



Pacific Model

United Nations 2026

Official Registration Guidelines



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Important Terminology

General

- **Delegate:** A student acting as a representative in a committee. All students are considered delegates and must complete the **Delegate Registration Form**, whether attending independently or as part of a delegation.
- **Independent Delegate:** A student attending the conference without the formal representation of a school or group entity. This typically applies to students whose schools do not have a MUN club or are not attending the specific conference. Note that we do collect information about which school Independent Delegates attend, but do not use it as identifying information on nametags or in internal spreadsheets.
- **Delegation:** A formal group entity, such as a school MUN club, that sends multiple students to the conference. Delegations must be registered by an advisor via the **Delegation Registration Form**.
- **Committee:** The specific UN body or governing entity being simulated. Delegates are assigned to one committee for the duration of the conference.
- **Dais:** The staff members (typically a Director, Chair, and Assistant Director) who facilitate debate and manage the proceedings at the front of the committee room.
- **Secretariat:** The leadership team responsible for planning and facilitating the conference. They are the primary points of contact for administrative questions and emergencies.
- **Board of Directors:** Adult volunteers and chaperones, made up of Secretariat alumni, who oversee the Secretariat and manage high-level conference operations. They are available to assist with questions, particularly from advisors, and to respond in case of emergencies. Board members attending the conference are listed in the Delegate Handbook.

Delegation-Specific

- **Advisor:** The primary adult sponsor for a delegation, responsible for the group's registration and oversight. All advisors need to be formally registered with the event before attending. **At least one advisor or**



chaperone per delegation should be onsite at any time your students are onsite.

- **Chaperone:** A volunteer adult affiliated with a delegation who assists the advisor in supervising students. All chaperones need to be formally registered with the event before attending. **At least one advisor or chaperone per delegation should be onsite at any time your students are onsite.**
- **Head Delegate:** The student leader of a delegation.

Registration

- **Individual Payment:** A payment structure where each delegate pays their registration fee directly (as opposed to via a school bookkeeper) upon submitting the Delegate Registration Form. Registration is not finalized until payment is received.
- **Group Payment:** A payment structure where the delegation pays the cumulative fees for all members via a single invoice. This is often required for school district accounting.
- **Delegation Portal:** A centralized management link emailed to the advisor and head delegate. It allows leadership to monitor student registrations, view itemized invoices, lock the delegation, and generate an invoice.
- **Locking a Delegation:** A function within the Delegation Portal that closes the roster and prevents further delegates from registering under that specific delegation. Once the Delegation Portal is locked, it **cannot** be manually unlocked. Should you need your portal unlocked, email the Delegate Affairs team.
- **Generating an Invoice:** A function for Group Payment delegations within the Delegation Portal that creates a total invoice. Please click it only once to generate a single invoice. After Secretariat approval, the invoice is sent to the advisor and bookkeeper. If edits are needed, email the Delegate Affairs team.
- **Financial Aid Form:** A request form found on the Registration page for delegates seeking financial assistance. Based on the demonstrated need and the applicant's selection (ranging from 25% to 100% aid), a unique registration link with a prorated rate will be provided. For Group Payment delegations, these discounts will be automatically reflected in the Delegation Portal.



Important Dates & Deadlines

August 17, 2026 at 12:00 AM PDT: Early Registration Opens

September 11, 2026 at 11:59 PM PDT: Early Registration Closes

September 12, 2026 at 12:00 AM PDT: Regular Registration Opens

October 19, 2026 at 11:59 PM PDT: Regular Registration Closes

October 20, 2026 at 12:00 AM PDT: Late Registration Opens

October 25, 2026 at 11:59 PM PDT: Overnight Rooming & Rooming Sheet
Submission Deadline

November 9, 2026 at 11:59 PM PDT: Late Registration Closes

November 14 – 15, 2026: PACMUN 2026

November 22, 2026 at 11:59 PM PDT: Group Payment Due



Registering for PACMUN

PACMUN welcomes delegates in grades 9 through 12. PACMUN is pleased to welcome 8th-grade delegates, provided they have attended EDUMUN. All middle school delegates will be placed in introductory committees. Delegates may register as part of a **Delegation** or as an **Independent Delegate**.

- **Delegation Students: Please wait for your advisor to complete the Delegation Registration Form before you register.**
- **Independent Delegates:** Refer to the “Independent Delegates” section of this document for specific instructions.

All delegates must register via the **Delegate Registration Form**. Once submitted, you will receive a confirmation immediately, followed by your committee and position assignment **within 72 hours**.

