ANATOLIA COLLEGE
MODEL UNITED
NATIONS

ADMINISTRATIVE HANDBOOK

12-14 FEBRUARY 2027

ACMUN – A THIMUN-AFFILIATED CONFERENCE

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SECRETARIAT

Secretary General

TBA

President of the General Assembly

TBA

Deputy Secretary General

TBA

Deputy President of the General Assembly

TBA

Deputy President of the General Assembly

TBA

REGISTRATION PROCESS

SCHOOL REGISTRATION

In order to register for our conference, please visit our website anatolia.edu.gr/acmun. Scroll down the page until you reach 'Registration', where the school registration form and the special application forms for students who are interested in special positions (ICJ, Historical Committee and Student Officer positions) can be accessed. Registration will open as of September 1, 2026, and closes on November 27, 2026.

DELEGATION SIZE

We continue to tailor committees according to the agenda topics and the needs of each committee separately. Each school has the right to have up to 15 delegates, high school students (grades 9-12). In a second round, schools may request more delegates. So, depending on requests, preferences, and availability, schools may be assigned more delegates. This second round usually starts shortly after the final deadline.

SPECIAL POSITIONS

Schools can decide to have experienced delegates apply for **Student Officer** positions. Advisor recommendation is required. Students interested in the **ICJ,** the **Historical Committee** or the **US Senate** should fill out a special application, too. Any student can become a member of the press team as long as they have the appropriate English skills. Advisor recommendation is required here as well.

INDEPENDENT REGISTRATION

Students who are interested in registering independently can do so via our website. The ACMUN organizing committee will then contact you for further information. Please note that ACMUN will review independent registrations after the initial early registration period for schools has concluded. We kindly ask that you refrain from depositing any fees until we have reached out to you directly.

REGISTRATION

Registration for ACMUN happens in two phases: early versus late registration. Early registration is open from September to October 30, and late registration from October 30 to November 27. Once you have registered, you will receive confirmation of registration from ACMUN, upon which you are kindly asked to deposit the **non-refundable** registration fee. Registration is considered complete once we have received verification of the non-refundable registration fee. Please make sure you state your school's name on your deposit and indicate in your email to us whether your school will be needing an invoice for this fee. The table below gives you an overview of the registration dates.

Registration and Fees							**Delegations**		
Early Registration and Deposit of registration Fee	by	30-Oct		Deposit	100€		Country Allocations	by	20-Nov
Late Registration and Deposit of Registration Fee	by	27-Nov		Deposit	120€		Country Allocations	by	11-Dec

Upon receipt of the 100€/120€ registration fee, we will assign delegations depending on early versus late registration and inform you of the exact cost of the conference fees, which must be received by December 14 at the latest. The fee is to guarantee your delegates a spot in our conference.

Please note that schools opting for late registration may not have their specific requests granted if positions have already been filled by early registration applicants; it will depend on availability and timing.

FEES – PAYMENT

FEES

Registration fee	100€ for early registration / 120€ for late registration
Student Delegate	70€ local schools / 80€ for schools outside Thessaloniki
Student Officer	50€ local schools and schools outside Thessaloniki
Faculty Advisor	70€ local schools / 80€ for schools outside Thessaloniki

The fees cover water bottles, pens, folders and full lunch and refreshments for the duration of the conference. Transportation to and from the hotels is included for schools from outside Thessaloniki.

REFUND OF FEES

After the registration deadline, no fees will be returned to any delegates or schools, unless of course extenuating circumstances, such as school closure or travel bans, prevent us from organizing the event.

ACMUN PAYMENT

After you have received confirmation of your registration and the exact cost of the conference for your school, the next step is to make your payment by December 14.

Payment should be made to

Piraeus Bank – Trustees of Anatolia College

Account Number – 5239-070309-999

IBAN: GR 26 0172 2390 0052 3907 0309 999

SWIFT: PIRBGRAA

Please indicate that it is payment for ACMUN and the name of your school.

