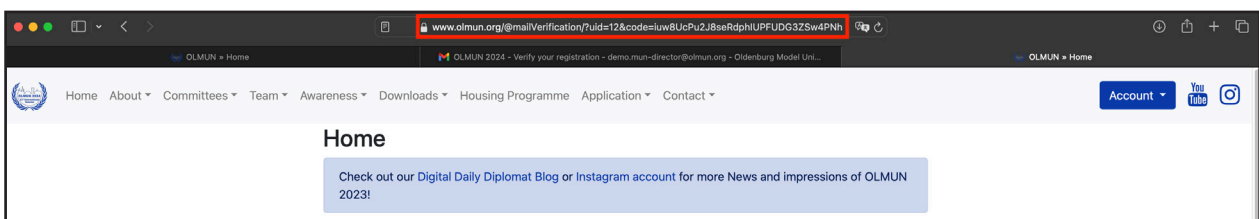
**Next steps:**  
Read the [Terms and Conditions](#) or [Teilnahmebedingungen](#) (german),  
Fill it out and your MUN-Director has to send it to [secgen@olmun.org](mailto:secgen@olmun.org) no later than March 15th, 2024.  
If you are under the age of 18 your parents must sign your Application too!

### III Delegate Application

6. Please download and read our Terms and Conditions or Teilnahmebedingungen (German version).
  - a) Please print and sign the last page (Application Form).
    - i. The signed Terms and Conditions need to be send or given to your MUN-Director who will send all Terms and Conditions combined to us.
    - ii. Please ask your MUN-Director about the specifics of how to provide the document and the deadline.
  - b) You can download the Terms and Conditions [here](#) later as well.
7. Please switch to your mail account and look for a verification email by application@olmun.org. Check your spam if you cannot find the email.

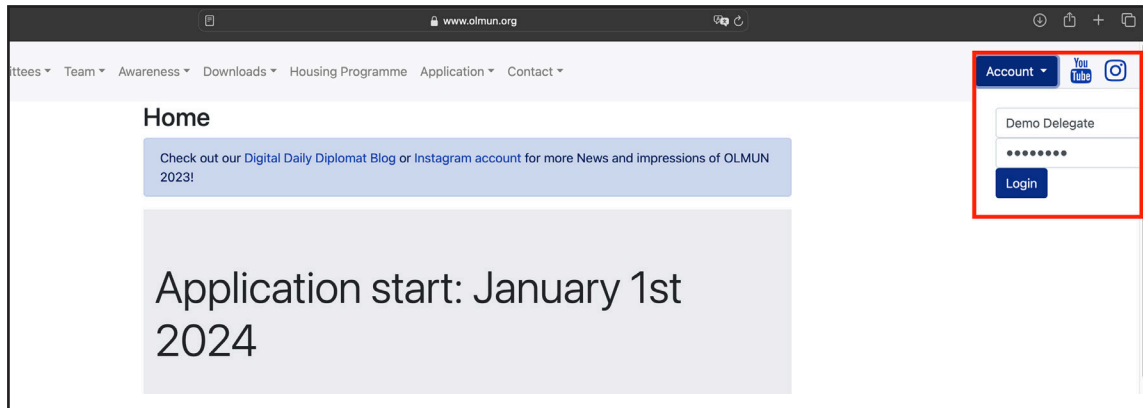


- a) Click the verification link.
- b) You will land on our homepage. Although you may not see a visual confirmation, your email has been verified.



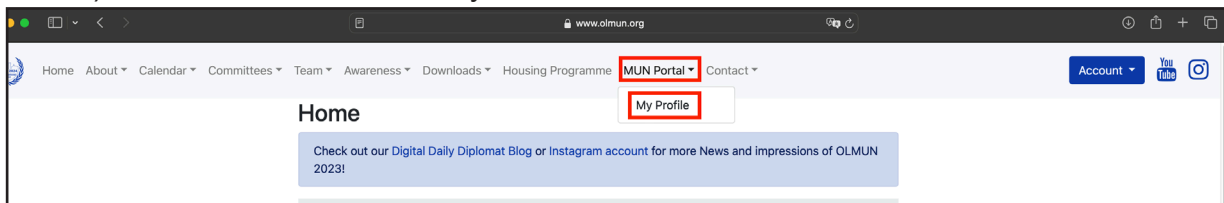
### III Delegate Application

- c) Please log into your account using the username and password provided in the email. You can log into your account using the 'Account' button in the upper right corner.



- d) The new menu point 'MUN Portal' appears in the menu bar at the top.

