**Chairing at Hilton 2020**

Dear Applicant,

Our names are Isabella Mulcahy and Andrew Guo, and we will be your Secretaries-General for the 2021 UNAR Model United Nations Conference.

Chairing is a rewarding experience, and we are pleased that you are considering it. We are looking for chairs who are both enthusiastic about chairing and dedicated to putting in the time necessary. Before applying, be sure that you will be able to make the commitments of **transportation and attendance** for the four chair meetings, preparing a chair letter, researching, and meeting with your co-chair. The conference will be held **March 5th and 6th** in a virtual setting.Attending the conference is mandatory; please do not apply if you anticipate having a conflict.

The Secretariat will only consider electronic applications for UNAR 2021. Please complete all parts of the attached application, including providing a picture and a separate advisor recommendation. Incomplete applications **will not be considered**. When you finish the application, please e-mail it to us at rocmunsec@gmail.com.

Applications are due by **Friday, January 15th at 11:59pm.** Any application that is received later than this date **will not be accepted.** Applications will be considered in the order they are received. Feel free to contact the Secretariat at rocmunsec@gmail.com with any questions or concerns you may have. Good luck and we hope to see you all at the Hilton conference!

Sincerely,

Isabella Mulcahy, Secretary-General, Hilton 2020

Andrew Guo, Secretary-General, Hilton 2020

**UNAR 2021 Chair Application**

**Contact Information**

Name:

Address:

Cell Phone Number:

Grade (As of UNAR 2021):

Email Address:

School:

Advisor:

**Model UN Experience**

*Years in Model UN:*

|  |  |  |
| --- | --- | --- |
| *Conference* | *Committee* | *Award* |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Availability**

Use an X to indicate which days you will be available for chair meetings. If you have a conflict, please explain it briefly and indicate whether or not it can be rescheduled if necessary **a week ahead of time**. Chair meetings usually last for around two hours, but all of them are **mandatory**. Telling us that you are available every day will not aid your application, so be entirely honest and complete. Meetings usually take place on **Sundays**.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| *Monday* | *Tuesday* | *Wednesday* | *Thursday* | *Friday* | *Saturday* | *Sunday* |
|  |  |  |  |  |  |  |

**Committees**

Please indicate your top three choices of committees to chair**. If you have a new or unusual idea for a committee you would like to chair, please include it in the table below and explain it further beneath the table.**

|  |  |  |
| --- | --- | --- |
| *First Choice* |  | 1 |
| *Second Choice* |  | 2 |
| *Third Choice* |  | 3 |

If there are any committees in particular that you do not wish to chair, please note them below.

**Other Experience**

Have you held any officer positions in your school’s Model United Nations club? If so, please describe them.

Do you have any experiences in other areas, particularly in leadership roles, that are relevant to your ability to chair? If so, briefly describe them.

**Short Answer Questions**

Please answer all questions. Each response should be thorough and well-explained.

1. As a chair, how would you identify those delegates most deserving of awards?
2. What do you believe are the most important characteristics of a good chair?
3. What do you believe makes a committee successful, and how do you believe you will be able to contribute to accomplishing this?
4. Please choose two appropriate topics, cases, or crises for your first choice committee and describe them briefly. Also, choose one topic each for your second and third committee choices and describe them.
5. What are you looking for in a co-chair? Which qualities do you feel would complement your own, and which qualities would prove problematic?
6. How would you approach chairing an online committee differently than an in person one?
7. If there is any other information that you feel is pertinent, please share it here.

**Photograph**

Please include a digital photograph sent to rocmunsec@gmail.com with your chair application. Be sure to clearly indicate your name and school in the email. Applications **will not be accepted** without a photograph. Please send your photo **as a separate file** from your application. Photographs inside the word document will not be accepted.

**Model UN Advisor Recommendation**

Please have your Model UN advisor write a recommendation *to help us better understand your personality, work ethic, and other relevant characteristics*. Applications will not be accepted without a statement from your advisor.

Advisors must write their own letter! In addition, they must include the following statement:

“I believe that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is qualified to chair at the 2020 Hilton Model United Nations Conference. I believe without reservation that he or she will respect the delegates in his or her committee, hold a productive and orderly committee, and be an honorable chair. I understand that I am not required to recommend this student. If I have any concerns about recommending this student, I will contact the Secretariat at rocmunsec@gmail.com.”

Your advisor, not you, should email their recommendation to the Secretariat at rocmunsec@gmail.com