Email us a copy of your wire transfer within 3 days of payment to info@acmun.gr. There is a late payment charge of 50 euros if you fail to meet this deadline.

If you need an invoice for the payment you made, indicate this on the registration form and email us the details the invoice needs to be made out to, so that our accounting office does not issue receipts.

Deadlines – Timeline

We would greatly appreciate it if you could adhere to these deadlines. If you have any other questions regarding how to properly fill out the form or the specific fees or countries your school has been assigned, please do not hesitate to contact us.

Registration	Deadline
School Application (Early)	October 30
Student Officer Application	October 16
ICJ Application	November 13
Historical Committee Application	November 13
US Senate Application	November 13
Country Allocation + Outstanding Balance (Early)	November 20
School Application (Late)	November 27
Country Allocation + Outstanding Balance (Late)	December 11
Payment of Remaining Fees	December 14

Delegate Reference Compendium

Agenda

Countrylist

Schedule

DELEGATE PREPARATION

"MUN, an event where high school students get together, exchange ideas and debate hot issues, is a simulated event modeled after the real-life United Nations. The purpose of this conference is to motivate participants not only to do in-depth research on various matters, but also to learn to support a country's point of view using solid evidence and proper arguments. ACMUN will give the chance to students to interact with their fellow delegates, share their concerns and ideas and thus have a fruitful debate on controversial issues."

The Role of a Delegate/Ambassador

A delegate represents a specific country or NGO in a UN committee or specialized agency. Preparation for an MUN conference involves systematic research of valid resources and writing a series of papers related to the topic.

An ambassador heads each delegation and serves as the contact person between the delegation and the Secretariat. Unlike in some conferences, ACMUN ambassadors are not required to deliver an opening policy speech. The ambassador should be familiar with all agenda topics and ready to step in if a delegation member is absent — including during a crisis.

On the final day, delegates from General Assembly committees attend a joint GA session to debate a separate topic. Ambassadors may take the floor to present operative clauses reflecting their country's policy. We encourage delegations to submit clauses in advance by email (including school and country name), though first-day submissions are also accepted to accommodate delegates who may need time to build confidence.

Submitted clauses are reviewed by the Secretariat, which may modify them for debate purposes or to avoid overlap. The Secretariat will put the approved clauses into a draft resolution that will be debated clause by clause. Delegates whose clauses are approved will be notified at the end of the second day and should prepare a policy statement on their clause.

The Three Steps of Preparation[1]

As a delegate preparing for a conference, it is important to start your research in an organized and effective manner. This includes these three points:

1. ***The Country***
   Delegates should gather geographical, economic, political, demographic, social, and historic information on their assigned country. It is vital to know the fine details of one's policies and history in order to defend the country's positions during the debate.
2. ***The Topics***
   Through their research, delegates should develop an in-depth understanding of all topic areas of the agenda, and this should be reflected in the background file and position papers.
3. ***The Committee***
   Delegates need to be aware of the committee's position in relation to all other UN organs and to make sure that they are familiar with all the rules of procedure and all -related to the topic- resolutions passed by the committee in the past.

When researching a delegation, the sources available are numerous and can sometimes be misleading. It is important as a delegate to evaluate the information (author, publication, website, date, etc.) This is a skill that will develop gradually through practice and preparation for the conference. It is always useful to focus on the Politics, Government, Economy, Society and International, but also Internal, Disputes of the country that a delegate represents. This is the basis for more detailed research into each agenda item.

[1]Oxford International MUN preparation resources: http://www.oximun.org/preparation.php

Writing Papers

ACMUN delegates are required to prepare for each topic of their committee or Specialized Agency:

a. a Background Paper presenting the Agenda Item of the Committee;
b. a Position Paper presenting their country's policy on the issue; and
c. a set of Operative Clauses (draft resolution) that will be proposed by the country to the rest of the committee and will be added to the final resolution of the committee, including effective measures to combat the problem according to the country's policies.

