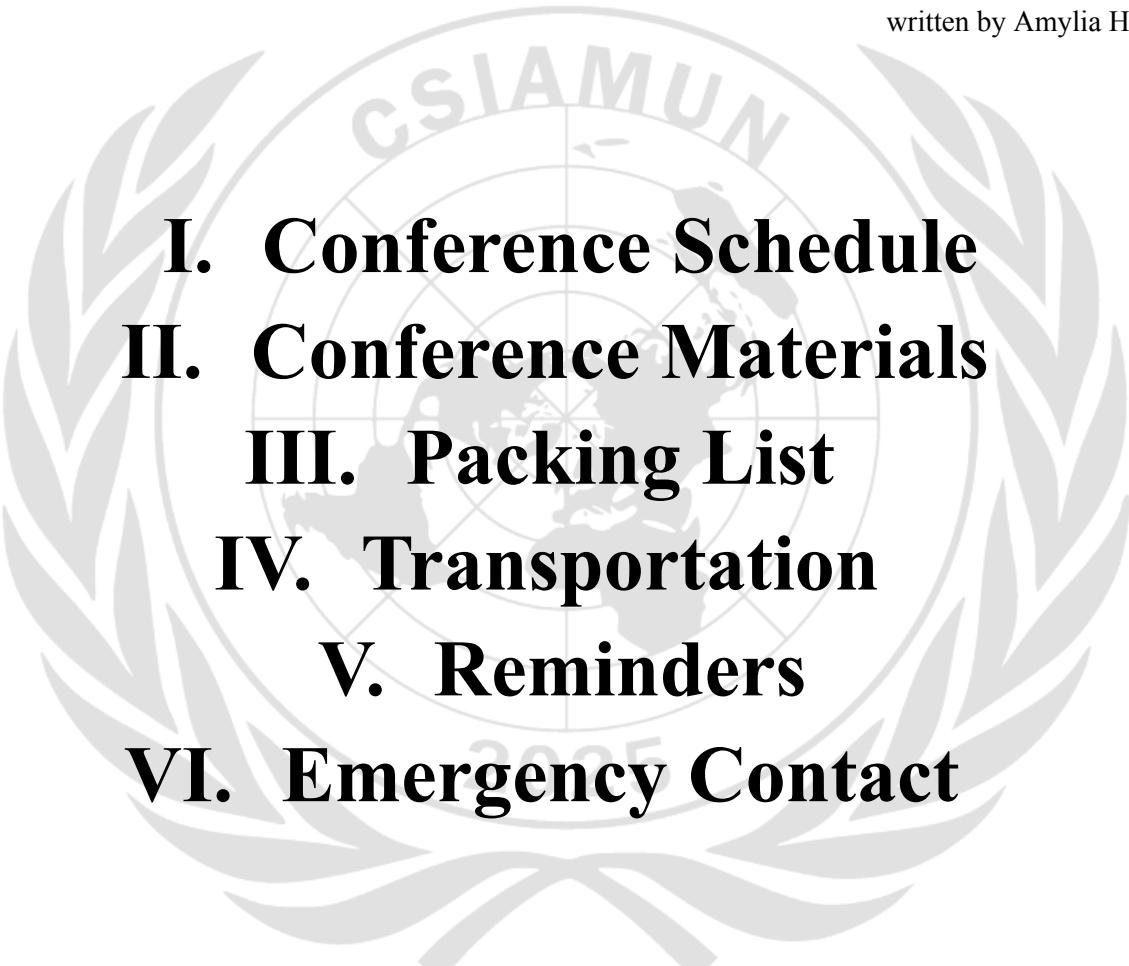


# ***CSIAMUN XVII***

## ***International Delegates***

## ***Logistics Guide***

written by Amylia Hong



- I. Conference Schedule**
- II. Conference Materials**
- III. Packing List**
- IV. Transportation**
- V. Reminders**
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# Conference Schedule

	2월 5일		2월 6일		2월 7일
6:00	일정 없음	6:00	일정 없음	6:00	일정 없음
6:30		6:30		6:30	
7:00		7:00		7:00	
7:30		7:30		7:30	
8:00		8:00		8:00	
8:30	Check-In	8:30	Session 3	8:30	Session 5
9:00		9:00		9:00	
9:30		9:30		9:30	
10:00		10:00		10:00	
10:30		10:30		10:30	
11:00	Opening Ceremony	11:00		11:00	
11:30		11:30	Lunch	11:30	Lunch
12:00	Lunch	12:00		12:00	
12:30		12:30	Session 4	12:30	Plenary Sessions
13:00	MUN 101 Session	13:00		13:00	
13:30		13:30		13:30	Committee Farewell
14:00		14:00		14:00	
14:30	Session 1	14:30		14:30	Closing Ceremony
15:00		15:00		15:00	
15:30		15:30		15:30	
16:00		16:00		16:00	Farewells and Transfers
16:30		16:30		16:30	
17:00	Dinner	17:00	Gala Dinner and Culture Night		
17:30		17:30			
18:00		18:00			
18:30	Session 2	18:30			
19:00		19:00			
19:30		19:30			
20:00		20:00			
20:30		20:30			
21:00	Extended Session (Optional)	21:00	Extended Session (Optional)		
21:30		21:30			
22:00		22:00			
22:30	Extended Session (Optional)	22:30	일정 없음		
23:00		23:00			