To request a change to your position assignment, email the Delegate Affairs team at delegateaffairs@pacificmun.com with your reasoning **within 72 hours of receiving your original position assignment**. Please note that changes are granted at the discretion of the Delegate Affairs team, and requests are not guaranteed to be honored.

Delegates: Do not register using the standard Delegate Registration Form on the website if you are seeking financial aid. Instead, please follow the process detailed in the “Financial Aid” section of this document. We cannot retroactively apply financial aid to existing registrations.

If you are unfamiliar with any terms used in this document, please see the “Important Terminology” section on Page 3 of this document. For all other inquiries, contact the Delegate Affairs Team at delegateaffairs@pacificmun.com.

Refund and Cancellation Policy

No refunds will be given unless the conference does not occur or cancellation arises from medical issues, force majeure, government regulations prohibiting the event from taking place, or other circumstances



arising beyond reasonable control. Refunds will be honored upon full cancellation of the event; full cancellation does not include postponement of the event. If the event transitions to a virtual event entirely, fees that exceed the virtual fee may be refunded. **Cases will be reviewed on an individual basis.**

Completion of the online registration process, which includes signing PACMUN's Code of Conduct, constitutes a commitment to attending PACMUN. If you have completed the registration process but have not paid (i.e., registered with a Group Payment delegation) and no longer wish to attend PACMUN, you are responsible for a cancellation fee equal to the amount you owed as a prospective PACMUN participant. **There are no exceptions to this policy;** if individual students have any questions about their cancellation, they may reach out to delegateaffairs@pacificmun.com. **PACMUN will not entertain correspondence with advisors (or any other individuals) sent on behalf of students regarding the cancellation policy.**

If your rooming spot has been released due to an overdue payment (per our policies below), you may still attend PACMUN as a day delegate. Please email delegateaffairs@pacificmun.com to process these registration changes.

Registration Options

Option 1: Day (Early: \$95, Regular: \$100, Late: \$105)

Day delegates will attend all committee sessions and ceremonies in-person. At the end of Day 1, delegates will leave the hotel venue and return on the morning of Day 2. Day delegates will not be assigned rooming.

Option 2: Overnight (Early: \$180, Regular: \$185, Late: \$190)

Overnight delegates will spend the night at the Sheraton Grand Seattle. Overnight delegates will be assigned **same-gender quad occupancy rooming. The deadline to register as an overnight delegate is October 25, 2026 at 11:59 PM PDT.**



Delegation Registration

To register as a delegation, an **advisor** must first complete the **Delegation Registration Form**. During registration, the advisor must select one of the following:

- **Individual Payment:** Each delegate pays their own registration fee.
- **Group Payment:** The delegation pays a single lump sum for all delegates.
 - The Delegate Affairs team is unable to dissolve a Group Payment delegation into multiple Independent Delegates once delegates have registered with the delegation. Therefore, please **only select this option if you are certain your school can be invoiced for the total cost of attendance.**

Every attendee must be registered as a **Delegate, Chaperone, or Advisor**.

- **At least one advisor or chaperone per delegation should be onsite at any time your students are onsite.** This includes times outside of the official conference schedule.
- Chaperones can register using the **Chaperone Registration Form**, found on the Registration page. **Due to safety and capacity limitations, unregistered adults (i.e., unregistered parents) will not be allowed to enter the conference venue.**
- If delegates are staying overnight, **a registered advisor must also remain on-site overnight.**

Delegates: If you are attending with a delegation, do not complete your registration until **after** your advisor has submitted the Delegation Registration Form.

Immediately upon submitting the Delegation Registration Form, the advisor and head delegate will receive a link to their **Delegation Portal**. This portal serves as the primary management tool for your delegation throughout the registration process. Through the Delegation Portal, advisors can:

- View a real-time list of delegates who have registered under your delegation.
- Access and view an itemized invoice (for Group Payment delegations).
- Lock the delegation (while registration is still open) once all delegates have registered to signal that your roster is complete. As noted above,



once the Delegation Portal is locked, it **cannot** be manually unlocked. Should you need your portal unlocked, email the Delegate Affairs team.

- Generate the delegation invoice. Note that there will be a time delay between when the invoice is generated and when the Secretariat approves and sends the invoice.

Individual Payment

If your delegation selects **Individual Payment**, the following rules apply:

- Delegates will be redirected to a payment screen upon completing the registration form. Delegates will not receive position assignments until their payment is completed and/or until Financial Aid requests are approved.
- The registration fee is determined by the specific **registration period** active at the time of submission.
- While delegates pay individually, the delegation as a whole will be invoiced for any shared chaperone or advisor rooming costs.

