

BIGMUN

BIRKERØD GYMNASIUM MODEL UNITED NATIONS



BIGMUN 2025 – 13th ANNUAL SESSION

Registration Handbook

February 19th – February 23rd

Welcome to the BIGMUN 2025 Registration Handbook.

Birkerød Gymnasium's Model United Nations (BIGMUN) is an international 5-day conference, to be held from Wednesday to Sunday, February 19th – 23rd 2025. 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.

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 size of 20** Delegates per school.

Deadlines:

Request Form: October 8th

Student Officer Application Form: October 22nd

Registration Form: November 12th

Final Payment: December 20th

Final Registration Form: December 20th

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 2025 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 11th.

Upon your acceptance to BIGMUN 2025, we will ask for a **Pre-Payment** of €150 to confirm participation. This secures your place until we receive the **Final Payment** (see below). Please note that the **Pre-Payment** is to be deducted from the **Final Payment**. If we do not receive your **Pre-Payment** we may offer your place to another school on our waiting list. Please refer to our Fees section for more details.

The deadline for **Student Officer** applications is **October 22nd**. **Student Officer Application Forms** can be found on our website. We encourage Delegates from any school with adequate experience to apply for this. Applicants will be notified by November 8th, which is before the deadline for the Registration Form, so that MUN Directors will know the correct number of Delegates and Student Officers in any delegation.

Details on the committees/councils and their topics will be released on the website shortly after.

November and December

By **November 12th**, accepted schools must submit the **Registration Form**. This form requires the exact number of Delegates and Student Officers and the numbers of MUN Directors/Teachers/Chaperones attending the conference. In the Registration Form, schools must state the country/countries they wish to represent at BIGMUN 2025. 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 **December 20th**. For details on how to pay, please refer to the section on Fees.

By **December 13th**, you will have been informed what countries your delegation will represent. (Provided you have sent us your Registration Form in good time). 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 20th**.

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.

The Role of the MUN Director:

The MUN Director is usually a teacher but could also be an adult chaperone such as a parent. Some schools choose to send both an MUN Director and extra chaperones. The MUN Director will accompany the delegates at BIGMUN. The role is split in two - a pastoral role and a practical role.

The pastoral role refers to the accompanying teacher's responsibility for the students in the delegation in case students fall ill, have an accident or a disciplinary situation occurs regarding one of the students in the delegation. The Board of Directors needs to be able to easily find the responsible teacher during the conference's four days. While incidents are rare, with over 400 students involved in the conference, accidents and other issues involving behaviour etc. do happen. This aspect of the MUN Director's role is particularly important for delegations that are being hosted. If anything happens while the hosted student is with the family, the Board of Directors needs to be able to quickly get in touch with the MUN Director.

The practical role refers to how the MUN Director can assist the organising team and the Board of Directors in running BIGMUN. At registration, we will hand out many things to be distributed amongst the delegates, including necessary information about the conference for the MUN Directors. On the Thursday and Friday of the conference, we have an approval panel where the proposed resolutions are approved. We rely very much on our MUN Directors to help us out with this part of the conference. In addition, we have various briefings where we give out important messages, which the MUN Directors need to pass on to their delegates. During the dinner and party on the Saturday evening, we also depend on the assistance of the MUN Directors to ensure the best possible experience for everybody attending. This involves keeping an eye on your students as well as helping us with a few minor tasks, such as monitoring some of our external doors.

We thank MUN Directors for their hard work and support in making BIGMUN a success for everyone. In return, we offer a great opportunity for socialising with fellow MUN Directors, the opportunity of a Directors' Dinner and a great conference for all involved.

Local Schools and MUN Directors:

Local schools from the Greater Copenhagen area and Nordsjælland are welcome at BIGMUN without an accompanying MUN Director but with a maximum of 8 delegates in a delegation. We must, however, at the very least have the contact details of a teacher whom we can call during the conference (including the weekend), should there be an incident. We would very much like to meet the director just once, for example at registration or the briefing on the first day of the conference, but this is not a requirement.

For delegations of more than 8 delegates, we expect there to be an MUN Director present at the conference. See above for details on the role of the MUN Director.

PROGRAMME FOR BIGMUN 2025

(Subject to change)

Wednesday, 19 th February	
13:00	Welcome and Registration – there will be staff waiting at Birkerød Station to escort visitors to Birkerød Gymnasium. Sandwiches will be available upon arrival.
15:30	
13:30	Student Officer briefing
15:30	
15:30	Take seats for the Opening Ceremony - There will be staff positioned around Birkerød Gymnasium and in the ceremony room to help Delegates find their seats.
15:45	
16:00	Opening Ceremony
17:15	
17:15	Host family pickup
17:45	

