

Logistics Guide

For Domestic Delegates



CSIAMUN XVII

President & Secretary-General SeungYun Lee

Conference Logistics

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Foreword

Dear Delegates and Parents,

It is with great pleasure and excitement that I welcome you to the 2025 CSIAMUN XVII. As the Secretary-General, I am honored to invite you to join us for this prestigious event, which will take place from February 5th to February 7th at CheongShim International Youth Center.

Our dedicated team has been working tirelessly to ensure that this conference not only upholds the highest standards of debate but also creates an environment where delegates can form lasting friendships and networks. We have curated a diverse range of committees and topics, aiming to cater to various interests and expertise levels.

To our esteemed parents, we understand the importance of providing your children with opportunities that contribute to their personal and academic growth. Rest assured, CSIAMUN is designed to be a safe, educational, and inspiring experience for all participants.

We encourage delegates to prepare thoroughly, engage actively, and, most importantly, enjoy the process. The skills and experiences gained here will undoubtedly serve you well in your future endeavors.

We look forward to welcoming you and witnessing the remarkable contributions you will bring to our conference.



Warm regards,

SeungYun Lee
President & Secretary-General
CSIAMUN XVII

1. Conference Overview

- Conference Dates:
February 5th, 2025 ~ February 7th, 2025
- Venue: CheongShim International Youth Center
Detailed Address: 278-64, Misari-ro, Seorak-myeon, Gapyeong-gun, Gyeonggi-do, Republic of Korea
- Meals and Lodging is provided, as well as health insurance for the duration of the conference.
Staff will be situated in day and night, in all the conference rooms.

2. Transportation

- Private Transportation
 - Arrivals: All delegates arriving through means of private transportation must arrive at the venue between 8:30 AM ~ 10:30 AM, during Check-in. For any delays, please contact us through email or the contacts given at the end of the logistics guide.
 - Departures: The 3-day conference is expected to end at 4 PM on the 7th of February. Please keep in mind there may be a 10~15 minute gap between the expected vs actual closing time.

- Complimentary Shuttle

Transportation in the form of coach buses is provided on a complimentary basis, and sign-ups are available till January 25th. The buses will depart from the following three locations. The bus will depart by 08:30 on February 5th and leave our venue by 16:00 on February 7th. The sign-up form is included in the registration confirmation email.

All delegates must board the bus by 8:15~8:20 AM.

For each bus, 1~2 staff members will be on board to confirm the safe on-boarding / off-boarding of the delegates. Please make sure to follow their instructions to ensure safe transportation.

- Bus Departure from Pick-up Location Date and Time:
Wednesday, February 5th 2025, 08:30
- Bus Departure from Venue Date and Time:
Friday, February 7th 2025, 16:00

- Pick-up and Drop-off Locations:

A. Seoul Station (Exit 9)



B. Gangnam Express Bus Terminal



C. Seohyeon Station



The pictures shown above indicate the expected locations of the bus transfers. The exact pick-up and drop-off locations may be altered at a later date. In those situations, emails will be sent to the delegates.

The last image demonstrates the appearance of the pick-up and drop-off bus.

3. Preparation Checklist_Packing List

1. Conference Items

☐ Writing Utensils

→ Notepads for notes to other delegates will be provided. However, notepads are of small, square shape and is not fit for regular note-taking. For delegates wishing to take notes of speeches or debates must bring their own notebooks for use.

☐ Printed-out research and opening speeches

→ Digital Devices are not allowed during debate sessions. Please make sure your research/speeches are printed or written out beforehand

☐ Digital Devices (Laptop recommended)

→ Laptops, tablets, phones, or any similar digital devices are only allowed during lobbying sessions. However, during the lobbying session, we do recommend delegates utilize their devices.

2. Personal Item

☐ Personal Hygiene Items (Toothpaste, Toothbrush, Shampoo, deodorant etc.)

☐ Mobile Phone and Charger (Additionally chargers for other devices)

☐ Toiletries (Towels, Soap, etc.)

→ Towels are provided for the delegates within the venue, as well as hand-soap.

→ Each room also contains one hair dryer to share with other delegates. If a delegate may bring their own.

☐ Sufficient Clothing (Warm Clothing Recommended since the weather is cold during the event)

→ The venue uses traditional 온돌 heating. Thin pajamas are recommended for delegates sensitive to heat.

☐ Water Bottle & Snacks (Healthy Options Recommended)

→ CSIAMUN water bottles are provided. Delegates may bring their own.

