



Advisor Conference Guide

Important Contact Information:

Secretariat Contacts:

Gokul Anil- Secretary-General: (248) 885-9531

Kate Dean- Deputy Secretary-General: (847) 345-4106

Hafsa Khan- USG of External Affairs: (248) 933-3025

CPR/AED/First Certified Contacts:

Emily Weiner: (734) 673- 3403

Katie Higgs: (810) 923- 7146

Dana McDorman-Kolata: (574) 360- 1709

Hotel Addresses and Contact Information:

Kellogg Address

219 South Harrison Road East Lansing, MI 48825

Phone Number: (517) 884-8127

Marriott Address

300 M.A.C Avenue East Lansing, MI 48825

Phone Number: (517) 337-4440

Please Note: The M.A.C parking garage underneath the hotel is closed for construction so hotel guests will now park at the Charles Street Garage behind the CVS and across from Leo's Coney Island. Parking is included with Marriott hotel rooms.

In the event you are lost or are having troubles getting to East Lansing, please do not hesitate to call the hotels and/or Gokul Anil and Kate Dean.

Parking

Please note that MSMUMUN does not coordinate bus parking. Buses may drop students off at the Kellogg and Marriott entrances, but overnight parking is to be coordinated between schools and bus agencies.

Parking for vans and cars is included in the room rates for both the Kellogg and Marriott. If you are not staying at the Kellogg Center and would like to drive to the conference, MSUMUN has a discounted parking pass available. Parking passes are \$4 per day or \$12 for the weekend. Such passes allow unlimited entrance and exits throughout the day. If you would like a parking pass, please notify Hafsa Khan. Payment for the passes is due at registration.



Registration:

Upon your arrival and settling in, MSUMUN Secretariat Members will be in the lobbies of both hotels to register your delegation for the conference. Thies Ey and Hafsa Khan will be at the Kellogg Center and Michael Sandoval and Katie Higgs will be at the Marriott Hotel. All will be wearing MSUMUN name badges. If you are not staying at the Kellogg or Marriott, please register your delegation at the Kellogg Center. Regular registration will be from 12:00 p.m.-3:45 p.m. and late registration will be from 4:00-6:00 p.m. Late registration will only take place at the Kellogg Center.

For schools registering the Marriott: if you are planning on registering before 4:00 p.m., please go directly to the Marriott to register. We will not have your materials at the Kellogg Center.

Please bring the following to registration:

- Payment or date payment has been mailed
- Delegate Contracts
- List of newly dropped delegates that have not been communicated to Hafsa prior to 3/17
- If applicable: payment for Kellogg parking pass

Upon reviewing payment and counting delegate contracts, you will receive:

- Delegate Credentials
- XVII T-Shirts
- Advisor Name Tags
- Advisor Folder

If you are unable to make either registration time, please notify Hafsa Khan and meet her in the Lincoln Room before Session I to turn in delegate contracts and payment and to pick up your delegation's materials.

If there are any issues with the materials, such as missing t-shirts, incorrect t-shirt sizes, or misprinted delegate credentials please speak with Hafsa Khan at the first advisor meeting and we will correct any mistakes.



Conference Itinerary:

