

Institute for Diplomatic Dialogue in the Americas
Model Organization of American States
Registration Form – 2018

TO BE FILLED OUT BY THE FACULTY ADVISOR OF THE DELEGATION

_____ Yes, our university will attend the WMOAS General Assembly for Universities,
March 26 – 30, 2018, Washington, D.C.

University: _____

Faculty Advisor Name: _____

Address: _____

Phone: _____ Fax: _____

Email: _____

If you have a preference of country that you would like for your university to represent, please indicate your first three choices. The preferences will be handled on a first come-first served basis.

1. _____ 2. _____ 3. _____

If you have participated before, you must rotate your choice through the three regions: North and Central Americas; Caribbean; South America. Please indicate which country you represented in 2016 (if applicable) here.

*Please send this **form to:** Douglas Friedman at IDDA.WMOAS@gmail.com or mail to Douglas Friedman, International Studies, College of Charleston, 66 George Street, Charleston, SC 29424 USA.

*Please send your **check/money order** for the registration fee of \$950 to: IDDA, Institute for Diplomatic Dialogue in the Americas, c/o Robert Trudeau, 40 Lauriston St., Providence, RI 02906 USA

If you prefer to make an electronic bank transfer, please see the Coordinators or Robert Trudeau (IDDA Treasurer) for wire transfer information.

DEADLINE FOR RECEIPT OF PAYMENT for U.S. Universities is **OCTOBER 15, 2017**. The deadline for **all others is 15 January 2018**. Country selections will not be finalized until payment is received.

NON-REFUND POLICY

Withdrawal from the Washington Model OAS after the deadline appropriate to your University will incur a penalty of half the registration fee. The non-forfeited portion of the fee will be applied to your next year's registration. If your University does not register the following year, the remaining half of the registration fee will also be forfeited.

OVER

Explanation of, and Fees for, the Washington Model OAS
Effective July 2016

The Washington Model OAS is administered by faculty in the form of a non-profit 501-c-3 organization called the Institute for Diplomatic Dialogue in the Americas (IDDA). The sole mission of the IDDA is to organize annually the Washington Model OAS for university students across the Hemisphere. The sole source of funding is the annual registration fee, currently \$950.

The Model is held at both the OAS Headquarters Building across from the White House and the Fairmont Hotel. The IDDA is a registered Civil Society Organization (CSO) of the OAS and, as such, does not pay for the rental of the building. However, the IDDA is responsible for paying attendant costs such as the need for extra security staff and sound personnel at the OAS building.

Regarding the Fairmont Hotel, we are fortunate to have a multi-year contract that links the cost of the meeting rooms to the number of hotel room nights booked. In other words, we get greatly reduced prices for 5 meeting rooms for three full days because we meet this minimum of 575 room nights. If we do not, we pay for those nights we do not book at the room night rate. In 2016, the failure to meet this minimum resulted in an additional charge equal to 50% of what we are contracted to pay for meeting room space.

The reason we did not meet the room night minimum was because several universities did not stay at the Fairmont to save money. Therefore, those teams that do stay at the Fairmont directly subsidize those that do not. Further, the failure of universities to book at the Fairmont has greatly endangered the continued operation of the Washington Model since we have no additional source of revenue beyond the registration fees collected.

Because of this situation, the IDDA Board of Directors has decided to institute a new set of rules and procedures to safeguard the financial viability of the Washington Model OAS. The changes are as follows:

1. Any university that does not stay at the Fairmont hotel will not be credentialed to participate in the Model. The only exception will be universities in the DC Metro area that will be assessed an additional fee of \$4200 to share in the cost of meeting rooms at the Fairmont Hotel and OAS Headquarters.
2. All universities will be required to make reservations for their delegation at the Fairmont Hotel by 16 October using the hotel's Passkey system. As in the past, a credit card is required, but not charged, to hold the rooms. The Board understands that delegations may not be filled at that point, however, we ask faculty to use the previous year as a guide in reserving the appropriate number of rooms and nights for their delegation. Faculty will be able to add or subtract rooms/nights easily in December and January; after that, room availability becomes more difficult. Therefore, we encourage faculty to adjust their room reservation as soon as they know the composition of their delegation but before the hotel reservation deadline of 18 February.
3. Any delegation that cancels their entire block of rooms at any time after October will automatically be charged a minimum of \$4200 by the Fairmont Hotel. This charge is non-refundable and will go against the room night deficit the IDDA will face for not meeting the minimum.
4. The due dates for registration fees will remain the same: 15 October for US teams and 15 January for non-US teams (due to the difference in fiscal reporting requirements).