

# Terms and Conditions



## HACIA Democracy 30th Summit of the Americas

*The policies detailed in this document may be revised at the sole discretion of the  
HACIA Co-presidents.*

The Head Delegate or Faculty Advisor of each participating school is responsible for ensuring that all their delegates thoroughly read these policies. Additionally, delegates are expected to adhere to all municipal, state, and federal laws during the conference.



## Overview of Terms and Conditions

**Scope and Purpose:** These terms and conditions apply to all participants of the HACIA Conference, ensuring a safe, respectful, and productive environment for all attendees. They cover all aspects of the conference, from registration to conduct during the event.

**Compliance:** All participants must comply with these terms and conditions, as well as any additional rules communicated by the conference organizers. Failure to adhere to these policies may result in disciplinary actions, including suspension or expulsion from the conference without refund. It is the Faculty Advisors responsibility to share these terms and conditions with their delegations to ensure all participants of the 30th Summit of the Americas are aware of these policies.

**Authority:** The HACIA Co-presidents are the only staff members authorized to grant exceptions to any conference policies or practices. All requests for exceptions must be made in writing via email to [president@hacia-democracy.org](mailto:president@hacia-democracy.org) with both Co-presidents cc'd. HACIA is not responsible for any erroneous information provided by other staff members regarding exceptions to fees or policies.

## Registration

**Deadline:** The registration deadlines for the 30th Summit of the Americas are as follows:

Early: July 1st - September 15th, 2024

Regular: September 16th - November 15th, 2024

Late: November 16th - December 31st, 2024

Delegations wishing to register after the late registration deadline should send an email to [registration@hacia-democracy.org](mailto:registration@hacia-democracy.org) before submitting any payments to confirm space availability. Participation in the conference after this deadline, however, is not guaranteed.

**Fees:** In order to complete the registration process, all delegations must pay the following fees in full. Please note that the rates are only guaranteed once payment is processed. For example,



a school that completes the registration form in December but only submits payment in late February will have to pay late registration fees.

	Early	Regular	Late
Delegation Fee	USD 75	USD 75	USD 75
Additional Advisor Fee	USD 25	USD 25	USD 25
Delegate Fee	USD 220	USD 250	USD 280
Junior Staffer Fee	USD 175	USD 175	USD 175
Amenities Fee	USD 200	USD 225	USD 250

- Delegation Registration Fee: All delegations (each school is considered a delegation) must pay a standard registration fee, regardless of registration date.
- Delegate & Amenity Fees: All participants must pay an individual registration fee and an amenity fee. Fees vary across program and registration deadline. includes Dinner Thursday+Breakfast/Lunch/Dinner Friday-Sunday, wifi, access to all the hotels amenities, coffee breaks for advisors Friday-Sunday
- Additional Advisor Fee: USD 25 after registering two Faculty Advisors (regardless of registration date)
- Junior Staffer Fee: USD 175 (regardless of registration date)

### Refunds

Conditions for refunds: Due to the fixed costs of the conference, HACIA will have a strict no refund policy. However, if you believe that your delegation might require a refund due to unforeseeable and extenuating circumstances, please reach out to [registration@hacia-democracy.org](mailto:registration@hacia-democracy.org) to discuss options. Please note that once a refund-related



decision has been made by the Secretary-General or the USG-Finance, it is final and cannot be appealed.

**Cancellation Due to Weather Conditions:** The HACIA Conference will proceed regardless of weather conditions following all guidelines provided by the hotel and host country, as long as it is safe to do so. Participants are advised to plan accordingly. Refunds will not be provided for cancellations due to adverse weather. Participants should consider purchasing travel insurance to cover potential weather-related disruptions.

**Special Circumstances:** Participants facing unique challenges in meeting payment or attendance requirements should contact HACIA staff as soon as possible to discuss possible accommodations. Each request will be evaluated on a case-by-case basis.

### Committee Assignments

**Assignment Process:** Committee assignments will be made following the closure of each registration cycle. Delegations will receive their committee assignments along with any relevant background, roles and positions, guides, and preparatory materials. While preferences for committee and positions will be considered, they are not guaranteed.