\*\*grey filled space = no schedule planned /personal time

# Conference Materials Logistics

## Printed Materials

- **Prepare Printed Documents:** All research materials, position papers, and speeches must be printed before the conference. Printing services will not be available on-site, so please ensure you bring hard copies of all the documents you plan to use during the sessions. *If you have hardships doing print-outs, please send the materials to [csiamun@csia.hs.kr](mailto:csiamun@csia.hs.kr) before the conference.*
- **Organization Tip:** To stay organized during debates, consider using folders or binders to categorize your materials. For instance, keep your position paper, research, and speech materials in separate sections for easy access.

## Electronic Device Usage

- **Device Restrictions:** Electronic devices, including laptops, tablets, and smartphones, are **only allowed during resolution-writing sessions**. During all other sessions, including debates and speeches, delegates must use printed materials and take handwritten notes.
- **Be Prepared:** Ensure that your devices are fully charged before the conference, as charging stations may be limited. Consider bringing a charger if you plan to use your device during the resolution-writing periods.

## Stationery and Note-Taking

- **Conference-Provided Supplies:** Notepads and pens will be provided to all delegates for use throughout the event. You do not need to bring your own unless you prefer a specific type of pen or notebook.
- **Optional Supplies:** While the provided supplies will be sufficient, feel free to bring additional stationery, such as:
  - Highlighters for marking important points in your materials.
  - Sticky notes for reminders or quick references.
  - Extra pens or pencils in case one runs out.

## Preparation Tips

- **Document Organization:** Ensure that all your printed materials are organized and easily accessible. Label folders or binders by committee or topic to save time during the event.
- **Effective Note-Taking:** Prepare to take quick and effective notes during debates and caucuses. This will help you stay engaged and ensure that you have key points ready when it's time to draft resolutions.
- **Checklists Before Departure:** Double-check that you have all necessary printed materials, including your position paper, speech drafts, and any other documents relevant to your committee's discussions.

# Packing Checklist for CSIAMUN

## Clothing

- **Formal Attire (MUN Dress Code) / School Uniforms are acceptable:**
  - Blazers
  - Dress shirts/blouses
  - Ties/scarves (optional but recommended for a professional look)
  - Dress pants or skirts
  - Formal shoes
- **Casual Attire:**
  - T-shirts, jeans, or other comfortable clothing for downtime.
  - Comfortable walking shoes.
  - CSIAMUN will provide a conference hoodie for delegates to wear during conference hours
- **Outerwear:**
  - Jacket or coat suitable for the local weather.
  - Korea is **VERY VERY COLD( -5 degrees ~ -10 degrees)** in the winter!! Bring **thick** jackets/gloves / scarves/hats / anything that will keep you warm (we will be providing hand warmer pads for tour participants)
- **Sleepwear:**
  - Comfortable pajamas.

## Toiletries and Personal Care

- Toothbrush and toothpaste
- Shampoo, conditioner, and soap
- Skincare items (e.g., face wash, moisturizer)
- Hairbrush or comb
- Hair ties or clips (if needed)
- Makeup and remover (if needed)
- Razor/shaving kit (if needed)

## Electronics

- Laptop or tablet (for research and note-taking during sessions)
- Charging cables for all devices
- Power bank/portable charger
- Plug adapter (South Korean outlets – typically Type C or F)



## Stationery

- Notebooks or legal pads
- Pens (multiple, in case one runs out)
- Highlighters
- Sticky notes or index cards
- Folder or binder for organizing materials

## Conference Materials

- Printed or digital copies of position papers and research notes

## Health and Safety

- Prescription medications (with a sufficient supply for the duration of the trip)

## Documents

- Passport
- ID card or student ID
- Printed or digital copies of travel itinerary and accommodation details

## Miscellaneous

- Tote bag or backpack for daily use (*CSIAMUN will be providing a tote bag*)
- Extra cash (in South Korean won) or a credit/debit card for personal use

*(snacks will be provided during the conference /*

*cash that is used during the RS tour will be provided by CSIAMUN, but if you require personal use(gift, snacks, etc) please make sure to bring a credit card as most stores in Korea are open to it)*