→ Refer to venue details (below) for convenience store & cafe details.

☐ Umbrella

☐ Cash/Credit Cards

☐ Clothes

◆ Pajamas

◆ Western Business Attire

☐ Other Convenience Items

☐ Emergency Medications, Prescription Medications, Emergency Contacts sheet

● Prohibited items

- Alcohol and tobacco products (including matches and lighters)
- Controlled or illegal substances
- Flammable/Dangerous goods
- Weapons of any kind (including pocket knives and cutters)
- Adult entertainment/Gambling materials
- Electrical appliances except hair blowers

Delegates will be sent home at their own expense in the event of the discovery of prohibited items above. In addition to the above list, we reserve the right to prohibit or confiscate any items that, in our judgment, demonstrate the potential for distracting students from the goals of the program, pose undue risk to the safety or well-being of people, or pose undue risk to property.

Although not written above, food such as ramen is prohibited as well.

- Dress Code

During the CSIAMUN conference, delegates are expected to dress in formal Western Business Attire clothing and act professionally. Either dress in suits or in equally formal clothing.



For delegates who do not have formal Western Business Attire, school uniforms are suitable as well.

During the optional extended sessions, delegates are free to wear more comfortable clothing. Delegate hoodies will be provided as CSIAMUN goods.

4. On-Site Arrival

- Check-in Procedures



Upon arrival at the venue, one should kindly proceed to the designated counter where MUN staff members will be readily available to assist the delegates with the check-in process, luggage storage, and conference hooded T-shirt distribution.



- Conference Rooms :



arrangements:

- 1층 글로벌룸 (HRC)
- 201 (ECOSOC)
- 202 (Journalism)
- 204 (SC)
- 205 (UNCSTD)
- 210 (CCPCJ)
- 310 (UNESCO)
- 313 (UNEA)



The arrangements above are just for delegate reference. Delegates do not need to know where their committee room is ahead of time. Each committee's head staff will be guiding delegates around the venue.

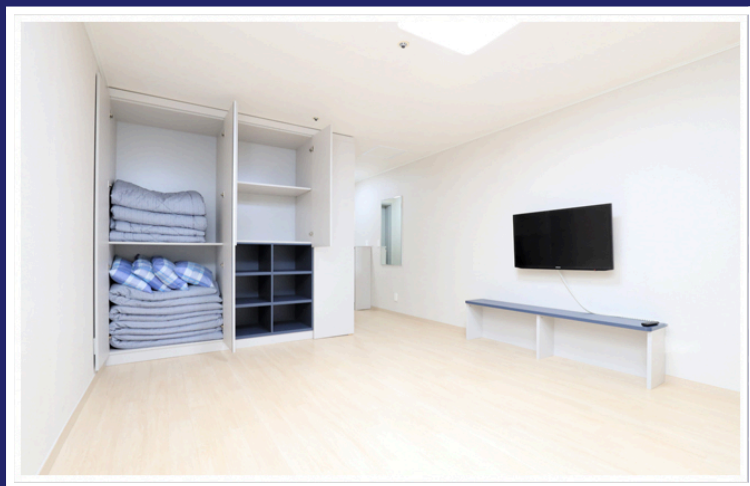
5. Accommodation/Meals

- On-site Accommodation

-Address: 278-64, Misari-ro, Seorak-myeon, Gapyeong-gun, Gyeonggi-do, Republic of Korea (Cheongshim International Youth Center)

