



GCS Conference Policies

(The Conference Policies can be found and accepted at www.gcsim.com when you submit an online application)

The Head Delegate or Faculty Advisor of each participating school should read these policies in their entirety. Your acceptance of these policies during the registration process will indicate acceptance of all policies outlined on this form and in our Conference Handbook. Delegates are also expected to abide by all municipal and state laws while at GCS 2014 in Mumbai.

General Policies

The Secretary-General, Director, the USG-Administration, of the conference are the only staff members empowered to grant exceptions to any conference policies or other general GCS practices. GCS is not liable for any erroneous statements made by other staff members regarding exceptions to fees or policies. **All fees are owed to GCS by 11:59 PST on the dates outlined below.** Schools will not be allowed to register at conference until they have paid any outstanding debts to GCS. If a school withdraws from the conference, the school is liable for all fees charged up to the date of withdrawal.

Please clearly label all forms and checks sent to the GCS office. All checks should be made out to “The University of British Columbia”.

Mailed to the following address :

Global Crisis Simulation (Care of – Hassan W Bhatti)

Mail box # 144, Marine Drive, 2205 Lower Mall

University of British Columbia, V6T1Z4

Checks should note in the Memo field the exact fees that are being paid (e.g. “ Global Crisis Simulation Conference”, “School Name - registration fee + 15 delegate fees + Name of Head Delegate”). Please note that our mail often takes a day longer than normal mail because it is processed through the University of British Columbia’s mail system, so please mail any forms or checks well in advance of the final deadlines. We will encourage you to use expediated mail to ensure that items arrive on time. Please note that PayPal, through the GCS website, is the preferred method of payment.

Registration Fee

A registration fee of **US\$150** is due with the initial application for the conference. No school will be assigned a country or any delegate spots until the registration fee has been paid. The USG Administration retains final authority over whether a school can be granted an exception that would temporarily postpone payment of the registration fee until after a country has been assigned. The registration fee is non-refundable

Please Sign and Return To GCS 2014



Delegate Fees

A school must register and confirm total number of delegates before November 14th to avail early bird fee and by **30th November 2013**, a school must confirm its delegate committee assignment(s) to avail the fee of **US\$89**. By **December 30th** to avail regular fee **US\$109**. **After 30th December 2013**, a late fee of **US\$25** per delegation will be assessed for each week or part thereof that these fees have not been paid. A school may choose to amend the number of delegates it will bring to the conference from the number stated in the application at no cost until **10th December 2013**, provided that it meets the minimum delegate requirements for the country it has been assigned. Between **10th December 2013 and 30th December 2013**, a school may reduce the number of delegates it will bring to the conference and will be eligible for a **50%** refund on the fees for the dropped delegates. However, at no time will a school be granted a refund on delegate fees if it is unable to meet the minimum number of delegates required for the country/countries to which it has been assigned. The names of the delegates - given that the numbers are changed according to the above criteria - can be changed without penalty **until 20th January 2014**. **After 20th January 2014**, a **US\$20** fee will be charged to replace printed materials for each delegate. **After 30th December 2013**, no refunds on delegate fees will be given.

Faculty Advisor Fees

A fee of **US\$100** will be charged per faculty advisor. Each delegation is required to have either a head delegate or a faculty advisor. The Faculty advisor fee will be payable at the conference and name submission will be made through email by **January 31st**.

Assignments

The first round assignments will take place after **31st November 2013 for all delegates registered till then**. The next round of assignments will take place after the closure of the final registration deadline on **31st December 2013**. All decisions of the GCS Secretariat with regard to assignments are final. The registration fee will not be refunded even if a school does not accept its assignment. Schools should pay close attention to the minimum and maximum number of delegates for each assignment.

The GCS Secretariat reserves the right to remove spots already assigned after **31st December 2013** in the event that the delegation fails to fill all the assigned spots. **Delegations are required to assign at least one delegate to all assigned committees**. This is crucially important to ensure that all perspectives are represented in each committee.

Special Circumstances

If meeting the requirements for payment is impossible for any reason, please contact GCS staff at **+1 (778) 840 3120** during our office hours, Monday-Friday, **3-5PM PST and 9 – 11pm PST**, as soon as it becomes evident that the requirements will not be fulfilled. The Secretary-General, the Director, and the USG-Administration are more than happy to discuss individual circumstances with a school. Please note that the GCS office is not staffed during national and school holidays.

Please Sign and Return To GCS 2014



Refunds

Registration fees are non-refundable. Delegate fees and faculty advisor fees are refundable according to the conditions described in the “Delegate Fees” and “Faculty Advisor Fees” sections above.

Cancellation Due to Weather Conditions

GCS 2014 will take place from **17-20 February 2014** regardless of the weather conditions. GCS 2014 is unable to provide refunds to delegations that choose not to attend due to inclement weather.

