

WAMUNC XXVII Registration Agreements

WAMUNC XXVII Finance Policies.....	2
WAMUNC XXVII Finance Policy Agreement.....	3
WAMUNC XXVII Delegation Size Change Policies.....	4
WAMUNC XXVII Conference Policies.....	5
WAMUNC XXVII Conference Policies Agreement.....	6

WAMUNC XXVII Finance Policies

Payment Instructions

Please Note

- *Payment emails and the invoice will be sent to the Primary Contact Person's email which you submitted in the Registration Form.*
- *WAMUNC is a conference co-hosted with The George Washington International Affairs Society (IAS).*
- *If your school requests a W-9 Form, please fill out the [W-9 Form Request](#) using your official/business email.*

To pay by **card**, use the [GW payment portal](#) which only accepts: Visa, Mastercard, and Discover. To ensure payment, follow the instructions listed below:

Personal Information section:

- 1) Please fill **ALL** information within the *Personal Information* category **EXCEPT** for a "GWID".

Purpose of Payment section:

- 2) Click the "Student Organization" box and click on or search for: "**The International Affairs Society**".
 - a) If you do not send the payment to "The International Affairs Society" (but instead a different student org), then your payment will not be accepted.

Payment Information Section:

- 3) Use the "Payment Purchase" dropdown menu and select "Other".
- 4) Please use the "Specify*" *box* to specify that the payment is for: WAMUNC REGISTRATION
- 5) Click "Other Amount" and enter in the full amount that you have received from your invoice.

Comments/Instructions Section:

- 6) Please specify the school in which you are registering for.
- 7) Once your payment has been confirmed please [screenshot](#) **and** [send the receipt](#) to wamuncfinance@email.gwu.edu to receive your committee assignments and positions.

To pay by **Check** please follow the instructions below:

- 1) Please make out your check to “**The George Washington University**” with the full amount you have been billed via your invoice with The International Affairs Society at GWU in the memo line.
- 2) Send to (format correctly):
The International Affairs Society
P.O. Box 280
2020 Pennsylvania Ave NW
Washington DC, 20052

WAMUNC XXVII Finance Policy Agreement

As Displayed on Registration Form

I confirm that I have reviewed the WAMUNC XXVII payment policies. I confirm that I am aware of the payment methods and deadlines for WAMUNC XXVII and will adhere to them. Conference payment policies can be found at <https://www.wamunc.com/financial-information>.

WAMUNC XXVII Delegation Size Change Policies

I understand that I am required to directly submit any modifications to the delegation size I registered, as well as any other modifications to information included on this form, to the Director of Conference Relations at wamuncdcr@email.gwu.edu. I understand that any change in delegation size is not finalized until I e-mail the Director of Conference Relations at wamuncdcr@email.gwu.edu, and receive a confirmation e-mail. I ALSO understand that NO delegation size changes may be made after March 10th, 2025.

As Displayed on Registration Form

I understand that I am required to directly submit any modifications to the delegation size I registered, as well as any other modifications to information included on this form, to the Director of Conference Relations at wamuncdcr@email.gwu.edu. I understand that any change in delegation size is not finalized until I e-mail the Director of Conference Relations at wamuncdcr@email.gwu.edu, and receive a confirmation e-mail. I ALSO understand that NO delegation size changes may be made after March 10th, 2025.

WAMUNC XXVII Conference Policies

Advisors, please make sure that you and your delegates are familiar with our conference policies prior to attending WAMUNC.

Registration

All payments must be received in full before the school is considered fully registered and is provided with committee assignments.

- All payments must be received within 30 days of the initial completion of the registration form.
- Payment must be made via the Credit Card portal or check. WAMUNC is a conference co-hosted with the George Washington International Affairs Society. All money will be paid to the George Washington International Affairs Society.
- No payment or registration will be accepted after March 10th, including the days of the conference, with no exceptions.
- Please refrain from bringing more delegates than paid for to the conference. Additional delegates cannot be paid for day-of and will not receive a committee position. If there are changes to your delegation, please inform us by contacting the Director of Conference Relations at wamuncdcr@email.gwu.edu. Please note that fees paid for delegates that drop the conference will not be refunded.
- WAMUNC is not able to provide any refunds.
- Changes to delegations will not be permitted after registration closes on March 10th, 2025.
- Committee assignments will be sent to delegations once payment is received in full.
- All delegates must sign and adhere to the Liability Release and Waiver form which will be sent to advisors following registration and payment.

Committees

- All committee assignments will be single delegations assignments.
- While advisors may observe committees while they are in session, please refrain from talking aloud or interrupting the committee. Advisors will have the opportunity to visit and speak with delegates during breaks between committee sessions.
- All committee content is created by the Chairs and Crisis Directors. For substantive questions or concerns, please contact them directly.

WAMUNC XXVII Conference Policies Agreement
As Displayed on Registration Form

I confirm that I have reviewed the WAMUNC XXVII Conference Policies at <https://www.wamunc.com/conference-policies>. I confirm that I am aware of the policies and will adhere to them.