



CANADA MODEL UNITED NATIONS

Delegation Startup Package



About CANMUN

Canada Model United Nations (CANMUN) is a student-led federally registered non-profit organization that focuses on the education of international affairs, global thinking, and youth activism. CANMUN will be hosting a conference from **May 24, 2024 - May 26, 2024** at the **Sheraton Centre Toronto Hotel** that simulates the United Nations, with youth from around the world participating in diplomatic discussions about critical global issues. Our goal is to provide participants with enriched knowledge of international affairs and to emphasize the importance of global mindedness, whilst developing their public speaking, leadership, collaboration, and critical thinking skills.

Why CANMUN?

CANMUN presents a **unique opportunity for your students to expand their horizons** beyond the running track. Model United Nations (MUN) conferences, especially on a national scale like CANMUN, play a vital role in shaping well-rounded, globally aware citizens. These **simulations of international diplomacy enhance critical thinking, research skills, and public speaking abilities**, skills that are invaluable not only in global affairs but also essential for your athletes to excel in their sporting pursuits.

Furthermore, CANMUN's **emphasis on networking opportunities** provides a platform for your students to connect with not only each other but experts from universities, companies, and governmental bodies. These interactions offer **mentorship and guidance, inspiring your students to explore opportunities in fields** related to their own passions. By participating in CANMUN, delegates will refine their abilities in public speaking and international affairs while simultaneously cultivating essential leadership skills, making them well-rounded individuals poised for success in their academic endeavors.

To check out the schedule, please visit [our website](#).



Delegation Information

CANMUN will permit the registration of entire teams which are known as delegations. Any delegation who registers with compliance to the requirements will be eligible for delegation awards. These awards are based on the performance of each team through the duration of the conference.

Delegation Requirements

- Groups will qualify as delegations only if the group consists of a 5 delegate minimum. Most delegations consist of 20-50 delegates.
- Delegations must have a name that is appropriate and in compliance with Canada Model United Nations Equity Policies. All delegation names will go through USG of Delegate Affairs for confirmation.
- Delegations are not required to be under a school. Any community based, private institution based or country based are all accepted delegations.
- Delegations must attend in-person, whether that be day registration or overnight.
- All delegations are recommended to have at least one chaperone who is 18+, the head delegate and/or the chaperone will be the main source of communication with the CANMUN team and processing all payments to CANMUN 2024.
- Delegations will also have a Head Delegate/Chaperone who will fill out the delegation registration form. They will be in charge of assigning countries to their delegation as well as handing out any important information that is needed to the members of their own delegation.

Delegation Payments and Discounts

CANMUN 2024 will offer both day registration as well as overnight registration. **Day registration** is for delegates who will only attend the committee sessions and will not be staying at the Sheraton.



Overnight registration will not only allow you to attend committee sessions, but you will also be staying overnight at the Sheraton for the two days of the conference.

The cost for hotels is embedded within the cost for the overnight registration. All hotel bookings will be done by the USG of Delegate Affairs and communicated to the chaperone of the delegation. Each room is a quadruple occupancy room. For those who are requesting lower occupancy rooming options may do so within the form.

The cost of the overnight registration and day registration are dependent upon the dates you apply. Please note that these costs are **per delegate**.

Registration Type	Includes Access To...	Early Bird (Aug. 1 - Oct. 31)	Regular (Nov. 1 - Feb. 29)	Late (March 1 - May 12)
Day Conference	All conference events but not a two-nights stay at Sheraton	\$110	\$115	\$135
Overnight Conference	All conference events and a two-nights stay at Sheraton	\$269	\$289	\$310

For chaperones who have a delegation that will be overnight, the cost will be more focused towards the hotel fees.

Chaperone at...	Price
Sheraton	\$270/chaperone per night (Double occupancy)



Staff Discounts

For any school **delegations** that have students on the staff team either as a director, chair, assistant director or crisis staff, the registration cost will be **\$95 per delegate for day registration and \$269 per delegate for overnight registration**. This will apply **only during early bird & regular registration**. Late registrations will need to pay the late price as everyone else due to limited availability.

Travel Costs

All travel costs will not be covered by CANMUN. Delegations will be responsible for finding their own method of transportation to get to the Sheraton Toronto.

Financial Aid

CANMUN will be offering financial aid for Regular and Late Registrations only. Each delegation may receive a certain amount of financial aid depending on their situation. Please review the following financial aid procedure which is also located on our website:

Requirements

- Your delegation must be established and already registered prior to receiving financial aid.
- Must have checked off 'require financial aid' on the delegation registration form.
- Must have a substantial reason why your delegation requires financial aid.
- Must fill out our separate application form to be considered for such financial aid before March 30th, 2024 @ 11:59 PM EST.
 - **Note:** the financial aid form and the delegation registration form are separate.

Application Procedure

All instructions regarding the application are listed on the form. After filling the application, you will receive an invoice and whether your application has been approved or not. From there, you can process your payment for the entire delegation.

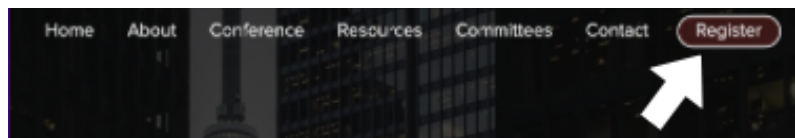


Chaperones During Conference

Although chaperones will not be participating within committee sessions, they will be permitted to check out each committee while taking photos of their own delegation at specific times as directed by the Chief of Staff. Chaperones are responsible for their own delegates outside of the committee session. CANMUN does not hold any liabilities for what happens outside of conference hours/meeting rooms.