Thursday, 20 th February					
08:30	Late registration				
09:00					
08:45	Student Officer briefing				
09:00					
9:00	All Delegates and Student Officers meet in their committee rooms to leave their coats and bags. Thereafter the Student Officers will lead the Delegates to the Assembly Hall. All the rooms will be locked afterwards.				
9:15					
9:15	Panel session in F-Hall				
10:30					
10:30	ECOSOC	10:30	GA	10:30	Special Committees
11:30	Committees' introduction	11:45	Committees' introduction	12:00	Committees' introduction
11:30	ECOSOC	11:45	GA	12:00	Special Committees
12:00	lunch	12:15	lunch	12:30	lunch
12:00	ECOSOC	12:15	GA	12:30	Special Committees
16:45	Committees in session	16:45	Committees in session	16:45	Committees in session

16:45 17:00	Student Officer debriefing
12:00 16:45	The Approval Panel is open. Note that Student Officers will allocate time for lobbying.

Friday, 21 st 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 Committees in session
11:30 12:00	ECOSOC lunch	11:45 12:15	GA lunch	12:00 12:30	Special Committee lunch
12:00 14:15	ECOSOC Committees in session	12:15 14:15	GA Committees in session	12:30 14:15	Special Committees Committees in session
14:15 14:30	Student Officer debriefing				
9:00 14:15	Approval Panel is open				
14:30 16:45	Buses leave at 15:00 sharp for the Canal Tour of Copenhagen. The evening is then free for participants to socialize.				

Saturday, 22 nd February			
The Approval Panel is closed.			
08:45 09:00	Student Officer Briefing		
09:00 12:30	GA & 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
14:00 17:00	Plenary sessions of the GA & ECOSOC	14:30 17:00	Special Committees in Session
17:00 17:15	Student Officer debriefing		

17:00 17:30	Free time in F-hall
17:30 19:00	Dinner buffet (All coats and bags must be put in the cloak rooms before entering the dining hall)
19:00 21:00	BIGMUN Party (non-alcoholic). Entry closed after 20:30 & the school lockers will not be accessible during the party.

Sunday, 23rd February					
08:45 09:00	Student Officer briefing				
09:00 12:00	ECOSOC Plenary session	09:00 12:00	GA Plenary session	09:00 11:30	Special Committees in session
12:00 12:30	ECOSOC lunch	12:00 12:30	GA lunch	11:30 12:00	Special Committees lunch
12:30 14:00	ECOSOC Plenary session	12:30 14:00	GA Plenary session	12:00 - 14:00	Special Committees in session
14:00 15:00	Closing Ceremony and awards				
15:45	Buses depart				

Fees:

Pre-Payment

€150 **Pre-Payment** secures your place at the conference until the **Final Payment** is made (see below). Failure to pay the **Pre-Payment** may lead to us offering your place to a school on our waiting list. Note that the **Pre-Payment** is *not* refundable under any circumstances. **The Pre-Payment is deducted from the Final Payment.**

Final Payment

The **Final Payment** consists of a **Participation Fee**, and various fees for optional services: the **Host Accommodation Fee** or the **Transport Fee**.

Participation Fee

The **Participation Fee** guarantees your place at the conference. Participation Fee is €75 per Delegate/Student Officer.

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

Host Accommodation Fee

For delegations with host accommodation, an extra **Host Accommodation Fee** is required at €40 per Delegate/Student Officer. BIGMUN does not offer Host Accommodation for MUN Directors or Chaperones. This is only available to schools who have successfully applied for Host Accommodation.

Transport Fee

For delegations staying in hotels/hostels in Copenhagen that wish to use our BIGMUN Bus Service, we require a **Transport Fee** of €80 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 December 20th, 2024.

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.

BIGMUN will **not** refund the **Pre-Payment** if a school cancels their participation in BIGMUN 2025, whatever the reason for cancellation.

BIGMUN will refund the **Final Payment** if a school cancels their participation *before* the date of **December 20th**, whatever the reason for cancellation. The same applies if a school reduces the number of Delegates, Student Officers, or MUN Directors/Teachers/Chaperones. After this date, there is no refund of the **Final Payment** (this includes any additional non-participation fees like the **Transport Fee** or **Host Accommodation Fee**).

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 clearly indicate 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: NYKBDKXX

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 central Copenhagen 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 66 kr. for those aged 16 and above and 33 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 €80 per person. All members of a delegation, including **MUN Directors/Teachers/Chaperones** accompanying the students, are required to pay the **Transport Fee**.

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:

The accommodation offered at BIGMUN 2025 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 (19th February – 23rd February 2025).

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 **November 8th** 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**

Lotte Balslev Vest

Anna Overballe

Thomas Mandam

Stine Helth

Daniel Sanders

STUDENT ORGANISING TEAM

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Maiken Houmøller – **Deputy Secretary-General**

Praharshan Aananth Jayasekar Sumithra – **Deputy Secretary-General**

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Laura Wagner Happel – **Head of Accommodation and Deputy Head of Registration**

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Yichen Liu – **Head of Staff**

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