- e) Go to 'MUN Portal' -> 'My Profile'



- f) Check your data once again and click the submit button at the bottom. You may also change your password if you want to. We cannot see your passwords.
8. Your application is complete.

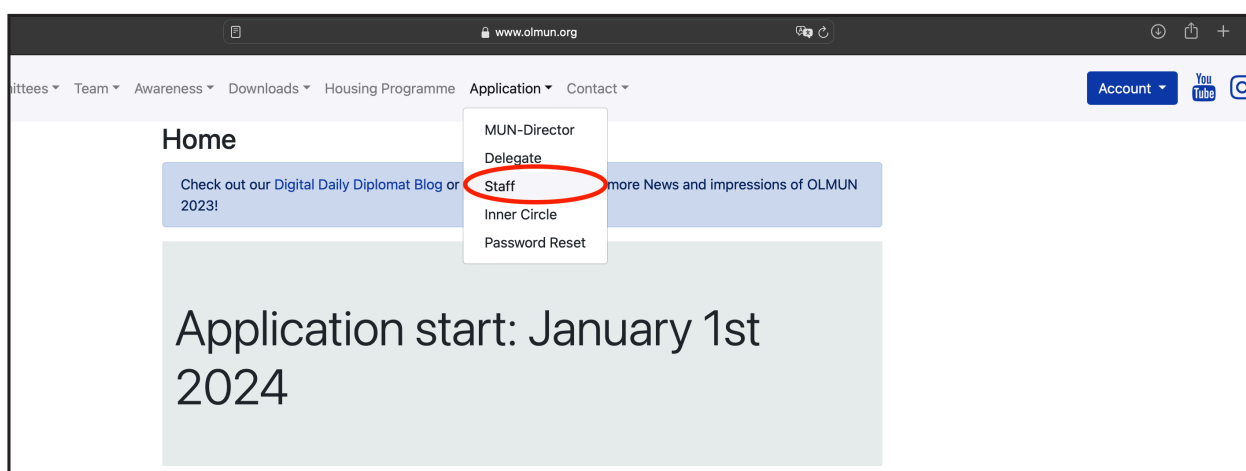
## Chapter IV - Staff Application

### 1. Staff

For younger and inexperienced students (or those interested in the positions) OLMUN offers Staff positions. There are various types of Staff. For more information on the specifics of each Staff type, please contact our [Chief of Staff](#). Staff applications are disabled by default. Our Staff is involved in the setting up of our locations. Therefore we prefer local students. Please send an email to [application@olmun.org](mailto:application@olmun.org) to activate Staff applications for your school. We will activate Staff applications for schools located in Oldenburg as soon as we see their application. Your MUN-Director needs to verify your application. Afterwards you will be contacted by our Chief of Staff.

### 2. Application via Your School

1. Open [www.olmun.org](http://www.olmun.org)
2. Check the navigation point 'Application' on the top menu bar.
3. In order to apply as Staff, please choose 'Delegate' or click [here](#).



4. Fill in the Delegate application form.
  - a) Choose your school. In case your school has not been registered yet, please ask your MUN-Director (your teacher, group leader etc.) to register him-/herself and your school first. Once they have registered you may register yourself.
  - b) Phone and mobile numbers
    - i. Make sure to use the exact format +49-123-4567890
    - ii. The minus and plus signs are absolutely necessary!
  - c) Make sure to enter a correct email address.
  - d) **For all international participants: Do not forget to set 'Housing needed' and/or 'Visa needed'.**

## IV Staff Application

- i. The 'Housing needed' field will inform our Housing Coordinator about you and grant him/her access to all the information needed. You will get further information from him/her. We cannot guarantee a housing option for every international participant.
  - ii. The 'Visa needed' gives our Secretary General the information he/she needs to send you a visa invitation letter.
- e) If you have questions regarding the tasks of a specific Staff type, please reach out to our [Chief of Staff](#) or ask your MUN-Director. Please note that we can not guarantee you the Staff position your applied for and you may be assigned another Staff position.
- f) **Check your data** and click the submit button below (**pay attention to the spelling - we cannot adjust/check data for hundreds of participants**).

### Staff

If your school doesn't exist, your MUN-Director must register this before.

