BIGMUN

BIRKERØD GYMNASIUM MODEL UNITED NATIONS

BIGMUN 2022 – 11th ANNUAL SESSION

Registration Handbook

February 23rd – February 27th

Welcome to the BIGMUN 2022 Registration Handbook.

Birkerød Gymnasium's Model United Nations (BIGMUN) is an international 5-day conference, to be held from Wednesday to Sunday, February 23rd– 27th 2022. Our conference takes place at Birkerød Gymnasium, an upper secondary school for young people of ages 16-19, situated in the lovely countryside just outside of Copenhagen, Denmark.

In 2020, BIGMUN opened its doors to over 450 participants from all over the world. In 2021, we sadly had to cancel due to Covid-19.

BIGMUN is determined to spread the spirit of discussion and vision of Model United Nations. Providing students with the opportunity to discuss international issues through simulated UN debate promotes awareness and understanding, and strengthens skills of research, rhetoric, compromise and many other skills much needed in the modern world.

BIGMUN expects each delegation to be prepared, as every Delegate is directly responsible for the outcome of the event.

Please note that there is a **minimum age of 15** and a **maximum number of 20** Delegates per school.

Regarding COVID-19

In light of the current COVID-19 pandemic, the BIGMUN team is closely monitoring the development of the global situation. The well-being and enjoyment of all our participants is of the highest priority to us, and we will therefore be taking any measures recommended by the Danish Health Authority and the World Health Organisation (WHO), if still relevant by the time of the conference in February 2022.

This might mean restricting the numbers attending the conference and unfortunately turning some schools away. Due to the uncertain times, we cannot of course guarantee that BIGMUN 2022 will go ahead as usual and reserve the right to cancel the conference if necessary.

We will therefore waive our BIGMUN Pre-Payment this year. Schools that pay the final payment and end up not being able to attend due to travel restrictions, health authority restrictions or similar will be paid a refund. We do plan to go ahead with BIGMUN 2022 as normal hoping that we find ourselves in a better situation by February 2022.

Deadlines:

The following deadlines are subject to change, due to the current pandemic.

Request Form: October 8th

Student Officer Application Form: October 1St

Registration Form: November 5th

Final Payment: November 26th

Final Registration Form: December 17th

Countdown to participation:

Between June and October

In June, schools will receive invitations from the Headmaster of Birkerød Gymnasium and the Secretary-General. These will be sent by email. Schools will be invited to send in a **Request Form**. This form is to be filled out and sent online and can be found on our website www.bigmun.dk. Schools not sent invitations are also welcome to send in Request Forms.

Upon arrival of the Request Forms, the Board of Directors will read through the forms and contact you as soon as possible. The Request Form for participation at BIGMUN 2021 should be sent by **October 8th**; and the sooner the better, as places fill up quickly. We will try our best to respond promptly, and you will have received word no later than October 15th.

Due to the given circumstances, we ask that you try to submit your applications before October 8th, however late applications may still be considered if possible.

The deadline for **Student Officer** applications is **October 1st. The Student Officer Application Forms** can be found on our website. We encourage students from any school with adequate experience to apply for this. Applicants will be notified before the deadline for the Registration Form, so that MUN Directors will know the correct number of Delegates and Student Officers in any delegation.

By **October 25th**, we will announce the Student Officers of BIGMUN 2022, and all applicants will know whether they have been successful. Details on the committees/councils and their topics will be released on the website shortly after.

November and December

By **November 5th,** accepted schools must submit the **Registration Form**. This form requires the exact number of Delegates and Student Officers, as well as the number of MUN Directors/Teachers/Chaperones attending the conference. In the Registration Form, schools must state the country/countries they wish to represent at BIGMUN 2022. We will try our best to accommodate your wishes.

Upon receiving the Registration Form, we will send you an invoice for the **Final Payment**.

The Final Payment is to be paid by **November 26th**. For details on how to pay, please refer to the section on Fees.

By **November 30th**, you will have been informed what countries your delegation will represent. You will receive the **Final Registration Form** in which you must provide us with delegate information, including all the names of your delegation (including accompanying adults), what country Delegates are representing in which committee and information about ambassador(s).

The Final Registration Form must be sent to us by **December 17th**.

January

Schools will receive the **Delegate Handbook**. The **Research Reports** will be online, and Delegates will submit their position papers and draft resolutions to their respective Student Officers by email. Committee emails can be accessed on the BIGMUN website under the Committees and Topics subpage.