Suspension Policy

While we realize that GCS is a social as well as an academic forum, we must enforce certain security measures so that a professional atmosphere can be maintained at all times. No violations with the security measures, showing disrespect towards other delegates and the conference as a whole shall be accepted. In order to maintain order and safety at the conference as well as continuing a close relationship with the **Hyatt Regency**, our policy requires that any school whose delegates violate the following rules will be subject to at least a one-year suspension from the GCS conference.

The suspension policy is not intended to threaten students, but rather to serve as a reminder to everyone that our primary goal at GCS 2014 is to provide all participants with a meaningful academic and social experience. The following rules are a combination of Maharashtra State Laws and the Hyatt regulations, and requirements of common courtesy and respect. Please have all delegates read these rules carefully. Observing them is the collective responsibility of the entire delegation.

GCS and the HYATT

The Hyatt Regency is the conference venue for GCS 2014. Please note that the Hyatt Regency maintains a distinct registration and check-in system from that of the conference, so delegations need to contact them directly to make their reservations. The Hyatt Regency staff are the only individuals authorized to discuss hotel-related issues with delegations. The specific The Hyatt Regency policies are outlined in the Hotel Reservation Form, which will be available at our website (www.gcsim.com).

Alcohol and Drugs Policy

Delegates found drinking under age, possessing or using illicit drugs, as defined by Indian Government Law, will be required to leave immediately and may be held criminally liable.

The City of Mumbai prohibits smoking indoors in public spaces. Delegates will not be permitted to smoke inside the hotel.

Hotel Courtesy

Individuals will be held responsible for vandalism or any other damage that occurs in their room. The hotel reserves the right to eject individuals for any disruptions to the safety and well-being of other hotel guests without refund.



Valuables

If delegates bring valuables, they are encouraged to place them in a hotel safe deposit box. GCS and the Hyatt Regency are not responsible for belongings left in guest rooms or in committee rooms.

Committee Session Policy

Individual delegates are expected to be in their respective committee rooms during committee sessions. In order for delegates to leave their committee rooms for an extended period of time, both their Director and their Head Delegate/Faculty Advisor must be informed ahead of time. Furthermore, all delegates are expected to abide by committee dress code.

Plagiarism Policy

The full staff of GCS remains committed to excellent substantive quality of debate and to the integrity of our conference. Plagiarism is a serious offense to this integrity and to the conference, and so will not be tolerated. Any delegates found to have engaged in plagiarism before or during conference will be disqualified from delegate awards, and any documents found to contain plagiarism will have the plagiarized clauses/sections removed. Additionally, the Secretariat reserves the right to disqualify a delegation from conference awards, should any of its delegates be found guilty of plagiarism.

Other Rules

The Secretariat reserves the right to **immediately** expel delegates from both the conference and the hotel due to unlawful and/or unacceptable behaviour. Serious infractions on the part of even a single delegate may require the dismissal without refund of the individual involved **and** his or her delegation from the conference. If a delegate is dismissed from the conference, their delegation is automatically disqualified from conference awards.

The Secretariat reserves the right to define appropriate conference behaviour and is particularly sensitive to issues involving displays of disrespect to other delegates, conference staff, and hotel staff.

Summary of Conference Fees

Registration Fee	US\$150
Early Bird Delegate Fee	US\$89
Regular Delegate Fee	US\$109
Late Fee	US\$25 per delegation per week
Registration after Jan 1 st	US\$130



Conference Timeline and Deadlines

Registration Opens	25 October 2013
Early Bird Conference Registration Deadline	14 November 2013
Regular Registration Final Deadline	31 December 2013
Final Conference Registration Deadline	15 January 2013
Number of Delegates and assignment preferences due at time of registration and maybe amended as mentioned in the document	
Assignments first round confirmation by GCS staff	31 November 2013
Assignments final round confirmation by GCS staff	31 December 2013
Refund of 50% for Delegations Dropping Delegates Above the Minimum	30 December 2013
No Refunds After	25 December 2013
Visa Letter Requests Due	25 December 2013
Delegate and Faculty Advisor Names Due	1 January 2014
Position Papers Due	20 January 2014
Global Crisis Simulation 2014	17-20 February 2014

The goal of the Secretariat and staff of GCS 2014 is to work with you to achieve the best run, enjoyable, and productive conference possible. We thank you in advance for your cooperation, and please do not hesitate to email us at info@gcsim.com or call our office at +1 (778) 840 3120 with any questions or concerns.

By accepting this form during the online registration process, you are confirming that you have read the GCS 2014 Conference Policies and accept these conditions. Please note that if you are registering through the online system at www.gcsim.com, you are not required to submit a signed copy of this form. If you are sending a cheque to our address please send a signed copy with it.

Date :

Signature :

Please Sign and Return To GCS 2014