Full Name (First & Last)	School
<input type="text" value="Demo Staff"/>	<input type="text" value="Demo School"/>
Birthday	Gender
<input type="text" value="01/01/2008"/>	<input type="radio"/> Male
	<input checked="" type="radio"/> Female
	<input type="radio"/> Other
Address	
<input type="text" value="Demo Staff"/> <input type="text" value="Demo Street 1"/> <input type="text" value="26122 Oldenburg"/> <input type="text" value="GERMANY"/>	
E-Mail	E-Mail again
<input type="text" value="demo.staff@olmun.org"/>	<input type="text" value="demo.staff@olmun.org"/>
Phone	Mobile
<input type="text" value="+49-321-4567890"/>	<input type="text" value="+49-321-4567890"/>
Class Teacher / Tutor	Class
<input type="text" value="Ms. Demo MUN-Director"/>	<input type="text" value="10a"/>

Apply as

☒ Administrative Staff

☐ Technical Staff

☐ Journalist

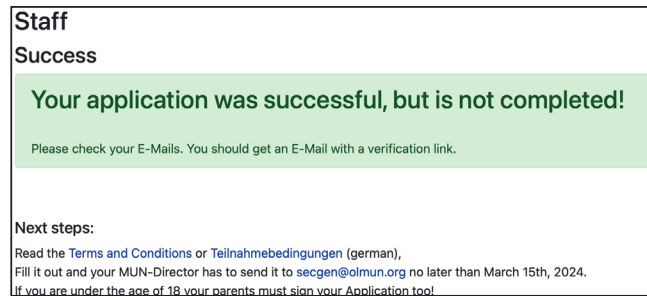
☐ TV Staff

☐ Photography Staff

Submit

## IV Staff Application

5. After submitting your data a new page appears. Your application as Staff was successful, but is not complete yet.



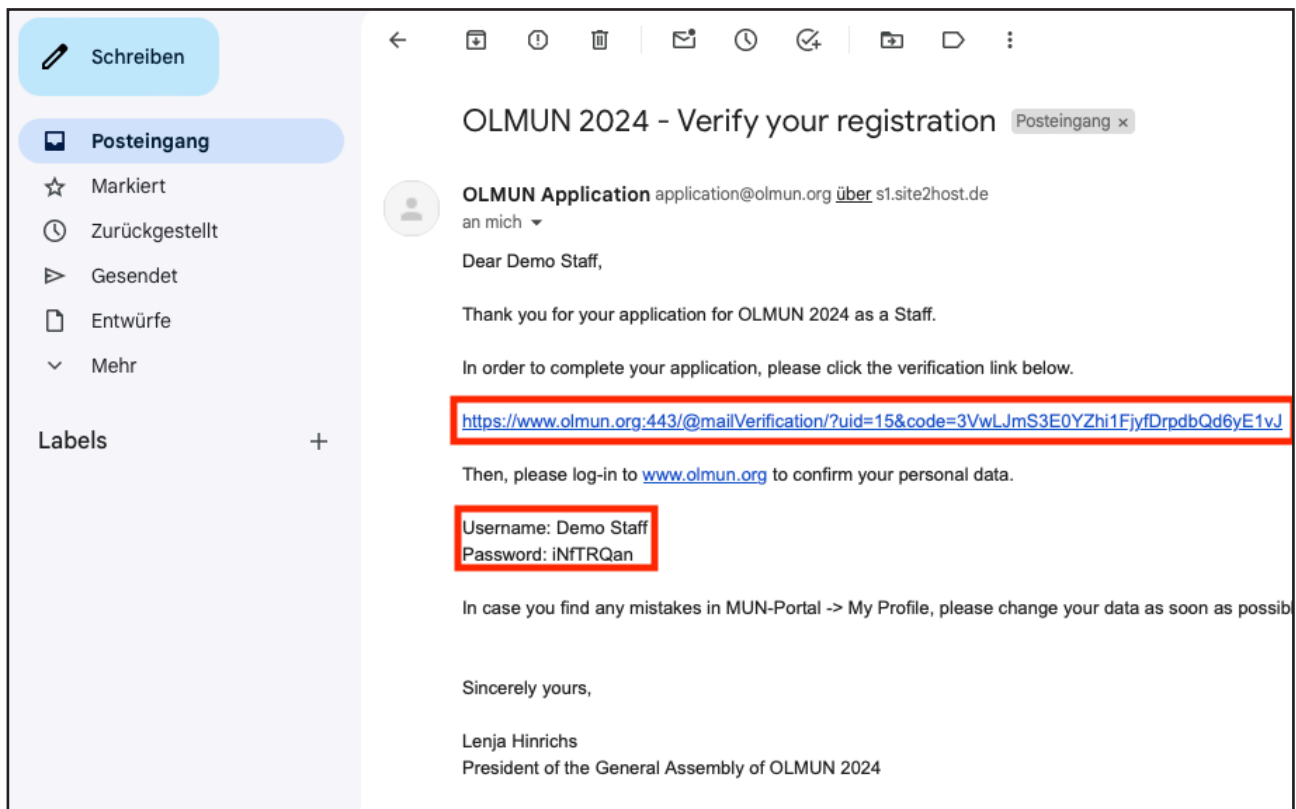
6. Please download and read our Terms and Conditions or Teilnahmebedingungen (German version).

a) Please print and sign the last page (Application Form).