PROGRAMME FOR BIGMUN 2022

(Subject to change)

Wednesday, 23rd February					
13:00 -15:20	Welcome and Registration – there will be staff waiting at Birkerød station to escort visitors to Birkerød Gymnasium. Sandwiches will be available at Birkerød Gymnasium.				
14:00 -15:30	Student Officer briefing				
15:30 -15.45	Take seats for Opening Ceremony				
16:00 -17:15	Opening Ceremony				
Thursday, 24th February					
08:30 -09:00	Late registration				
08:30 -09:00	Student Officer briefing				
9:00- 9:15	All Delegates and Student Officers meet in their committee rooms and leave their coats and bags, then the Student Officers will lead the Delegates to the Assembly Hall. All the rooms will be locked afterwards.				
9:15-10:30	Panel session				
10:30 -11:30	**ECOSOC** committees introduction	10:30 -11:45	**GA** committees introduction	10:30 -12:00	**Special Committees** introduction
11:30 - 12:00	**ECOSOC** lunch	11:45 -12:15	**GA** lunch	12:00 -12:30	**Special Committees** lunch
12:00 - 17:00	**ECOSOC** committees in session	12:15 -17:00	**GA** committees in session	12:30 -17:00	**Special Committees** in session
12:00 - 17:00	Approval Panel is open. Note that Student Officers will allocate time for lobbying				

Friday, 25th February					
08:45 -09:00	Student Officer briefing				
9:00 - 11:30	**ECOSOC** committees in session	9:00 -11:45	**GA** committees in session	9:00 -12:00	**Special Committees** in session
11:30 - 12:00	**ECOSOC** lunch	11:45 -12:15	**GA** lunch	12:00 -12:30	**Special Committee** lunch
12:00 - 14:30	**ECOSOC** committees in session	12:15 -14:30	**GA** committees in session	12:30 -14:30	**Special Committees** in session
9:00 - 14:30	Approval Panel is open				
14:30 -16:45	Buses leave at 15:00 sharp for the Canal Tour of Copenhagen. *Subject to Change*				

Saturday, 26th February			
Approval Panel is closed			
08:45 -09:00	Student Officer Briefing		
09:00 -12:30	**GA** and **ECOSOC** committees in session	09:00 - 13:00	**Special Committees** in session
12:30 -14:00	**GA** and **ECOSOC** lunch	13:00 - 14:30	**Special Committees** lunch
13:00 - 13:15	Student Officer debriefing		
14:00 - 17:00	Plenary sessions of the **GA** and **ECOSOC**	14:30 - 17:00	**Special Committees** in Session
17:00 -18:30	Lounge		
18:30 -20:00	Dinner buffet (All coats and bags must be put in the cloak rooms before entering the dining hall) *Subject to Change*		

20:00 -22:30	BIGMUN Party (non-alcoholic, no entrance after 20:30 & the school lockers will not be accessible during the party) *Subject to Change*

Sunday, 27th February					
08:45 - 09:00	Student Officer Briefing				
09:00 - 11:30	**ECOSOC** plenary session	09:00 -11:45	**GA** plenary session	09:00 - 12:00	**Special committees** in session
11:30 - 12:00	**ECOSOC** lunch	11:45 - 12:15	**GA** lunch	12:00 - 12:30	**Special committees** lunch
12:00 - 14:00	**ECOSOC** plenary session	12:15 - 14:00	**GA** plenary session	12:30 - 14:00	**Special committees** in session
14:00 - 15:00	Closing Ceremony and awards				

Fees:

Final Payment

The **Final Payment** consists of a **Participation Fee**, and various fees for optional services: the **BIGMONITOR Pre-Order Fee** along with the **Transport Fee.**

Participation Fee

The **Participation Fee** guarantees your place at the conference.
Participation Fee is €60 per Delegate/Student Officer.

Please note: **Delegates and Student officers pay** the Participation Fee, **MUN directors and Chaperones do not pay** the Participation Fee.

BIGMONITOR Pre-Order Fee

For delegations wishing to ensure that their Delegates receive the daily BIGMUN newspaper, BIGMONITOR, they have the option to order it in advance by paying the **BIGMONITOR Pre-Order Fee** of €6 per attendee, where €3 of the amount paid will be donated to **GAME.** This removes the problem of some Delegates not being able to purchase the newspaper due to lack of currency. It is however not the only way to buy the BIGMONITOR newspaper as attendees will still be able to purchase it at the conference.

Transport Fee

For delegations staying in hotels/hostels in Copenhagen that wish to use our BIGMUN Bus Service, we require a **Transport Fee** of €60 per person. The **Transport Fee** is required for all Delegates, Student Officers and MUN Directors/Teachers/Chaperones who will be using the BIGMUN Bus service. This is not available to Delegates or Student Officers being hosted. Please refer to our Transport Section for more details.

All fees are to be paid by November 26th, 2021.

