

HACIA
XXIX SUMMIT OF THE AMERICAS



**QUICK GUIDE
TO REGISTRATION**



1. LOCATION

HACIA Democracy's 2024 Summit of the Americas will take place between March 7th – March 10th in the city of Quito, Ecuador. The hotel where the conference will happen is Hilton Colón Quito.

All delegations must register in person with the HACIA Democracy staff at the Hilton between 4:00pm and 9:00pm on Thursday March 7th, 2024. All the delegations are expected to remain at HACIA Democracy until the end of Closing Ceremonies at approximately 2pm on Sunday, March 10th, 2024.

The Full Schedule of the XXIX Summit of the Americas will be posted on the HACIA Democracy website by late January.

2. ROOM AND BOARD

All delegates traveling from outside of Quito are required to stay at the Hilton Quito for the duration of the conference. There are two separate fees that each delegate/advisor will be required to pay: A) the Delegate Amenities Fee (Paid through HACIA) and B) the Hotel Stay Rate (Paid through the Hilton).

A) AMENITIES FEE = \$200 (Early) \$225 (Regular) \$250 (Late) PER PERSON

The Delegate Amenities fee includes the following:

- Breakfast, lunch, and dinner on conference days
- Two coffee breaks per day
- Internet use throughout the property
- Soft drinks at HACIA events
- Conference Hotel Rooms and equipment

HACIA Democracy is delighted to offer a discounted Hotel Stay Rate at the Hilton Quito Colón between the dates of the 7th to the 11th of March. The link will be available for booking hotel rooms by the beginning of August.

B) HOTEL STAY RATES (INCLUDING TAXES) =

ROOM TYPE	SINGLE (ADVISORS)	DOUBLE	TRIPLE	QUADRUPLE
PRICE PER NIGHT PER PERSON	\$152	\$76	\$63	\$56
TOTAL PRICE PER PERSON FOR FOUR NIGHTS	\$606	\$303	\$251	\$225

Check-in is on March 7th, Wednesday, at 14:00 (2pm). Check-out is on March 11th, Monday, at 12:00pm. Delegations staying beyond March 7th - March 11th will need to book their accommodations at the normal room rate with Hilton Colón Quito.

3. REGISTRATION DEADLINES AND FEES

The registration deadlines for the XXIX Summit of the Americas are as follows:



Early: October 3rd, 2023

Regular: October 31st, 2023

Late: January 10th, 2024

Registrations received after the Late Registration Deadline will be reviewed based on space availability. 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 September but only submits payment in late December will have to pay late registration fees.

- **Delegation Registration Fee:** All delegations must pay a standard registration fee of USD 75.00.
- **Additional Advisor Fee:** The Delegation Registration Fee entitles each delegation to register up to two Faculty Advisors. Each additional Faculty Advisor must pay a registration fee of USD 25.00.
- **Delegate Fees:** All delegates must pay an individual registration fee. Delegate Fees vary across program and registration deadline. Please see the box below for a summary of the Delegate Fees.

	EARLY REGISTRATION	REGULAR REGISTRANTS	LATE REGISTRANTS
DELEGATION FEE	USD 75	USD 75	USD 75
ADDITIONAL ADVISOR	USD 25	USD 25	USD 25
DELEGATE FEE	USD 220	USD 250	USD 280
JUNIOR STAFFER	USD 175	USD 175	USD 175

4. REGISTRATION PROCESS

To register for HACIA Democracy 2024, follow these five steps:

(1) Review this Quick Guide to Registration Document and complete any Special Applications.

Students wishing to participate in the two crisis cabinets and the Junior Staff Program must submit the corresponding special application forms. All Special Application documents are available on the HACIA website: <http://www.haciademocracy.org/>

(2) Complete the HACIA Democracy 2024 Registration Form.

This is the link to access the Registration Form: <https://forms.gle/em9h1W7Hs9Hx8ZNy5>. Before you begin, please collect information about your Faculty Advisors, your school, and the number of students in your delegation. Special Applications must be uploaded as part of this main registration form.



The registration form includes four parts:

- Part 1** - Basic information about your school (location, past participation in HACIA);
- Part 2** - Faculty advisor information (email, phone, preferred language);
- Part 3** - Delegation information (number of delegates, languages, special applications);
- Part 4** - Payment preferences, refund policy.

After you complete the Registration Form, you will receive a confirmation e-mail with a copy of your responses.

(3) Submit all registration and accommodation fees and pay for the hotel.

- Within **48 hours** after submitting your Registration Form, you will receive a confirmation of your registration fees invoice. Please note that your registration will not be considered complete until we receive the totality of your registration and hotel fees. Please allow up to **five business days** upon receipt for our team to process any payments.

(4) Receive and distribute your country and committee assignments. After you have submitted your Registration Form and Registration Fees, you will receive your delegation's country and committee assignments. You will also receive results for any Special Applications submitted. Please note that unsuccessful applicants will automatically receive a position in a regular committee. After you receive your assignments, you will be asked to submit basic information for each delegate in your delegation.

(5) Get ready for HACIA Democracy 2024! Your registration process will be complete after you submit details for each of your delegates. Leading up to conference, we will post a range of resources to help you prepare successfully for the Summit of the Americas!

5. METHODS OF PAYMENT

HACIA will offer two methods of payment for HACIA 2024.

1. CHECK

Please write a check to HACIA Democracy for the total amount of your registration fees and your hotel fees, and send it to the following address:

Harvard Association Cultivating Inter-American Democracy
Student Organization Center at Hilles
59 Shepard Street
Box #141
Cambridge, MA 02138

2. WIRE TRANSFER

If you prefer to pay by wire transfer, you will be charged a processing fee of USD 7.50. The bank information is the following:

Receiving Bank: Harvard University Employees Credit Union
ABA Number: 211381738
Beneficiary Name: HACIA Democracy
Account Number: 94598-40

A NOTE ON REFUNDS

Due to the fixed costs of the conference and to complications in previous years, HACIA will have a strict no refund policy for registration fees. Hotel accommodation fees will be refunded up until December 30th, 2024. Refunds after this date are not guaranteed due to the nature of our hotel contract.

6. QUESTIONS

If you have any questions about the Registration Process, please e-mail us at registration@hacia-democracy.org. We'll be happy to help!