- i. The signed Terms and Conditions need to be send or given to your MUN-Director who will send all Terms and Conditions combined to us.
- ii. Please ask your MUN-Director about the specifics on how to provide the document and the deadline.

b) You can download the Terms and Conditions [here](#) later as well.

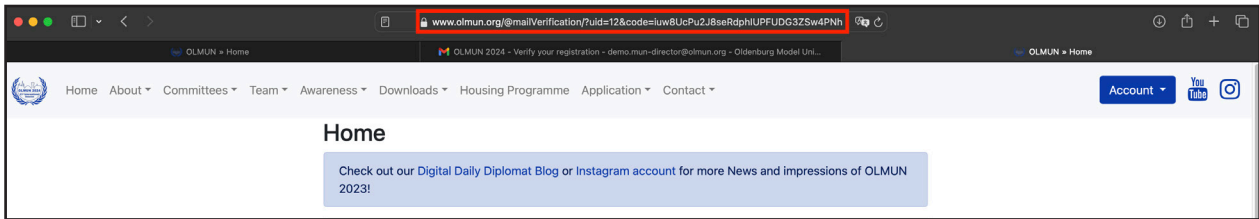
7. Please switch to your mail account and look for a verification email by application@olmun.org. Check your spam if you cannot find the email.



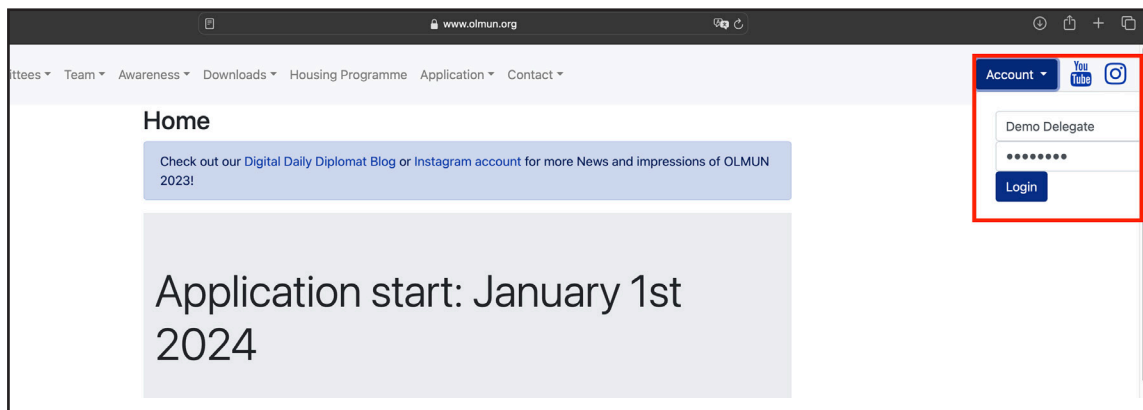
a) Click the verification link.

# IV Staff Application

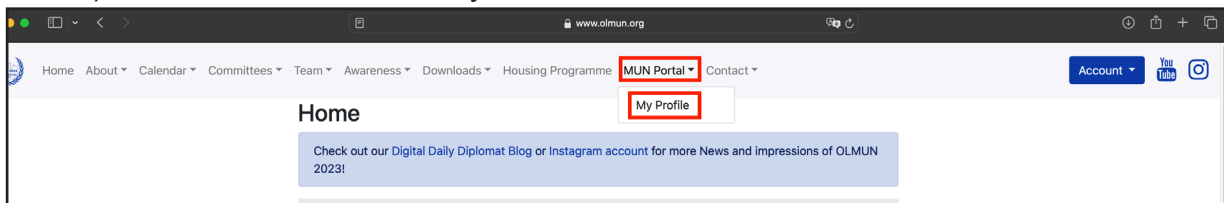
- b) You will land on our homepage. Although you may not see a visual confirmation, your email has been verified.



- c) Please log into your account using the username and password provided in the email. You can log into your account using the 'Account' button in the upper right corner.



- d) The new menu point 'MUN Portal' appears in the menu bar at the top.  
e) Go to 'MUN Portal' -> 'My Profile'



- f) Check your data once again and click the submit button at the bottom. You may also change your password if you want to. We cannot see your passwords.
8. Your application is complete.