How To Register A Delegation

Once you have your delegation, visit [our website](#) to begin the registration process. On the top right hand of your screen, you should be able to see the register option. If you are on mobile, click on the three lines, and the register option is at the bottom of the navigation bar.



You will then be on our registration page. Simply click the delegation registration option, and you will be directed to the sign-up form. From there, fill out all of the information as required.



After submitting the form, the USG of Delegate Affairs will be in touch with each delegation regarding rooming for overnight stays, payments as well as important information with regards to committee assignments. This will be within 3-5 business days.



School Based Delegations

If you are a student who is wanting to form a school delegation at their own school but unsure where to start, feel free to follow our step-by-step guide on how to set up a delegation to get your school on board for this amazing opportunity.

Admin Proposal

To start, you will need the permission of both your designated Model UN teacher who will most likely be your chaperone, as well as the admin of the school (vice-principals and principals). Firstly, set up a private meeting with your designated teacher supervisor to discuss this event. We recommend that you show this delegation start-up package to your teacher to discuss the logistics of this event. Feel free to copy this template and make it personalized if you desire. We also recommend that you review your school board's policy on field trips, to determine whether a day registration or an overnight registration will work best for you. Lastly, we highly suggest beginning to look at estimating the costs of travel, registration and the number of delegates that are most likely to attend. This can be done with the collaboration of your teacher.

Depending on the school that you are attending, your teacher may bring this idea forward with the admin, or you will need to reach out to the admin to set up a meeting in order to establish a delegation. Once again, we suggest you have this package, the field trip policy and logistics planned out and ready to go for admin approval.

Email Format

When emailing your admin/supervisor for a meeting, you can use the template below.

Subject Line: CANMUN 2024 Potential Delegation Proposal

Dear [Teacher/Admin Name],

I hope you are doing well. I am writing to express my enthusiasm about forming a delegation from our school to participate in the upcoming Model UN conference, CANMUN in 2024.



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CANMUN has a remarkable reputation for fostering diplomatic skills, global awareness, and leadership among young individuals. I strongly believe that our school can contribute significantly to this esteemed event. By creating a delegation, we can provide our students with a unique opportunity to engage in international affairs, enhance their public speaking abilities, and broaden their understanding of global issues.

Attached below is the delegation startup package and what you can expect in the creation of a delegation. I would love to discuss more with you regarding this amazing opportunity. Thank you for your time!

Sincerely,
[Your Name]

Make sure to add this package into the document! As mentioned previously feel free to personalize this package to better suit your needs.

Determining Logistics With The School

It is important to keep in mind the logistics and where your admin and teacher supervision may be concerned. There are a few points where you may need to pay specific attention to when bringing this idea to your teacher.

- How will travelling look? Would it be through VIA Rail or Air Canada? Or will it be through school methods of transportation as per board policies?
 - Keep in mind that the cost associated with school based transportation is reliant upon admin.
- How many teacher supervisors would you expect you need? Would they be willing to supervise 3 days worth of conference, and if overnight is needed?
 - Keep in mind that teacher supervisors are taking time outside of the classroom to supervise this event. It may be challenging to get supervisors to attend.
- How many delegates do you anticipate, and is this an event that most delegates are willing to go to?



- Is your school interested in the overnight conference? Would delegates be interested and willing to pay the extra costs?
- Does your school need to apply for financial aid to support delegates?

Forming Your Delegation

After you have received admin approval, you will then proceed with the delegation formation. We recommend that you build your own form to seek delegate interest and how many delegates will be attending. It is vital to know this information as you will only need to fill the registration once for your entire delegation. Once you have received responses, and when you know that there are not going to be more delegates, we recommend that you sign up.

If another delegate is interested after you have registered, or one of your delegates have dropped out, please email delegateaffairscanmun@gmail.com with the subject line 'Change in Delegation - [Name of delegation]' to initiate change and our team will get back to you in 3-5 business days. You, as well as your supervisor, will then receive updates on the next steps regarding your payments and the assignments. Congratulations! You have officially set up a school based delegation!

Announcement Formats

When you are finding delegates to attend, we recommend that you market both on your main communication for your Model UN club (Google Classroom, Moodle, etc), Instagram & through your schools P.A system. Feel free to follow the three formats below when finding delegates who will be willing to attend.

Main Communication Platform

Hey delegates!

I am ecstatic to announce that [delegation name] will be attending CANMUN 2024, a national-level conference that will be hosted at the Sheraton from May 24-26th.



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The cost to attend this conference will be [cost]. This includes [whichever option that you choose; either day or overnight]. If you are interested, please fill out the form below. More updates will be provided to you soon!

Instagram Caption

ATTENTION DELEGATES!

We are excited to say that [school name] will be attending CANMUN 2024! Canada Model United Nations (CANMUN) is a student-led federally registered non-profit organization that focuses on the education of international affairs, global thinking, and youth activism. CANMUN will be hosting a conference from May 24, 2024 - May 26, 2024 at the Sheraton Centre Toronto Hotel that simulates the United Nations, with youth from around the world participating in diplomatic discussions about critical global issues.

If you are interested please join [main communication platform] for further details!

P.A. System

Hey delegates! Are you interested in global affairs? Winning awards? How about attending a national level conference with networking opportunities? This year, [school] will be sending a delegation to CANMUN 2024, a national level conference at the Sheraton downtown. For more details, please join [main communication platform]!



Contact Us

If you have any questions, please contact us below.

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