

HACIA

XXVIII SUMMIT OF THE AMERICAS



REGISTRATION GUIDE



IN PERSON FORMAT

HACIA Democracy's 28th Summit of the Americas will take place in Cartagena de Indias, Colombia. We are so excited to finally return to an in-person format this year, especially in a place among the most popular of conference sites in years past.

REGISTRATION DEADLINES & FEES

HACIA Democracy's 28th Summit of the Americas will take place in Cartagena de Indias, Colombia. We are so excited to finally return to an in-person format this year Colombia, which has been among the most popular of conference sites in years past.

EARLY: SEPTEMBER 9TH–NOVEMBER 11ST

REGULAR: NOVEMBER 12ND–DECEMBER 12TH

LATE: DECEMBER 13TH–JANUARY 16TH

Registrations received after the Late Registration Deadline will be reviewed on the basis of 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 December but only submits payment in late February will have to pay late registration fees.

- Delegation Registration Fee: All delegations (each school is considered a delegation) must pay a standard registration fee of USD 75.00, regardless of registration date.
- Participant Fees in USD:

Participant	Early	Regular	Late
Delegate	220	250	280
Advisor	25	25	25
Junior Staffer	175	175	175
Amenities	200	225	250

REGISTRATION PROCESS

1. Review this Guide to Registration and complete any Special Applications. Students wishing to participate in the Press Corps and Junior Staff Program must submit the corresponding special application forms. All Special Application documents are available below.

2. Complete the HACIA Democracy 2023 Registration Form.

Before you begin, please collect information about your Faculty Advisors, 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, public/private).

Part 2 - Faculty advisor information (email, phone, preferred language)

Part 3 - Delegation information (number, languages, special applications)

Part 4 - Payment preferences, refund policy

Once completed, you will receive an email with a copy of your responses.

3. Submit all registration fees

Please note that your registration will not be considered complete until your registration fees are paid in full. 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, 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 2023!** Leading up to conference, we will post a range of resources to help you prepare successfully for the Summit of the Americas!

PAYMENT METHODS

CHECK : Please write a check to HACIA Democracy for the total amount of your registration 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

WIRE TRANSFER: If you 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