



II AASCA Model United Nations Code of Conduct, Hotel and Medical Waiver American International School of Costa Rica

1. Profile of the participants

Participants of the AASCA Model United Nations conference (from now on MUN) are all students, teachers and administrators from AASCA schools that register to the event through the established mechanisms. The Model United Nations (MUN) conference provides an opportunity for participants to engage in thoughtful discussions, build diplomatic skills, and cultivate leadership abilities. All participants are expected to follow Costa Rican law, hotel guidelines and specific school regulations.

2. Expectations for Students

2.1. Respectful Behavior

- Treat all delegates, staff, and participants with respect, courtesy, and professionalism.
- Respect differing opinions and engage in constructive debate while maintaining diplomacy.
- Maintain a positive attitude and avoid any form of discrimination, harassment, or any other inappropriate behavior.

2.2. Active Participation

- Arrive on time for all sessions and participate fully in all activities.
- Adhere to the established parliamentary procedures.
- Be prepared, and comply with specific guidelines required.

2.3 Academic Integrity

- Commit to original and honest work.
- Avoid plagiarism or any form of academic dishonesty.
- Acknowledge sources and give credit where it is due in all written and verbal work.
- The use of Artificial Intelligence to create Position Papers, Opening Statements, Working or Resolution Papers, Closing Arguments and other conference documents that must be generated by the student, is not permitted.

2.4 Professionalism

- Adhere to the dress code and present yourself in a professional manner. Male students should dress loosely with a formal shirt, jacket, pants, tie or bowtie. Female students should dress in a formal loose attire as well. Clothes must be ironed and worn in impeccable conditions. Shoes must be clean and polished.
- Refrain from using electronic devices during ceremonies and moderated caucuses. Limited use of electronic devices will be allowed during unmoderated caucuses only.
- Show respect for the conference environment, ensuring that materials, supplies, and spaces are left clean and in good condition.

3. Expectations for Teachers and Administrators

3.1 Supervision and Support

- Ensure students are adequately prepared for the conference.
- Provide emotional and practical support to students during the event.
- Encourage a positive and inclusive environment for all participants and ensure that students adhere to the Code of Conduct.

3.2 Role Modeling

- Model respectful, professional behavior both within and outside of sessions.
- Lead by example in demonstrating good communication, punctuality, time management, and collaboration skills.

3.3 Ethical Conduct

- Foster an atmosphere of integrity by encouraging ethical behavior and discouraging any form of misconduct or unethical competition.



- Take immediate action if any violations of the Code of Conduct are witnessed or reported, helping to resolve conflicts in a constructive manner.

4. Expectations for Parents

- Respect the rules and guidelines set by the MUN conference and avoid interference during the sessions.
- Parents are welcome to attend opening ceremonies and closing ceremonies; however, they can't enter the conference rooms during official sessions.
- Show respect to all delegates, staff, and participants by modeling professionalism and positive behavior in the conference space.

5. Expectations for all participants

- Items intended to harm or considered potentially dangerous will be confiscated, and bringing them to the program may result in early dismissal. All knives and dangerous items must be kept off program property. Any confiscated item is returned to the teacher or guardian on check-out day.
- Participants are expected to follow the rules of the hotel at all times. At no time are students permitted to be in the room of another student of the opposite sex / gender. Everyone is expected to be in their rooms after 11 p.m. each night. Except in the case of an emergency, no student is permitted to leave their hotel room after this time without express permission from their faculty advisor, in this instance they would be escorted by them. Quiet hours will apply between the hours of 11 p.m. and 6 a.m.
- Absolutely no alcohol, drugs, or controlled substances are allowed. If any of these substances are found, they will be confiscated, and the MUN program will contact the student's parent / guardian and their corresponding school to notify them of the student's dismissal from the conference. Any expenses related to arranging the student's return home will be the responsibility of the parents.
- Obscene, profane or vulgar language; written, oral, or expressed by symbols is not tolerated. Being respectful to students, teachers or staff, is important and expected at all times.

6. Financial obligations of the program

- Participants agree with registration to meet the financial obligations that arise from the participation in the conference by the due date established by the MUN conference.

7. Image use authorization

- Parents or guardians authorize the MUN conference to use the image of participants in photography or video.

8. General Conduct and Consequences

- All participants are expected to follow the Code of Conduct throughout the duration of the conference.
- Any violation of the Code of Conduct, including but not limited to disruptive behavior, plagiarism, discrimination, harassment, or dishonesty, may result in disciplinary action, including warnings, suspension, or removal from the conference.
- The MUN conference reserves the right to take appropriate action to ensure the safety, well-being, and integrity of all participants of the event-
- Failure to comply with the established procedures will allow the MUN conference to suspend or remove the participant from the conference.
- Any person within the conference that conducts themselves in inappropriate manner should be subject to immediate actions:
 - a. Verbal warning by a Chair, member of the Secretariat, member of the Staff.
 - b. Depending on the case, immediate removal from the committee or the conference.



- Participants understand that misbehavior may result in the consequences established by Costa Rican law, hotel guidelines, school procedures and other applicable regulations.

9. Instances in the procedures review

- Decisions made by the Secretariat and the AIS MUN advisors are binding.
- Participants may ask for a review of decisions to the AIS Administration as the second and last instance.
- The decision made by the AIS Administration will be final and not subject of appeal.

10. Hotel Stay Waiver

I, the undersigned, acknowledge and accept the conditions for our school delegation in the I AASCA Model United Nations (MUN) Conference hosted by the American International School of Costa Rica.

I understand that participants are expected to adhere to all hotel policies, conference rules, and the AASCA MUN Code of Conduct. Participants will respect other guests, conference attendees, and hotel staff, maintaining decorum at all times.

I release the MUN organizers, AISCR school representatives, and hotel staff from liability for any personal injury, loss, or damage to property during the hotel stay.

11. Medical Waiver

I hereby confirm the information provided on the Registration Form about known medical conditions, allergies and dietary restrictions.

In the event of an emergency, I authorize the MUN organizers and their designated representatives to seek necessary medical care for conference participants, including but not limited to transportation to a medical facility, administration of treatment, and communication with healthcare providers.

I agree that I will not hold the MUN organizers, school representatives, or any affiliated parties responsible for medical costs incurred due to illness or injury.

12. School's Commitment:

The American International School of Costa Rica, through the MUN program, offers the planning of the conference, configuring itself as a facilitator of the program. Nonetheless, it should be made clear to the participants and their respective representatives that in the case of any incident that may occur, the entirety of the responsibility will fall exclusively on each of the providers of the trip. In this case, but not limited to, the transportation and accommodation vendors. The American International School of Costa Rica is not responsible for material losses during the trip, for any type of accident, accidental death, or illness.

13. Restrictions:

- Fees are non-refundable and non-transferable. In case of any claim, those must be made directly to the providers.
- Failure to comply with this Code of Conduct will be grounds for suspension or removal without refund.



In agreement II AASCA MUN 2026:

By enrolling, the participant and their representative agree to the policies and procedures of the conference, as communicated by the MUN conference. AIS MUN program reserves the right to extend the clauses of this agreement by means of official statements that will be duly notified to the participants through the MUN program's official channels.

Contact information:

In case of any questions or concerns, please contact modelun@ais.ed.cr

Full name of school	Accommodation information	Emergency contact phone number
Full name of parent/legal guardian	ID Number of parent/legal guardian	Signature of parent/legal guardian
Full name of parent/legal guardian	ID Number of parent/legal guardian	Signature of parent/legal guardian
Full name of participant	ID Number of participant	Signature of participant
	Date	