Payments must be received by the end of the designated registration period.

- For overnight attendees, if payment and registration are not completed by October 25, 2026 at 11:59 PM PDT, your rooming spot will be released.
- Requests for overnight spots after the deadline are handled on a case-by-case basis and are not guaranteed.

Group Payment

At the time of registration, the advisor must select a specific registration period (Early, Regular, or Late) to fulfill their invoice.

- The group will be charged the fee associated with the selected period for **all delegates**, regardless of whether individual delegates submit their forms earlier or later.
 - For instance, if an advisor selects Regular Registration, all delegates will be billed the Regular rate, even if they register during the Early period.
- Once all delegates have been registered, the advisor may use their Delegation Portal to lock the delegation and generate the delegation invoice. Note that there will be a time delay between when the invoice is generated and when the Secretariat approves and sends the invoice.



Group Payment delegations must fulfill their invoice by November 22, 2026 at 11:59 PM PDT, one week after the conclusion of the conference.

1. Early Registration

- Advisors must accurately indicate the total number of in-person, overnight delegates on the **Delegation Registration Form**.
- Pending availability, rooming spots will be held until October 25, 2026 at 11:59 PM PDT.
- All delegates must register **before Regular Registration** closes in order to be charged Early Registration pricing. Delegations that register during Early Registration but continue to register delegates during Regular Registration may still pay Early Registration fees, provided all delegate registrations are finalized by the Regular Registration deadline. However, if delegates continue to register during Late Registration, they may be subject to paying the Late Registration fee.

2. Regular Registration

- When ready to register, advisors must accurately indicate the total number of in-person, overnight delegates on the **Delegation Registration Form**. If rooming spots are available, we will hold them for a short period and communicate with you after completion of the Delegation Registration Form.
- All delegates must register through the Delegate Registration Form prior to **October 25, 2026 at 11:59 PM PDT**. Once the deadline passes, reserved rooms will be released, and any further rooming accommodations will be evaluated on a case-by-case basis.

3. Late Registration

- Advisors seeking to register a delegation that includes overnight delegates must register their delegation during Early or Regular Registration. Once late registration begins, delegates may only be able to register as day delegates.



Advisor/Chaperone Rooms

Delegations are responsible for the costs associated with advisor and chaperone rooming.

- Advisor/chaperone rooms are invoiced at \$230 per room.
- All rooms are **quad-occupancy**. Delegations have the discretion to determine how many advisors/chaperones will attend and how they will distribute their staff across the booked rooms.
- PACMUN recommends that delegations maintain a ratio of at least **one advisor or chaperone per ten delegates**.
- Regardless of the selected registration timeline, all advisor rooms must be finalized and booked by October 25, 2026 at 11:59 PM PDT.

Every delegation chaperone must be officially registered for the conference. To do so, they must complete the **Chaperone Registration Form** (located on the Registration page) by the end of the selected registration period.

Hotel Rooming

Rooming assignments are managed by the advisor. The Delegate Affairs team will provide delegations with a **Rooming Spreadsheet** to facilitate this process.

- All rooms are **quad-occupancy** (four delegates per room).
 - If a delegation has a single male-identifying or female-identifying delegate, they are subject to be roomed with Independent Delegates **unless** the delegate's parent/guardian is a chaperone, in which case the delegate will room with their parent/guardian.
- To ensure a safe and comfortable environment, all rooms must be **single-gender**.
- A sample of the rooming spreadsheet and detailed instructions can be found here: [PACMUN 2026 Rooming Spreadsheet Template](#).

The completed Rooming Spreadsheet must be submitted by the end of the selected registration period. If a delegation fails to submit its assignments by the deadline, **the Delegate Affairs team will assign rooms at their own discretion** without further input from the delegation.

Extended Rooming: If your delegation requires rooms for Friday night or additional nights outside the standard conference schedule, please submit a



formal request to delegateaffairs@pacificmun.com. These rooms are not guaranteed and are only available on a first-come, first-served basis, so please submit your request as soon as possible.

Independent Delegates

Prior to registering, Independent Delegates must review the following attendance and eligibility policies:

- If a student's school is sending an official delegation to PACMUN, that student may **not** register as an Independent Delegate unless they have written permission from their school's advisor and have communicated this to the Secretariat.
- PACMUN does not recognize "Independent Delegations." Students must register either as part of a school-sanctioned delegation or as an individual.

Independent Delegates will **not** receive position assignments until their payment is completed. Rooming will be finalized only after payment is processed.