These papers should not be submitted prior to the conference. They are part of the delegates' research folders. We advise delegates to bring digital copies of their clauses so they can easily be merged with other clauses into a draft resolution to be discussed in the committees. Delegates can use the school's computers at the conference. Students are allowed to bring their own laptops; however, ACMUN will not be held responsible for any loss or damage.

A. Background Paper

The first thing that a delegate needs to write is a background paper. In it all **general aspects of the agenda item** should be briefly discussed, different alliances, measures taken up to this point. The background file should not exceed two pages in length. A good starting point is the Study Guide written by the chairs of each committee.

B. Position Paper

A position paper is a brief essay introducing the country's policy on a specific issue. It can also be called the **policy statement** as at different MUN conferences delegates are called to deliver a speech on this matter (for the ACMUN this is not the case). An effective position paper should include what the country generally thinks is appropriate action, what the country has already done, and what measures are proposed (not specific presentation of all measures). When no information is available on the topic for your country, since it probably does not have a specific policy, then you should look into your allies' policies and see what you can get as a block. And this is where diplomacy kicks in!

C. Draft Resolutions

Draft resolutions are the official papers that a committee discusses, and they contain all measures proposed by the member states in order to resolve the problems being put forward. The resolutions that the committee ultimately discusses and votes upon are created during the sessions from the proposals of the member states. In many MUNs delegates are required to have a complete resolution. For the **ACMUN Operative Clauses* only** are required, but delegates can always add or amend the proposed perambulatory clauses. Once the draft resolution is voted upon, it is called a resolution.

"Resolutions, which are successful, are ones that can appeal to the majority of the parties (states) involved and are not contradictory. By giving solutions to both sides, which are just, and don't punish one side completely, or favor the other side completely are more likely to pass as they can appeal to more member states in the house. Resolutions that aim to resolve many or most of the factors involved are more likely to pass as they offer incentives to the various problems, which contribute to the issue."[2]

Each resolution has specific components:

a. *Heading*
b. *Preambulatory Clauses*
c. *Operative Clauses**

Note

Plagiarism is not accepted at all at any of the MUN conferences that you will attend. It is acceptable to follow the ideas of previously passed resolutions; however, copying clauses or passages used in the other documents submitted is not acceptable.

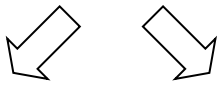
Online Platform

ACMUN uses an online platform throughout the conference, allowing delegates to connect with fellow committee members, share ideas, notes, and clauses, and visit virtual embassies of all delegations, among other features. Access will be granted a few weeks before the conference so delegates can familiarize themselves with the platform ahead of time. For this reason, all delegates are required to bring a laptop or other electronic device. Please note that ACMUN bears no responsibility for any loss of or damage to personal devices.

[2] Guide by Uday Rai Mehra: "How to help MUN Delegates become prepared"

Overview

BACKGROUND PAPER



Country*

- ✓ Geographical information
- ✓ Demographici nformation
- ✓ Political situation
- ✓ economy
- ✓ history
- ✓ ...

Committee

- ✓ information on each topic
- ✓ problems/conflicts
- ✓ history
- ✓ ...



POSITION PAPER

Combination of research on country and position, resulting in country's policy for each topic. Format: 1. situation, 2. policy, 3. suggested solutions. → **Policy Statements**



DRAFT RESOLUTIONS

Heading

Preambulatory Clauses

Operative Clauses



CONFERENCE

Committee work

ACMUN Delegate Expectations

At ACMUN delegates need to be prepared to deliver their policy statements at the beginning of the debate during formal debate. We expect delegates to bring a number of copies, but also a digital copy, of their operative clauses. The StOff provide the committee with preambulatory clauses, but those can obviously be amended by the delegates, or delegates may want to add a preamb of their own.

