



## FACULTY ADVISOR CONTRACT

At ILMUNC, we work closely with Faculty Advisors to ensure a safe and enjoyable ILMUNC experience. We depend on you to help us maintain a conference of this size and quality by acting as a link between the delegates and the Secretariat. We greatly appreciate your involvement in this conference and your commitment to ensuring your students enjoy their weekend. As a result of feedback we have received in previous years, we are including this document so that all Faculty Advisors are aware what is expected of them to deliver the best possible ILMUNC experience to their delegates.

- 1. Faculty Advisor Ratio** - To ensure delegate safety, we require a ratio of one faculty advisor to every twenty-five delegates.
- 2. Faculty Advisor Meetings** - At least one faculty advisor from each school must attend every faculty advisor meeting. The Friday evening meeting is mandatory. Missing a faculty advisor meeting could result in your delegation being at a disadvantage due to lack of information. Any policies announced at faculty advisor meetings will be enforced regardless of that faculty advisor's attendance, and any disadvantage to delegates due to not receiving information that was announced at the faculty advisor meeting will be the sole responsibility of the faculty advisor, not the conference Secretariat.
- 3. Enforcing ILMUNC Code of Conduct** - A copy of the ILMUNC Delegate Code of Conduct is copied below and will be provided for Faculty Advisor signature at registration. Faculty advisors are responsible for supervising their delegates at all times, enforcing this code of conduct among their students and for appropriately disciplining students when contacted by a member of the Secretariat.
- 4. Contact Information** - It is imperative for the safety of your students that we have a mode of communication during conference. Therefore, you must provide your cell number when completing the registration form, and be accessible at that number during conference. If you will be using a school-issued cell-phone or are from an international school, please contact Secretary-General Alex Kaplan to work out alternative communication arrangements.
- 5. Texting Capability** - At conference, the phone you provide must have texting capability. This is because in rare situations we may be forced to make changes, such as altering the location of a meeting or pushing back the time of an event. This information will be distributed by a Faculty Advisor Mass Text system and via the ILMUNC mobile phone app, and thus it is important that the phone you provide have the capability to receive text messages or have the ILMUNC app installed. Once again, if this presents a hardship, please contact our Secretary-General.
- 6. General Decorum** - As a faculty advisor, we look to you to set the tone for your students. Thus we expect you to return the respect you will receive from the conference Secretariat and ask you to ensure that you are courteous to our staff, the hotel staff, fellow Faculty Advisors, and delegates.
- 7. Emergency Preparation** - Advisors are required to collect and maintain both a Medical Consent form (signed parental consent for medical services for students) and Emergency Contact Information (to be contacted



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in event of an emergency) for each delegate participating in ILMUNC. Parents should understand that medical support will be provided in line with the Medical Consent terms (sample forms can be provided in the event your school does not have an existing form). By completing this registration, I acknowledge that I have read this Faculty Advisor contract, understand the expectations and obligations, and commit to fulfilling my obligations as a Faculty Advisor for ILMUNC XXXV I certify that I will communicate the above information, including the Code of Conduct, to my delegation, their parents and my school and will receive their consent.