**Changes and Adjustments:** Changes to committee assignments are not permitted after they have been finalized. Delegations are expected to prepare thoroughly for their assigned position and committees.

### Conference Venue

**Responsibility for Valuables:** Participants are encouraged to store valuables in hotel safe deposit boxes. Neither HACIA nor the hotel is responsible for lost or stolen belongings. Participants should take care to secure their personal items at all times.

**Hotel Policies:** Participants are responsible for any damage or vandalism they cause to their rooms or public areas. The hotel reserves the right to eject individuals for disruptive behavior without a refund. Participants must respect hotel property and follow all hotel rules and guidelines.

**Smoking Policy:** Smoking is prohibited indoors at the conference venue, as well as use of vaping devices of any kind. Designated smoking areas must be used. Violations of the smoking policy may result in fines and/or expulsion from the conference.



**Curfew Policy:** A curfew will be enforced each night to ensure the comfort of all hotel guests. Participants must adhere to the curfew times set by the conference organizers. Failure to comply may result in disciplinary actions.

### Safety and Security

**Identification:** All participants must wear their conference badges at all times within the conference areas. Unidentified individuals will be asked to leave. Badges are required for access to all conference events and sessions.

**Emergency Procedures:** Participants should familiarize themselves with the emergency procedures and exits at the conference venue. In case of an emergency, follow the instructions of HACIA staff and hotel personnel.

### Substantive Policies

**Integrity:** Plagiarism, pre-writing, and other unfair practices are prohibited. All documents submitted by delegates will be checked for plagiarism. Any instances of plagiarism will lead to disqualification from awards, and plagiarized content will be removed.

**Technology Policy:** The use of technology, including ChatGPT and other generative AI tools, must align with conference guidelines to ensure fair and equitable debate. Technology may be used for research and preparation, but all substantive content must be the original work of the delegates.

**Committee Session Policy:** Participants are expected to adhere to the rules and procedures outlined for committee sessions. This includes being prepared, actively participating, and respecting the authority of the committee chairs and staff.

### Alcohol and Drug Policy

**Alcohol:** Only participants of legal drinking age may consume alcohol, and it must be purchased from the official venue. Open containers are not allowed in public areas or committee rooms. Responsible consumption is expected at all times.



**Drugs:** The possession or use of illicit drugs is strictly prohibited and will result in immediate expulsion from the conference. Participants found in violation of this policy will be reported to the appropriate authorities.

### Suspension Policy

**Grounds for Suspension:** Violations of these policies or any actions that disrupt the conference may result in a one-year suspension from the HACIA Conference. This policy ensures a safe and respectful environment for all participants.

**Appeal Process:** Suspended participants may appeal the decision in writing to the HACIA Co-presidents.. Appeals must be submitted within 30 days of the suspension notice.

### Additional Policies

**Dress Code:** Participants are expected to dress in Western business attire during all committee sessions. Appropriate dress contributes to the professional atmosphere of the conference. Delegates are allowed to wear their preferred attire outside committee sessions, for example, while making use of the hotel's facilities or other HACIA social events.

**Code of Conduct:** Participants must treat each other with respect and courtesy at all times. Harassment, discrimination, and any form of misconduct will not be tolerated. Violations may result in disciplinary actions, including expulsion from the conference.

**Accessibility:** Participants requiring special assistance should notify HACIA by 1 December to ensure appropriate accommodations. HACIA is committed to providing an inclusive environment for all participants.

**Technology Use:** Participants should ensure that their use of technology does not disrupt the conference or violate any policies. Personal devices should be used responsibly and considerately.

### Closing Remarks

These terms and conditions are made to ensure a comprehensive understanding of the conference's policies for all participants. By filling out and registering the HACIA 30th Summit of the Americas Registration Form you acknowledge that you have read and understood to all

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of the above mentioned policies, and agree to follow HACIA's guidelines throughout the duration of the conference. If you have any questions or concerns, please reach out to [president@hacia-democracy.org](mailto:president@hacia-democracy.org) or [registration@hacia-democracy.org](mailto:registration@hacia-democracy.org) for assistance.