



HANOI MODEL UNITED NATIONS 2026
12TH SESSION MAIN CONFERENCE

REGISTRATION POLICY
(ISSUE 1)

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A. OVERVIEW

1. PURPOSE

The *Hanoi Model United Nations 12th Session Main Conference Registration Policy* (“*Registration Policy*”) contains official information regarding the registration process for Delegates and Observers participating in the *Hanoi Model United Nations 12th Session Main Conference* (“*HMUN 112h Session*”, or “*the Conference*”). By implementing this Policy, Hanoi Model United Nations Organization (HMUN Org.) seeks to establish a structured and transparent registration framework.

This Policy ensures that all Applicants are informed of important procedures and deadlines regarding Conference registration, avoiding any ambiguities and facilitating the overall experience. Through this policy, HMUN Org. aims to promote our commitment to inclusivity, fairness, and transparency in the selection process, providing Applicants with assurance and assistance.

2. SCOPE

This Registration Policy is applied to all Applicants who are eligible for HMUN 12th Session, including Delegates, Observers, Heads of Delegations (if applicable), and other individuals outlined in this Policy.

3. CONVENTION

- **Black text:** unchanged text from the Registration Policy Issue 1, issued on March 01, 2026
- **Pink text:** changes relative to the Registration Policy Issue 1, issued on March 01, 2026

B. KEY TERMS & DEFINITIONS

- *The Secretariat* refers to the Organizing Committee (Tiếng Việt: Ban Tổ chức) of the Conference (including members of the Dais and Members from all other Departments of HMUN Org. 2026).
- *Attendees* or *Participants* (Tiếng Việt: Người tham dự) refers to all persons who attend the Conference who are not members of the Secretariat or guests. This document mainly concerns two types of Participants: *Delegates* and *Observers*.
- An *Applicant* (Tiếng Việt: Ứng viên) is an individual who registered to become a Participant.
- A *Delegate* (Tiếng Việt: Đại biểu) is defined as a Participant who registered via the Delegate Registration channel. A *Qualified Delegate* is an Applicant who successfully passes all Registration rounds required to become a Delegate but has not paid the required Participation Fee(s). Once this fee is paid, they become an *Official Delegate* and may attend the Conference as such.
- An *Observer* (Tiếng Việt: Quan sát viên) is defined as a Participant who registered via the Observer Registration channel. A *Qualified Observer* is an Applicant who successfully passes all Registration rounds required to become an Observer but has not paid the required Participation Fee(s). Once this fee is paid, they become an *Official Observer* and may attend the Conference as such.
- Delegates and Observers may attend the Conference individually (as an *Individual Delegate/Individual Observer*) or as members of a *Delegation*. A Delegation is a group of Delegates/Observers, led by a Delegate/Observer/adult representative (e.g. parent, school administrator, or faculty).
A Delegation not affiliated with any academic institutions, businesses, or other entities is defined as a *Non-Affiliated Delegation* (Tiếng Việt: Đoàn Đại biểu Độc lập). A Delegation which is defined as an *Affiliated Delegation* (Tiếng Việt: Đoàn Đại biểu Trực thuộc).

C. REGISTRATION PROCEDURES

The following is a summary guide of the Application procedures to become a Participant at HMUN 12th Session (subject to change):

- The Conference will be held on July 10 – 12, 2026, in Hanoi, Vietnam (tentative).
- **To be eligible to apply for and attend the Conference, the Applicant must be between the ages of 13 and 22.** Only under specific circumstances allowed by the Secretariat may there be an exception to this rule.
- Applicants may be of any nationality and must have the ability to fund and accommodate themselves to attend the Conference in person in and around Hanoi, Vietnam.
- The working language of HMUN Org. and HMUN 12th Session is English.
- The *Delegate & Observer Registration Phases* (“*Registration Phases*”) are to be advertised on HMUN Org.’s website and social platforms.

The dates of the Phases are available below:

Early Decision (ED): March 02 – March 15, 2026

Regular Decision (RD): April 05 – May 19, 2026

Late Decision (LD): May 15 - June 05, 2026

- Unless given special ‘Priority’ permission by the Secretariat, Applicants must complete the Delegate/Observer Application Form within the advertised Delegate & Observer Registration Phases. The form requires information, including but not limited to, personal details, preferred Committees, and responses to any essay questions provided within the advertised Registration Phases.

Heads of Delegations must complete the Delegation Registration Form within the advertised Registration Phases.

Delegate Applicants requiring Financial Aid must complete the Financial Aid Request Form within the same advertised Registration Phases in which they are applying as a Delegate.

Applicants are expected to truthfully and sincerely complete all necessary fields within their ability. By submitting their Application Form, Delegates agree that

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all the information provided is genuine, and all work submitted is their own according to the rules dictated in the Form. Dishonesty is frowned upon and may result in disqualification.