-Facility Contact: +82 031-589-1700

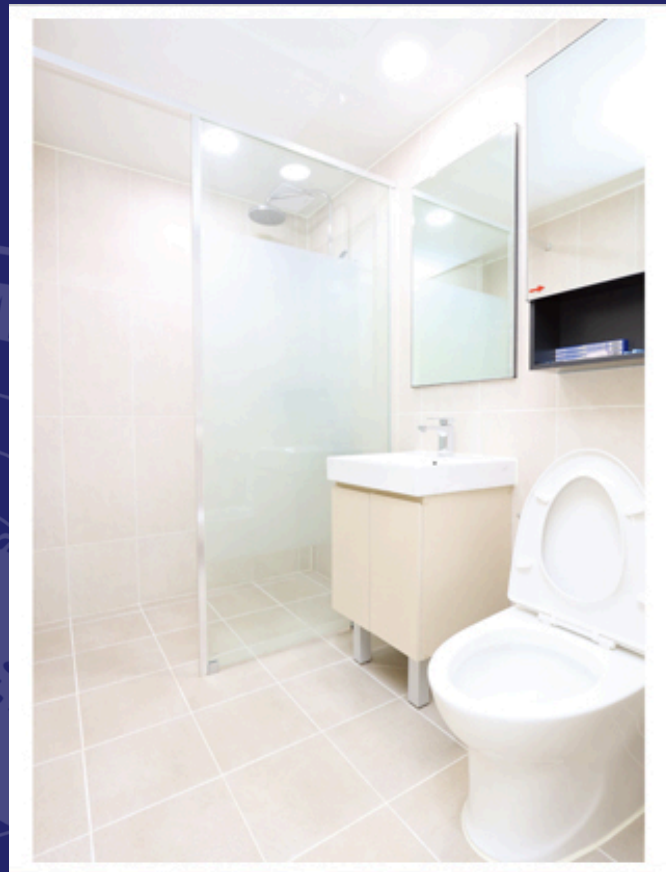
-Region: Gyeonggi-do



-Do note our facility entails “안방마루,” the Korean floor-based room plans

On-site accommodation will be provided for every delegate, inclusive of the conference fee.

Each room entails: one mini-fridge, one hair dryer, one TV, mattresses and pillows, travel-size toiletries, towels (restockable)

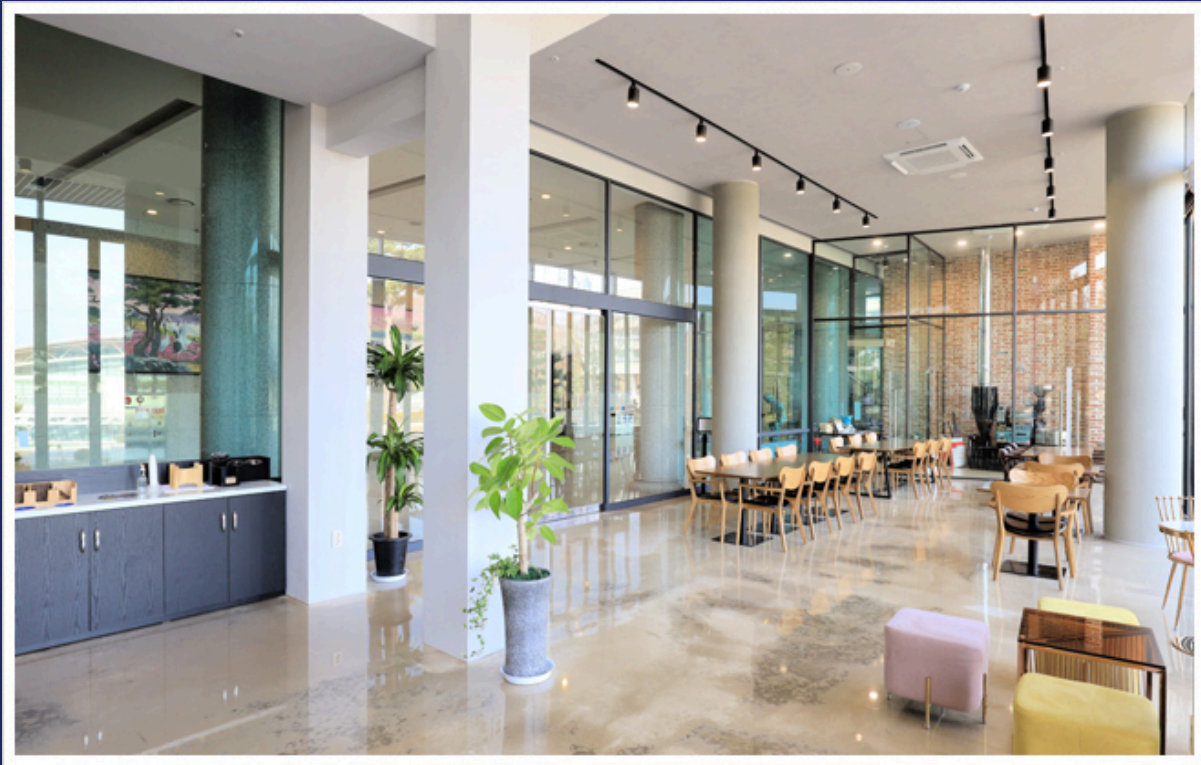


- Meals

-Cafeteria



- Others
 - Cafe : digital



-Convenience Store



The convenience store is open temporarily only after meals.