Cancellations

Substitutions for students unable to attend are permitted, but we cannot guarantee that we can change the badge in time for the conference. Swapping of Delegates between committees after the Final Registration Form has been sent to us is not permitted.

Due to logistical difficulties, caused by these uncertain times, we reserve the right to change participants' delegations and committees.

BIGMUN will refund the **Final Payment** if a school cancels their participation due to travel, health or similar restrictions due to the Corona crisis. BIGMUN will not refund part of the Final Payment if a school reduces the number of participants after December 17th.

All payments are to be made by bank transfer in Euros and with sender *and* receiver, bank charges paid for by the attending school. On your bank transfer please indicate clearly the **name of the school**. Danish schools are requested to transfer money in Danish Kroner using the correct conversion rate to avoid bank fees.

We stress the importance of the **Final Payment** being sent by the school and not private individuals. It must be sent in one complete transfer rather than several instalments for each fee involved.

Delegations from Denmark:

Reg. 5491

Account number: 1714100

Delegations from outside of Denmark:

IBAN: DK8354910001714100

SWIFT: NYKBDKKK

Transport:

All delegations will have to make their own way to Birkerød for the opening ceremony. For the journey from the airport to Birkerød you are best off taking the metro to Nørreport and then changing to the S-train. The metro and S-train ride between Copenhagen Airport and Birkerød takes approximately 50 minutes. It is a short walk to the Gymnasium from the station. There will be people waiting at the station to guide you to the school.

The cost of a single journey from the airport to Birkerød is 84 kr. for those aged 16 and above and 42 kr. for those aged 15. Prices are subject to change.

With the exception of the journey from the airport to the Gymnasium for the opening ceremony, delegations staying in hotels/hostels in Copenhagen can pay our **Transport Fee** and use our **BIGMUN Bus Service**. The buses will take delegations between central Copenhagen and Birkerød Gymnasium in the morning and after the conference day ends. There will be two bus stops in central Copenhagen, one around the Kongens Nytorv area and one next to the Tivoli Gardens. The cost of this service is 450kr (€60) per person. This is cheaper than using public transport, which only takes you to the train station in Birkerød (compared with an €80 City Pass Large from DSB). All members of a delegation, including **MUN Directors/Teachers/Chaperones** accompanying the students, are required to pay the **Transport Fee**.

For planning your journey we recommend using www.rejseplanen.dk, as it provides live updates on traffic, prices and similar.

Delegations who have successfully applied for Host Accommodation will have to pay for transport in the local area themselves. The bus to the canal tour on Friday afternoon (not back) and the bus returning to the airport on Sunday, however, are also for Delegates or Student Officers with Host Accommodation at no extra cost.

Host Accommodation:

After long consideration, we have decided to offer host accommodation to our visiting schools for the BIGMUN 2022 conference. This may, however, be subject to change.

The accommodation offered at BIGMUN 2022 includes a limited number of host families. This is provided by the students and families of Birkerød Gymnasium and other neighbouring schools. An additional €40 **Host Accommodation Fee** is to be paid for Host Accommodation. Our host families are happy to take care of Delegates for the **four** nights of the conference (23rd February – 27th February 2022).

Due to the limited number of host families, we cannot offer this to all delegations that request it. It is the wish of the BIGMUN Board of Directors that the host family places are given to delegations for whom the cost of hostel accommodation would mean they would not be able to attend BIGMUN. We therefore ask delegations who wish to apply for host accommodation to write a letter of motivation to accommodation@bigmun.dk. The Board of Directors will evaluate your application and respond by November 1st. We also recommend that you send your letter of motivation in quickly as places will soon fill up.

Delegations that are successful in applying for host accommodation will be instructed to pay the **Final Payment** within 3 weeks upon acceptance, but no earlier than **October 25th** if you are also applying for student officers, before we can guarantee accommodation. Delegations who fail to pay the **Final Payment** by the given time, will risk losing their Host Accommodation places to another delegation.

We cannot offer Host Accommodation for MUN Directors or Chaperones.

BOARD OF DIRECTORS

Andrew Archer, *Conference Coordinator*

Aske Hviid Sparsø

Anna Bækgaard Overballe

Christian Stenmann Kiirdal

Michael Kirkeby Salbo

Lotte Balslev Vest

STUDENT ORGANISING TEAM

Anna Olivia Vest Nielsen – **Secretary-General**

Frederik Himmer – **Deputy Secretary-General**

Emma Ada Ozmen– **Deputy Secretary-General**

Frederik La Cour **– Head of Accommodation and Deputy Head of Registration**

Javier Suarez Grandal – **Head of Finance and Deputy Head of Registration**

Zoe Marie Kaefer – **Head of Registration**

Hanna Ørum Lauridsen – **Head of Staff**

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