- Applicants may receive a Pass or Fail result from the Form Round.
Upon receiving a Pass result from the Form Round, Delegate Applicants are requested to choose an Interview Round schedule. They will subsequently receive a confirmation email that includes the time and location (platform) of the Interview. Interviews should last around 60-75 minutes and are conducted by members of the Dais (HMUN Org.'s Content Department).
- Delegate Applicants may receive a Pass, Waitlist, or Fail result from the Interview Round. Following the Interview Round, all Applicants are expected to receive the Interview Round/Observer Application Result, alongside the Participation Fee payment information (should they receive a Pass result) via email.
 - + Delegate Applicants who receive a Waitlist result will be informed of their final Pass/Fail result by the end of all advertised Registration Phases.
 - + Delegates who receive a Waitlist or Fail result may reapply in subsequent Registration Phases at no penalty.
- Qualified Applicants who pass all Registration Rounds must complete the required payment following the instructions in the email. Failure in the payment process may result in the disqualification of the Qualified Applicant.
- The Payment Confirmation and Committee Allocation shall be sent simultaneously to Official Delegates via email.
After all Registration Phases have been completed, all Participants must join the *Common Room* and Committee-specific groups on Facebook and Messenger. Crisis Delegates and Observers may be required to join a Discord server.
- Any qualification as a Qualified/Official Participant applies to the respective Applicant only. **You may not transfer or sell your Qualified/Official Participant (e.g., 'pass your slot') to anyone else. Failure to comply will result in the indefinite disqualification of any involved parties from any future events organized or endorsed by HMUN Org.**

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If you are an Observer who can no longer attend the Conference and wishes to recommend someone else to attend, please contact the Secretariat via email. You must not unilaterally put your Official Observer status up for sale of any kind.

All information in this Policy is subject to change. Additional and revised information regarding Registration procedures is to be updated on HMUN Org.'s website and social platforms.



D. DELEGATION POLICY

- **All Delegates in a Delegation must individually complete and submit the Delegate Application Form within the advertised Registration Phases.**
All Observers in a Delegation must individually complete and submit the Observer Application Form within the advertised Registration Phases.
- **The Head of Delegation must complete and submit the Delegation Application Form within the advertised Registration Phases.**
- **All necessary Application Forms must be completed and submitted during the appropriate Registration Phases.**
No Delegation Applications will be accepted outside the advertised window for these Phases.
- **Delegates and Observers do not have to register in the same Registration Phase.** However, HMUN Org. strongly recommends that all Delegates and Observers register in the same Phase to avoid logistical issues and future disputes, as well as to guarantee any applicable Discounts.
- **Delegates in a Delegation (regardless of affiliation) do not have to all be on the same Committee and are free to make their choice(s) of Committee(s) when applying.**
- **A Delegation may have a minimum of four (4) and a maximum of ten (10) Qualified Delegates.**
Dispensations to this rule may be made upon request to the Secretariat and/or are considered on a case-by-case basis (e.g., for institutional/international Delegations). There is no limit on the number of Observers or administration members per Delegation.
- We strongly recommend that Heads of Affiliated Delegations contact HMUN Org. via email before applying.

E. PARTICIPATION FEE POLICY

1. STANDARD PARTICIPATION FEE

The Standard Participation Fee (hereby referred to as “Standard Fee”) for Individual Delegates and Observers is listed below:

In VND:

- **Early Decision:**
 - Delegates: 500.000VND/person
 - Observers: 450.000VND/person
- **Regular Decision:**
 - Delegates: 600.000VND/person
 - Observers: 550.000VND/person
- **Late Decision:**
 - Delegates: 750.000VND/person
 - Observers: 650.000VND/person

In USD:

- **Early Decision:**
 - Delegates: 20 USD/person
 - Observers: 18 USD/person
- **Regular Decision:**
 - Delegates: 25 USD/person
 - Observers: 22 USD/person
- **Late Decision:**
 - Delegates: 30 USD/person
 - Observers: 25 USD/person

For Vietnamese Delegates and Observers, payment in VND is required.

For international Delegates and Observers, payments in USD can be made upon request.

2. DELEGATION DISCOUNT POLICY

Delegations with at least seven (7) Participants (including Delegates and Observers) will receive a fee reduction for all members of the Delegation. The Discounted Participation Fee is as follows.

In VND:

- **Early Decision:**
 - Delegates: 450.000VND/person
 - Observers: 400.000VND/person
- **Regular Decision:**
 - Delegates: 550.000VND/person
 - Observers: 500.000VND/person
- **Late Decision:**
 - Delegates: 650.000VND/person
 - Observers: 550.000VND/person

In USD:

- **Early Decision:**
 - Delegates: 18.50 USD/person
 - Observers: 16.50 USD/person
- **Regular Decision:**
 - Delegates: 21.50 USD/person
 - Observers: 19.50 USD/person
- **Late Decision (tentative):**
 - Delegates: 27.50 USD/person
 - Observers: 19.50 USD/person

For Vietnamese Delegates and Observers, payment in VND is required.

