

2017/18 TIMELINE for WMOAS FACULTY ADVISORS MONDAY, 26 March – FRIDAY, 30 March 2018

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 2018.** Country assignments will not be final until payment is received. Payments should be sent to Bob Trudeau. If your institution requires an invoice, please contact Bob Trudeau RTRUDEAU@providence.edu and one will be issued.

November 16: All participants must make reservations at the Fairmont Hotel for their delegations by November 16. Failure to do so will void their registration. Any delegation that cancels their entire block of rooms at any time after **November** 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.

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 2018 WMOAS. Any resulting vacant positions will be filled according to the rules of procedure. Email confirmation of participation should be sent to Dr. Friedman at: friedmand@cofc.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 2018.

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 Doug Friedman (friedmand@cofc.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 to 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 (**27 March**) to allow your students the maximum amount of time to revise their PDRs. (You may also consider scheduling your briefing for early Monday morning, **26 March**, 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 2018. **If paying by check or draft, the Fairmont Hotel must receive the check or draft by 12 February 2018.** Please see the directions on our website about the electronic hotel reservation procedures.

- March 8: Deadline for Submitting Proposed Draft Resolutions(PDRs)**
After March 8 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 19 March.**
- March 19: All approved PDRs, as so designated by the reviewers, must be sent electronically to Doug Friedman 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 22: 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.
- March 26: 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**

2018 WASHINGTON MODEL OAS DELEGATION ROSTER

COUNTRY DELEGATION

Faculty Advisor

UNIVERSITY

Faculty Advisor

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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

Fairmont Hotel Reservations Procedures: 2018

To: WMOAS Faculty

From: Joan Andorfer, President, IDDA and Co-Coordinator WMOAS and Doug Friedman, Vice President, IDDA and Co-Coordinator WMOAS

RE: WMOAS 2018: Hotel Reservations, Process, and Issues

The registration process for hotel rooms will be similar to the procedure followed last year. This year as we did last, we will enforce the requirement that all credentialed universities stay at the Fairmont hotel. This document will explain the steps to secure a credentialed country assignment for the 2018 Washington Model OAS.

First, some background and then we will give you the information to make reservations. In 2011, we negotiated a contract with the Fairmont Hotel through 2015 and again for 2016-2018. This has allowed us to have stability on many fronts, not to mention a lovely venue which can accommodate our needs. We have tied the timing of the model to be Easter week because it is cost effective; i.e. cheaper. The rate for the Fairmont in 2018 is \$295 per night (+ \$43.66 occupancy tax = \$338.66). In order to secure a country assignment at the WMOAS, each university **MUST** make a hotel reservation at the Fairmont for its delegation by 16 November. No country assignments will be considered official until a reservation is made.

We understand that you have likely not put your delegation together yet. However, most schools book three rooms, plus one for faculty, so you can make your best guess from this or your own past experiences. You will be able to change the reservation until the deadline of 19 February 2018. **IF YOU CANCEL THE RESERVATION AT ANY TIME, THE CARD YOU USED TO HOLD THE ROOMS WILL BE CHARGED THE \$4200 FEE. THAT FEE IS NON-REFUNDABLE.**

The process for booking is through an electronic reservation system called Passkey. The hotel requests that you use this system and, as soon as you have your delegation finalized, to amend the names of your students for each room that you reserved. To get a confirmation number, make the reservations by guaranteeing with a credit card. Your card will not be charged until arrival in DC in the Spring, **UNLESS** you cancel the reservation. As a reminder, per past years there are only a certain number of double bedded rooms, so those are on a first come basis only; preference though will be given to reservations with 4 in a room.

**** The reservation link for 2018 is: <https://resweb.passkey.com/go/wmoas2018> If you have any issues with the reservation system, please contact Lindsey Boyer, Conference Services Manager, at Tel +1 202-457-5017; or lindsey.boyer@fairmont.com

In completing that form, there is a mandatory field entitled "Organization". Please fill in the name of your university in that space.

The Passkey system will be available after 1 November 2017. When reservations are made, a confirmation number is supplied. If you are paying by check or wire transfer please use that confirmation number along with the name of the university and faculty contact information. I hope this will make the reservation process easier for everyone.

*****The only exception to this policy 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.