6. Conference Schedule

Day 1 (February 5)	Day 2 (February 6)	Day 3 (February 7)
-08:30-10:30 Domestic Delegates: Shuttle Transfers and Check-In -10:30-11:50 Opening Ceremony -11:50-12:30 Lunch -12:30-14:00 MUN 101 Session -14:00-17:30 Session I -17:30-18:30 Dinner -18:30-21:30 Session II -22:00-23:00 Extended Session (Optional)	-07:30-08:30 Breakfast -8:30-11:30 Session III -11:30-12:30 Lunch -12:30-17:30 Session IV -17:30-20:30 Gala Dinner and Culture Night -21:00-22:00 Extended Session (Optional)	-07:30-08:30 Breakfast -8:30-11:30 Session V -11:30-12:30 Lunch -12:30-13:30 Plenary Sessions -13:30-14:30 Committee Farewell -14:30-16:00 Closing Ceremony -16:00 Farewell and Shuttle Transfers

7. Important Reminders

1. Respect for Diversity

- With **160 delegates from over 7 countries** joining, fostering an environment of mutual respect and cultural sensitivity is essential. Please be mindful of the diverse backgrounds, values, and traditions of your fellow delegates. Any disrespectful behavior or discriminatory remarks toward individuals or cultures will not be tolerated. We encourage everyone to embrace this unique opportunity to learn from each other.

2. Culture Night & Talent Show

- During **Culture Night**, there will be a **Talent Show** showcasing the diverse talents of our delegates.
- If you are interested in performing, please sign up in advance(chairs will accept sign ups during the conference). This is a wonderful opportunity to celebrate the diversity and creativity of all the participating countries! Whether it's music, dance, poetry, or other talents, we encourage everyone to participate and showcase their skills.

3. General Conduct

- **Punctuality and Preparation:** Be punctual and come prepared for all sessions. Arriving late disrupts the flow of the conference and undermines the experience for both yourself and other delegates.
 - **Engage Respectfully:** Engage in constructive debates and discussions. Listen attentively to others' viewpoints, and contribute thoughtfully without interrupting.
 - **Professionalism and Etiquette:** Maintain a professional and friendly atmosphere at all times.
 - **Dress Code:** Adhere to the formal dress code. Business attire (blazers, formal shirts, dress pants/skirts) is required for all sessions.
4. **No Touching or Insulting Staff Members and Chairs**
- Please remember that **staff members, chairs, and volunteers** are here to assist and support you. **Any form of inappropriate physical contact or insulting behavior** towards them is strictly prohibited. Disrespectful actions towards staff will result in immediate removal from the event, and you will not be allowed to participate in any further activities.
5. **Social Media and Communication**
- **Photography and Video Recording:** Delegates are allowed to take photos and videos, but **only outside of committee sessions**. Photography and video recording are **strictly prohibited inside committee rooms** to maintain a respectful and focused environment during debates. Please be mindful of privacy and always ask for permission before sharing any photos or videos.
 - **Respectful Online Presence:** Any offensive or inappropriate behavior on social media will be addressed seriously, including possible removal from the event. Please ensure your actions online reflect the respectful and inclusive values of the conference.
6. **Discipline and Respect for Rules**
- Any actions that disrupt the event, violate the code of conduct, or disrespect fellow delegates or staff will result in **immediate removal from the event**. Those found in violation will not be permitted to continue participating in conference activities.
 - In case of emergency or unexpected incidents, please contact the organizing staff immediately. We are here to ensure a safe and smooth experience for all participants.
7. **Awards**
- information for awards can be found on the following website

[Awards – CSIAMUN](#)

Numbers may be adjusted due to delegate numbers in each committee

8. Contact Information

- Email: csiamun@csia.hs.kr
- Website: <https://csiamun.org/>
- School Website: www.csia.hs.kr
- For general assistance, Call:
 - +82 10 3425 3267 (Justin Moon, Staff HQ)
 - +82 10 2195 8530 (Heeju Soh, Head of Staff)
- In the case of emergency, Call:
 - +82 10 3018 3302 (SeungYun Lee, President & Secretary General)
 - +82 10 3774 2929 (Eunbin AmyLia Hong, co-Secretary General)
 - +82 10 2195 8530 (Heeju Soh, Head of Staff)
 - +82 10 3406 3917 (Chanho Chung, Head of Staff)