For international Delegates and Observers, payments in USD can be made upon request.

This Discount does not apply to Delegations who do not have a sufficient number of Delegates and Observers to qualify for the discounted Fee. Dispensations to this rule may be made upon request to and only at the discretion of

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the Secretariat should there be evidence of a situation that forbids Delegates from payment of the Standard Fee.



3. OTHER DISCOUNTS POLICY

In addition to the Delegation Discount, eligible qualified Delegates/Observers may be eligible for the following:

- Qualified Delegates/Observers who are Members of HMUN Org. 2026 are eligible for a 10% discount on the Participation Fee.
- Qualified Delegates/Observers who were Dais members at HMUN 7th Session, HMUN 8th Session, and/or HMUN 9th Session are eligible for a 15% discount on the Participation Fee.

Qualified Delegates/Observers who were Dais members at HMUN 10th Session and/or HMUN 11th Session are eligible for a 10% discount on the Participation Fee.

- Qualified Delegates/Observers who were members of HMUN Org.'s Executive Board are eligible for a 25% discount on the Participation Fee.

Only the highest Discount from the above may be applied per qualified Delegate/Observer. These Discounts are applied on top of the Delegation Discount (if applicable).

In special situations stipulated by the Secretariat, additional Discounts to the Participation Fee may be applied for certain Qualified Delegates/Observers. No discounts may exceed 100% of the Participation Fee.

All discount decisions are at the sole discretion of the Secretariat according to this Policy and are final.

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4. CANCELLATION & REFUND POLICY

The Secretariat offers a *Cancellation & Refund Policy* should you no longer wish to or can no longer attend the Conference.

- The Secretariat shall refund your paid Participation Fee as follows:

If the cancellation request is made...	Refund
At least thirty-five (35) days before Day One of the Conference	100%
Between thirty-four (34) and thirty (30) days before Day One of the Conference	50%
Between twenty-nine (29) and twenty-five (25) days before Day One of the Conference	30%
Within 24 days or fewer before Day One of the Conference, during the Conference Days, or after the Conference	0%

Dispensations to this policy may be made if the Participant can present sufficient evidence of a special condition (grave illness, illness or death of a family member...).

- Participants who are unable to fully attend the Conference due to unforeseen circumstances may request a refund of up to 15% of the paid Participation Fee. Such requests must include sufficient explanation and evidence for the unforeseen circumstances and must be submitted at least ten (10) days before Day One of the Conference.

Refunds will not be granted if the Participant was aware of their partial attendance at the point of registration or if the request is made after the deadline.

- **The maximum refund amount shall not exceed 100% of the paid Participation Fee.**

e.g., If you were billed a Participation Fee of 690.000VND, the maximum refund you may receive is 690.000VND.

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- For Individual Participants and Non-Affiliated Delegations, cancellation and refund requests must be made directly by the Delegate/Observer in question to the Secretariat via email at contact@hanoimun.org. Requests from Heads of Delegations will not be processed.

For Participants in Affiliated Delegations, your Head of Delegation may request on your behalf.

- If you are an Observer who can no longer attend the Conference and wishes to recommend someone else to attend, please contact the Secretariat via email.
- Participants who are barred from further attendance of the Conference due to a violation of any Conference Policies are ineligible for refunds.
- All refund decisions are at the sole discretion of the Secretariat according to this Policy and are final.

5. FINANCIAL AID POLICY

HMUN Org. is proud to provide need-based Financial Aid to individual Delegates attending the Conference, acknowledging that the high participation costs for Model UN may deter many prospective Delegates from participating. Financial need will not affect Conference acceptance or registration status.

We will provide three (3) grants to Delegates who have special financial hardships this year:

- **Early Decision (ED):** 01 grant of a 30% reduction of ED Registration Fees (worth VND 150,000).
- **Regular Decision (RD):** 01 grant of a 50% reduction of RD Registration Fees (worth VND 300,000).
- **Late Decision (LD):** 01 grant of a 50% reduction of LD Registration Fees (worth VND 375,000).

To be considered for Financial Aid, you must submit both the Financial Aid Request Form and the Delegate Application Form. Only Delegate Applicants who become official Delegates will have their Financial Aid applications reviewed.

Please understand that a complete Financial Aid submission does not guarantee a grant since resources for financial aid are strictly limited.

If you are awarded Financial Aid, the grant will be applied to your Participation Fees. These grants are non-transferable; they cannot be given to another individual.

Furthermore, should you be eligible for Financial Aid, you will still be required to pay the full Participation Fee (excluding any subsidization via Discounts) at the point of registration. Should you fully attend all formal Sessions of the Conference, the Secretariat will process a reimbursement for your Financial Aid grant.

All Financial Aid grants are at the sole discretion of the Secretariat and are final.



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