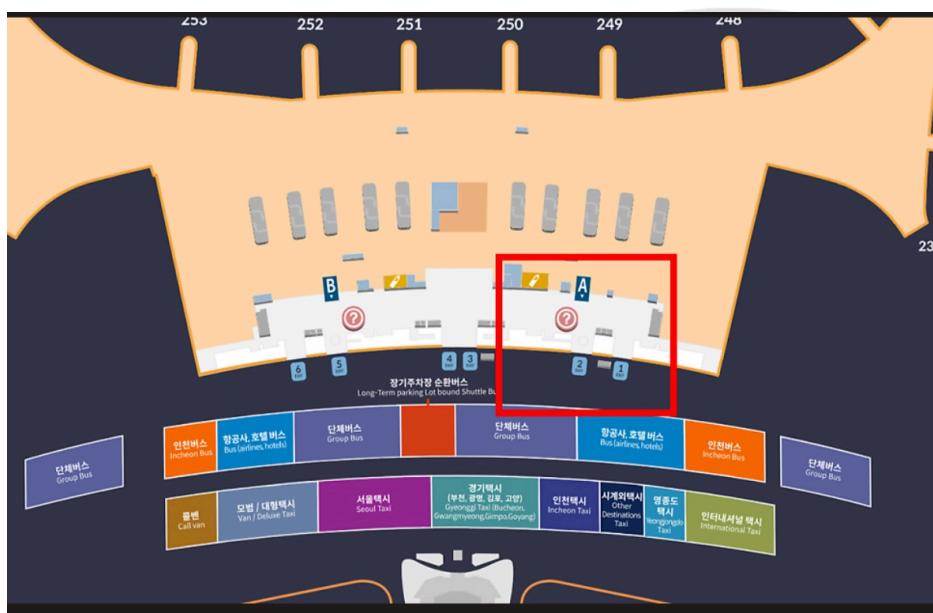
# Transportation Logistics for CSIAMUN

## Arrivals (February 4)

- **Round Square Korea Adventure Tours (12:00pm):**

- Optional Round Square Korea Adventure Tours will be available at 12pm for delegates arriving on the 4th.
- [RS Korea Adventure Tours – CSIAMUN](#)

### \* Pick-up Location For Tour Participants on the 4th\*



**ICN Terminal 2 , A , Exit 2.**

**We will be waiting for you on the right picture, in front of Exit 2 (inside the Airport building)**

Secretary General (Amylia Hong) and Round Square tour Leader (Justin Moon) will be there to pick up the delegates.

Emergency Contact:

+82 010-3774-2979 (available on Whatsapp) Amylia Hong

+82 010-3425-3267 (available on Whatsapp) Justin Moon

please don't hesitate to call if you have difficulties finding the pick-up location.

- **Airport Transfers (21:00 pm) For tour non-participants :**

- Airport transfer services will be provided at 21:00 for international delegates.
- Please ensure that your flight details are sent to the organizing committee.

***Pickup location is the same as above***

Secretary General (Amylia Hong) and former Round Square Leader (Jinhoo Oh) will be there to pick up the delegates.

Emergency Contact:

+82 010-3774-2979 (available on Whatsapp) Amylia Hong

+82 010-8934-4377 (available on Whatsapp) Jinhoo Oh

**Day 3 (February 7)**

- **Airport Transfers (16:00-17:00):**
  - If your flight departs on February 7th, airport transfers will be available from 16:00 to 17:00.
  - Please coordinate with the event staff to confirm your transfer times.
- **Dinner (17:30-18:30, for RS Tour Schools):**
  - Schools that participated in the Round Square Korea Adventure Tours will have dinner available from 17:30 to 18:30.
- **Round Square Korea Adventure Tours (Evening):**
  - Additional Round Square Korea Adventure Tours will be available for delegates in the evening on February 7th.

**Departures (February 8)**

- **Breakfast (7:30-8:30):**
  - Breakfast will be provided for all departing delegates between 7:30 and 8:30.
  - Departure for ICN

\*\*Our bus will be looking like this, white with the sign 'Seil Tour'



### Additional Information for Schools Arranging Own Transportation

- **Arrival:**

- Schools arranging their own transportation should plan to arrive at the venue **no later than 10:00 on February 7th.**
- The opening ceremony will begin at **10:30**, so ensure timely arrival to avoid missing any important proceedings

**\*\* Please do not hesitate to call / text Amylia Hong (82 010-3774-2979) at the airport if you need any assistance or translation, as I will be residing there.**

# Important Reminders for CSIAMUN

## 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. Alcohol and Smoking Policy

- **Strictly no alcohol or smoking** is allowed on the conference premises.
- Anyone caught consuming alcohol or smoking will **immediately be removed from the event** and will not be allowed to participate in any further activities. The safety, well-being, and respect of all participants are our top priorities. Anyone found violating this policy will face immediate removal from the conference without the possibility of re-entry.

