

2018/19 TIMELINE for WMOAS FACULTY ADVISORS

MONDAY, 1 April – FRIDAY, 5 April 2019

October 15: Registration Fee Due

Universities in the US must submit payment to the IDDA. **Universities in Latin America and the Caribbean must make payment on or before 15 January 2019.** Country assignments will not be final until payment is received. Payments should be sent to Andrew Schlewitz. If your institution requires an invoice, please contact Andrew Schlewitz IDDA.WMOAS@gmail.com and one will be issued.

November 16: All participants must make reservations at the Marriott Hotel in Crystal city, Virginia, for their delegations by November 16. Failure do so will void their registration. Any delegation that cancel their entire block of rooms at any time after November will automatically be charged a minimum of \$4200 by the Marriott Hotel. This charge is non-refundable and will go against the room night deficit the IDDA will face for not meeting the minimum.

November 30: Deadline for Submission of Intention to Participate

Elected Chairs, Vice-Chairs, President, Vice President, and Sec-Gen. must confirm their participation in the 2019 WMOAS. Any resulting vacant positions will be filled according to the rules of procedure. Email confirmation of participation should be sent to Dr. Sachleben at: MDSachleben@ship.edu

November 15: Call for nominations for Rapporteur and Secretariat Staff Positions

January 15: Universities in Latin America and the Caribbean must make payment of the registration fee on or before 15 January 2019

January 15: Deadline for nominations for Rapporteur and Secretariat Staff Positions

February 1: Submission of Delegation Roster (Form is Attached)

Please submit your roster to Mark Sachleben at: MDSachleben@ship.edu by this deadline and include information for any elected officers attending from your university. See attached form.

February 1: Initiate contact with your country's mission to the OAS. The OAS Office of the Assistant Secretary General sends a letter asking each Ambassador to designate a person to be responsible for the briefing and to answer questions before the Model. For a list of mission contacts, please go the OAS homepage at http://www.oas.org/en/member_states/default.asp

*Please establish the time of your mission briefing. The draft schedule designates mission briefings to occur on Tuesday morning (**2 April**) to allow your students the maximum amount of time to revise their PDRs. (You may also consider scheduling your briefing for early Monday morning, **1 April**, before the start of registration at 11 a.m.)

February 19: Deadline for Submission of Hotel Reservations and Rooming Lists

Include all delegates, public information officers, administrative staff, and faculty advisors. See attached form; contact information for each person listed is required as specified. Each university will be required to make reservations electronically according to the information sheet attached. Payment is required

at check-in or can be pre-paid by 19 February 2019. **If paying by check or draft, the Marriott Hotel must receive the check or draft by 12 February 2019.** Please see the directions on our website about the electronic hotel reservation procedures.

March 14: Deadline for Submitting Proposed Draft Resolutions (PDRs)

After March 14 at 12 noon, any PDRs received by the faculty reviewers will go into the Washington Packet be reviewed at the Model.

*Faculty reviewers will provide as fast a turnaround time as possible and will only accept submissions from other faculty members.

***Faculty reviewers will return PDRs by 25 March.**

March 25: All approved PDRs, as so designated by the reviewers, must be sent electronically to Mark Sachleben by 5 PM.

Faculty reviewers, in returning the PDRs, should copy the email to the corresponding faculty advisor. Delegates should bring a paper copy of these Electronic Packet Resolutions to the Model.

March 28: Electronic Packets of Resolutions Posted at the www.WMOAS.org website.

Delegations should print the compiled and posted Electronic Packets and review them prior to coming to Washington for the Model.

April 1: 11a.m – 2 p.m. Registration for the Washington Model OAS: OAS Building 12-1:45 p.m.: Un-moderated caucus with OAS Experts 2:00 p.m. Opening Ceremony

2019 WASHINGTON MODEL OAS DELEGATION ROSTER

COUNTRY DELEGATION

Faculty Advisor

UNIVERSITY

Faculty Advisor

GENERAL COMMITTEE

Head Delegate

Alternate Head Delegate

FIRST COMMITTEE

Delegate

Delegate

SECOND COMMITTEE

Delegate

Delegate

THIRD COMMITTEE

Delegate

Delegate

SPECIAL COMMITTEE

Delegate

Delegate

PUBLIC INFORMATION OFFICER

RAPPORTEUR/Staff

RAPPORTEUR/Staff

OFFICER

OFFICER
