

IPMUN Terms and Conditions

I. Preamble

Independent Prague Model United Nations (further as "IPMUN") is an academic conference organized by the institute InstiEd z.ú., registered at Zenklova 24/54 Libeň, 180 00 Prague 8, ID No. 17866383, registered in the Federal Register maintained by the Municipal Court in Prague, file number U 1118 (further as "organizer").

Anyone wishing to physically attend IPMUN is considered a "participant" and is subject to these terms and conditions. Participants may either be individual participating students (further as "individual delegates") or parts of an organized group (further as "delegation"). Delegations have members participating in the discourse (further as "school delegates") and passive observer supervisors (further as "supervisors").

IPMUN is supervised by the Director of InstiEd, Matej Marek, who is the sole representative of the organizer at the conference (further as "Director"). Employees of the organizer, Jakub Kubin and Vojtech Pokorny (further as "SG" and "DSG" respectively) coordinate the conference and oversee the chairboard, admins, directoriate, press team, supply team, PR team (further together as "volunteers"), who are not contractually associated with the organizer.

The organizer agrees to provide a service in the form of participation in IPMUN, and in exchange the participant agrees to respect and uphold these terms and pay their registration fees as outlined in section III.

II. Registration process

The organizer collects, stores, and uses participant data as per *IPMUN Privacy Policy* as a part of the registration process. The delegates are expected to truthfully provide all information requested by the organizer. If they wish not to answer some questions on the basis of personal privacy they may raise a concern with the organizer. However, if any information given by the participant, particularly age and delegation, is found to be false, the organizer may revoke the participant's registration without compensation.

Individual delegates and supervisors are expected to co-operate and respond to any follow-up questions that the organizer might have within one work week. A refusal to cooperate and provide details necessary for participation gives the organizer the right to revoke the individual delegate's or entire delegation's registration, respectively, with standard compensation as per section IV.

The organizer reserves the right to reject any participant's application without proactively communicating the cause. However, any rejected participant may inquire the cause, which the organizer is obliged to state and explain.

III. Payment

Every accepted individual delegate is responsible for paying the registration fee to the organizer within a week of having been notified of their acceptance. If an individual delegate fails to pay their fee in time, the organizer may revoke their registration.

The supervisor of any accepted delegation is responsible for seeing to their delegation's registration fees being paid within two weeks of having been asked to pay by the organizer. If a delegation fails to pay its fee in time, the organizer may revoke its registration.

All participants (delegates and supervisors alike) pay the same registration fee, as set by the organizer, and available at www.ipmun.cz/user/apply/delegate. For every 10 school delegates registered under a delegation, one supervisor fee is waived, such that supervisors do not have to pay any registration fee in most cases.

Any fees associated with the payment, namely, but not limited to, exchange commissions, are to be paid by the participant, as their registration is only considered accepted when the full registration fee is paid out to the organizer in the participant's name.

IV. Refunds

An individual delegate may withdraw their registration and receive a full refund of their registration fee before November 1st. From November 2nd until November 15th, the delegate may withdraw and receive 50% of their paid fee. From November 16th, refunds are not available.

A supervisor may change the number of participants in their delegation before November 1st and be fully refunded for any canceled participations. From November 2nd until November 15th, they may decrease by up to 5 participants and receive full compensation; for every participant beyond the 5th, only 50% of the registrations' fees are going to be refunded. From November 16th until November 30th, any decrease in the number of participants will be compensated at 30% of the original fees. After December 1st, refunds are not available.

Any administration fees are only refundable for applications rejected by the organizer, not for registrations withdrawn by the participant or expulsion for misconduct.

V. Conduct

If delegates violate rules of procedure, they may be subjected to an informal and voluntary punishment by a chairperson of their committee or any other volunteer. If participants are put in an uncomfortable position as a result of their punishment they may reject it and contact the SG or DSG.

If the participants are disrespectful to other participants or volunteers they can be formally punished by the organizer. If the participants conduct themselves in a disrespectful manner to any nationality, culture, religion, orientation, gender or any other minority they can be subjected to a formal punishment by the organizer as well. If participants break any law, decree or formalized rule, the organizer will formally punish them, and may contact authorities.

Formal punishments will be under the discretion of the SG and DSG, subject to the Director's approval, and may include a warning, being asked to leave the room for a period of time, being asked

to leave the premises for a period of time, or being expelled from IPMUN and asked to leave premises indefinitely.

If any property damage is inflicted by a participant, regardless of intention, the SG and DSG need to be contacted immediately, and the participant responsible is to resolve the situation with the help of the organizer and cover any damages, should that be necessary.

VI. Disputes and concerns

For inquiries about the schedule, RoPs, catering or other organizational matters, participants should consult the IPMUN website and each other, resorting to asking the volunteers only if their questions remain unanswered.

Should they arise, complaints about potential organizational lapses or the conduct of volunteers and other participants should be resolved with the SG and DSG.

Concerns surrounding safety, equity or gross misconduct of other participants should be taken up directly with the Director of the organizer, who will be available throughout the conference.

VII. Final provisions

Participants consent to these rules and procedures by applying for the conference and reaffirm their consent by paying their or their delegations registration fees.

The volunteers as well as the SG and DSG do not officially represent the organizer, InstiEd z.ú., and their expression and conduct do not reflect the host institution. The organizer is represented by its Director, who will be available to delegates at the conference or at the email address marek@instied.eu.

The organizer does not in any shape or form assume responsibility for participants below 18 years of age. Any individual delegates below 18 years of age should discuss the IPMUN Terms and Conditions and Privacy Policy with their legal guardians and have their consent before coming to the conference.