Independent Delegate Rooming

- Independent Delegates may request to be roomed with up to three other Independent Delegates of the same gender.
- Independent Delegates will generally be roomed exclusively with other Independent Delegates; however, the Delegate Affairs team may assign a delegate from a delegation to a room with Independent Delegates.
- Independent Delegates requesting a private room or other alternative rooming arrangements must email delegateaffairs@pacificmun.com immediately after submitting their registration form. Any additional costs associated with these custom arrangements will be invoiced separately following the initial registration.
- PACMUN reserves final authority over all rooming assignments.

Chaperones of Independent Delegates

Chaperones are **not required** for Independent Delegates. As per the Code of Conduct, Independent Delegates' participation is governed by the discretion of the Secretariat and Board of Directors.



If an adult wishes to chaperone an Independent Delegate or a group of Independent Delegates, they are welcome to do so.

- Any adult acting as a chaperone must complete the **Chaperone Registration Form** on the Registration page.
- On the form, the chaperone must list the name(s) of the specific student(s) they are supervising.
- **Due to safety and capacity limitations, unregistered adults (i.e., unregistered parents) will not be allowed to enter the conference venue.**

Independent Delegate chaperones who intend to stay overnight will be invoiced a fee of \$230 per room upon completion of the registration form.

Financial Aid

Finances should not be a barrier to participation in Model United Nations. PACMUN is committed to providing both partial and full financial aid to delegates who demonstrate need.

To request financial assistance, regardless of whether you are attending as an Independent Delegate or as part of a delegation:

1. Download the **Financial Aid Request Form** on the Registration page.
2. **DELEGATION STUDENTS:** Complete all fields, sign the certification statement, and send the form to your **Advisor** and **Bookkeeper** to sign. **INDEPENDENT DELEGATES:** Complete all fields, sign the certification statement, and send the form to your **Parent/Guardian** to sign. **Note that doctoring a signature on behalf of another individual without their consent is illegal.**
3. Email the completed form to finance@pacificmun.com.

After you submit the form, the Secretariat will review your request, and you will receive a response within 72 hours. If approved, delegates will receive a **unique registration link** tailored to their awarded aid amount.

Delegates: Do not register using the standard **Delegate Registration Form** on the website if you are seeking financial aid. We cannot retroactively apply financial aid to existing registrations.



Day-of Check-In

To ensure the safety of all participants and a smooth start to the conference, we utilize a structured, multi-station check-in process. All attendees must visit their designated tables upon arrival at the venue.

There are **three distinct stations** located at check-in. Please identify the correct table for your needs and migrate between them as instructed.

1. Independent Delegate Check-In Table

Individual delegates attending without a delegation should report directly to this station. At this table, Secretariat will verify your registration and hand you your nametag. If you do not receive a handbook at this table, you will receive one during Opening Ceremonies. Additionally, a Secretariat member will secure your mandatory wristband at this time, completing your check-in process. The wristband is issued for security purposes (i.e., to ensure that only accredited attendees are on the premises at all times). **Please do not remove the wristband.**

2. Advisor Check-In Table

Advisors must report here to **check in their entire group**. Only the advisor can check in their delegation **unless the advisor has notified Delegate Affairs of their absence through the Delegation Registration Form**.

- You will receive a packet/box containing nametags for **all students and chaperones** in your delegation. **It is the responsibility of the advisor to distribute these** in a separate area of the venue.
- You will also receive a roster of the registered delegates in your delegation. Please indicate which students are **absent on this list and return it to the Secretariat at this station before Opening Ceremonies**.
- Advisors and chaperones will receive wristbands at the Delegation Wristband Station.

3. Delegation Wristband Station



Once delegation members have received their materials from their advisor, they must migrate to the Delegation Wristband Station.

Chaperones should report directly to this station.

- **Every attendee, including all students, advisors, and chaperones, must be wristbanded by a member of Secretariat.**
- Wristbands will not be handed to advisors to distribute to their students. Every attendee must be physically present at the station for their wristband to be applied by the Secretariat.

Wristbands must be worn for the entire duration of the conference. They serve as your primary identification and allow access to committee rooms and conference areas. If your wristband becomes lost or damaged, please report to the Secretariat Room immediately for a replacement.

Please note that placards, notepads, and writing tools will not be distributed at the registration tables. Instead, delegates will receive them from their Dais during the first committee session.

If you are unsure which station to visit, please look for Secretariat members roaming the check-in area to assist with traffic flow and answer miscellaneous questions.