For the General Assembly, the delegation as a whole is expected to submit a set of operative clauses. We would like to ask the advisors to send us, a week prior to the conference preferably, the operative clauses for the GA as 'COUNTRY'_GA.docx. Send this to info@acmun.gr. The Secretariat will accept submissions on the first day of the conference as well, but priority will be given to those submitted beforehand. All clauses are then merged into one draft resolution created by the Secretariat

We would like to point out that ACMUN does not provide any note passing paper for committee work, but the online platform gives advisors the possibility to download note passing paper for their delegates.

ACMUN does not issue Best Delegate awards. We believe that MUN is not a competition, but an opportunity to learn, grow, and connect with like-minded peers from around the world. What delegates take away from the experience — the skills they develop, the perspectives they gain, and the friendships they form — is far more valuable than any award.

TRAVEL, HOTELS & PAPERWORK

VISA

Students and Advisors who require a visa to travel to Greece should provide us with the following information:

Passport Name	*Passport No.*	*Date of Birth*	*Passport Issued*	*Passport Expiration Date*	*Issued At*

We will take care of the invitation and send it back to you.

CULTURAL INFORMATION

Ancient Pella (http://pella-museum.gr/) and Vergina (http://www.aigai.gr/en) are easily accessible from Thessaloniki, in approximately 50min by bus (50km). The archaeological site of Dion (http://www.ancientdion.org/), at the foothills of Mt. Olympus, is also recommended (approximately 1hr and 15min, 90km). If you opt to stay in Thessaloniki, please visit https://thessaloniki.travel/en/ for further information on the city and all it has to offer.

ACCOMMODATION

Here are some city hotels that you may select from. **Note**: Anatolia has not made any special arrangements with these hotels.

Please keep in mind that transportation to and from the conference will only be from hotels in downtown Thessaloniki and Panorama. Do not hesitate to inquire about the location of the hotel you decide to stay at.

City Hotel
A four-star hotel located in the city center, and approximately 20-30 minutes by bus to Anatolia College. Please make arrangements directly with the hotel.

Hotel information
City Hotel
11 Komninou Street
54624 Thessaloniki, Greece
Tel: (+30) 2310 269421
www.cityhotel.gr

Hotel Astoria
A four-star hotel located in the city center, and approximately 20-30 minutes by bus to Anatolia College. Please make arrangements directly with the hotel.

Hotel information
Hotel Astoria
Tsimiski & 9 Salaminos St.
54626 Thessaloniki, Greece
Tel: (+30) 2310 505500, reservation: 801 1155550
e-mail: astoria@papcorp.gr
www.astoriathessaloniki.com

Le Palace Art Hotel

A three-star hotel located in the city center, and approximately 20-30 minutes by bus to Anatolia College. Please make arrangements directly with the hotel.

Hotel information

Le Palace Art Hotel
12Tsimiski Street
54624 Thessaloniki, Greece
Tel: (+30) 2310 257400
e-mail: info@lepalace.gr
http://www.lepalace.gr

Tourist Hotel

A two-star hotel located in the city center, and approximately 20-30 minutes by bus to Anatolia College. Please make arrangements directly with the hotel.

Hotel information

Tourist Hotel
21 Mitropoleos Street
54624 Thessaloniki, Greece
Tel: (+30) 2310 270501
e-mail: info@touristhotel.gr
http://www.touristhotel.gr

ADDITIONAL PAPERWORK

GDPR Form

Upon registration, advisors will have to download the Student Release Form from the MUN World Platform, which needs to be filled out by all delegates and delegates' parents (unless the student is 18 or above) and by advisors attending the conference. It is the responsibility of each advisor to distribute, collect, and upload these forms to the online platform.

Allergies and Medical Issues Form

Form II on the platform will include questions about delegate or advisor allergies (food, medical, or other) or other medical issues the ACMUN organizing committee needs to be aware of. It is important that this form be filled out accurately so that the appropriate arrangements can be made with the catering service for snacks and lunch.

Travel & Accommodations Form

In January, a Google form will be sent to all advisors from schools outside Thessaloniki, inquiring about each school's travel plans (hotel, date and time of arrival and departure), and the use of ACMUN's shuttle service between Anatolia and the hotels on the days of the conference.