## 3. Cultural Sensitivity

- As participants from various cultural backgrounds, we ask that everyone remain respectful of the different traditions and practices represented.
- Personal attacks or offensive remarks toward any culture, gender, or individual will result in serious consequences, including the possibility of being removed from the event. Let's focus on fostering an inclusive environment where every delegate feels safe and respected.

## 4. 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.

## 5. 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. Remember, as a delegate, you are representing not only your school but also your country.
- **Dress Code:** Adhere to the formal dress code. Business attire (blazers, formal shirts, dress pants/skirts) is required for all sessions.

## 6. 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.

## 7. 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.

## 8. 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.

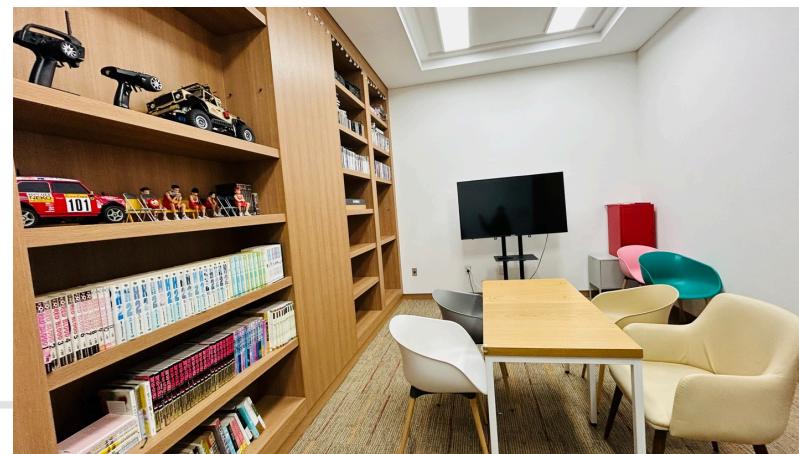
## 9. Awards

- information for awards can be found on the following website

[Awards – CSIAMUN](#)

*Numbers may be adjusted due to delegate numbers in each committee*

**10. Advisor rooms are on the 4th floor(the picture below), but feel free to move around the committee rooms to check on your delegates!**



# Emergency Contacts

Secretary General & Round Square Leader :

Amylia Hong

email: [eunbinamyiahong@gmail.com](mailto:eunbinamyiahong@gmail.com)

phone: +82 010-3774-2979 (available on Whatsapp)

Secretary-General:

Seungyun Lee

email: [serry0827@gmail.com](mailto:serry0827@gmail.com)

phone: +82 010-3018-3392 (available on Whatsapp)

Head of Staff:

Heeju Soh

email: [a21958530@gmail.com](mailto:a21958530@gmail.com)

phone: +82 010-2195-8530 (available on Whatsapp)

Chанho Chung

email: [hchan4324@gmail.com](mailto:hchan4324@gmail.com)

phone: +82 010-3406-3917 (available on Whatsapp)

Head Quater & Round Square Tour:

Justin Moon

email: [justinkmoon1@gmail.com](mailto:justinkmoon1@gmail.com)

phone: +82 010-3425-3267 (available on Whatsapp)

former Round Square Leader:

Jinhoo Oh

email: [jinhoooh06@gmail.com](mailto:jinhoooh06@gmail.com)

phone: +82 010-8934-4377 (available on Whatsapp)

## \*IMPORTANT\*

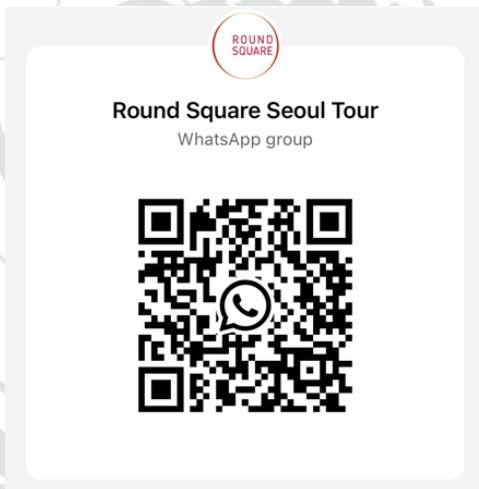
**All advisors are required** to join the following group chats (links attached)  
*if you have hardships due to your country's internet restrictions, please let us know and join after you arrive in Korea.*

Whatsapp Advisor Group Chat :  
<https://chat.whatsapp.com/HXD62u7NO2i1zO4zrOhBC2>



(advisors only)

Round Square Seoul Tour Group Chat:



<https://chat.whatsapp.com/HsbJU7wdKYVAFtqsALvHn4>

(for advisors AND students who are participating in the tours)