Friday, March 17th		
<i>Time</i>	<i>Event</i>	<i>Location</i>
12:00 - 3:45 p.m.	Registration Opens	Kellogg Center Main Lobby/Marriott Main Lobby
3:00 – 4:30 p.m.	Resource Fair	Kellogg Center Main Lobby
4:00 - 6:00 p.m.	Late Registration	Kellogg Center Main Lobby
5:00 - 6:00 p.m.	Opening Ceremonies	Kellogg Center Big Ten ABC
6:00 - 8:00 p.m.	Dinner	East Lansing Restaurants
8:00 - 11:00 p.m.	Committee Session I	Kellogg Center Committee Rooms
9:00-9:30 p.m.	Faculty Advisor Meeting	Kellogg Center Lincoln Room
11:10 - 11:30 p.m.	Head Delegate Meeting	Kellogg Center Heritage Room
Saturday, March 18th		
<i>Time</i>	<i>Event</i>	<i>Location</i>
8:00 - 11:00am	Block A: Committee Session II	Kellogg Center Committee Rooms
8:00 - 12:00pm	Block B: Committee Session II	Kellogg Center Committee Rooms
8:00 - 1:00pm	Block C: Committee Session II	Kellogg Center Committee Rooms
9:00 - 9:30am	Faculty Advisor Meeting	Kellogg Center Lincoln Room
11:00 - 12:00pm	Block A: Lunch*	Brody/Case Dining Hall
12:00 - 1:00pm	Block B: Lunch*	Brody/Case Dining Hall
1:00 - 2:00pm	Block C: Lunch*	Brody/Case Dining Hall
12:15 - 5:30pm	Block A: Committee Session III	Kellogg Center Committee Rooms
1:15 - 5: 30pm	Block B: Committee Session III	Kellogg Center Committee Rooms
2:15 - 5:30pm	Block C: Committee Session III	Kellogg Center Committee Rooms
5:30 - 7:00pm	Dinner	East Lansing Restaurants
7:00 - 9:00pm	Committee Session IV	Kellogg Center Committee Rooms
8:00 - 8:30pm	Advisor Meeting	Kellogg Center Lincoln Room
9:10 - 9:30pm	Head Delegate Meeting	Kellogg Center Heritage Room
10:00 - 12:00am	sPARTY	Kellogg Center Big Ten ABC
11:30-1:00 am	Transportation to Marriott**	
Sunday, March 19th		
<i>Time</i>	<i>Event</i>	<i>Location</i>
7:30 - 11:00am	Delegate Check Out	Kellogg Center Lobby/Marriot Lobby/Holiday Inn Lobby
7:30 - 3:00pm	Luggage Storage	Kellogg Lincoln Room/Marriott
8:30 - 11:00am	Committee Session V	Kellogg Center Committee Rooms
9:00 - 9:30am	Advisor Meeting	Kellogg Center Lincoln Room
11:10-11:30 a.m.	Head Delegate Meeting	Kellogg Center Heritage Room
1:00 - 2:00pm	Closing Ceremonies	Kellogg Center Big Ten ABC

*See Lunch Block details below, **Transportation to Marriott requires sign-up



Lunch Breakdowns:

Due to the capacities of MSU's dining halls, our lunch breaks are broken down into three blocks and two locations. Delegates will be guided to lunch in either Brody Square or Case Hall by their committee staff and MSUMUN Secretariat. All delegates and advisors will receive meal tickets.

First Lunch Block:

To Case Hall:

Yatensenyuk's Interim Government, Press Corp

To Brody Square:

SPECPOL, WHO, Mississippi Freedom Summer, Hurricane Katrina, NGO Forum

Details:

1. Delegates released to go to Case Hall at 10:45 a.m., released to go to Brody at 11:00am
2. Depart from Case Hall by 11:45 a.m., Depart from Brody by 12:00pm
3. Committee Session III begins 12:15pm for all committees in the first lunch block

Second Lunch Block:

To Case Hall:

African Union

To Brody Square:

ECOFIN, UNICEF, King Tutankhamun's Court, Project National Glory, Livraisons Stratégiques

Details:

1. Delegates released to go to Case Hall at 11:45 a.m., released to go to Brody at 12:00 p.m.
2. Depart from Case Hall by 12:45 p.m., Depart from Brody by 1:00pm
3. Committee Session III begins 1:15pm for all committees in the second lunch block

Third Lunch Block:

To Case Hall:

Arctic Council

To Brody Square:

Pan-Kurdish Summit, UNEP, Commission to Restore Detroit, Washington's Cabinet, 2099 Survival of Martian Colonies, Land of the Rising Sun



Details:

1. Delegates released to go to Case Hall at 12:45 p.m., released to go to Brody at 1:00 p.m.
2. Depart from Case Hall by 1:45 p.m., Depart from Brody by 2:00pm
3. Committee Session III begins 2:15pm for all committees in the third lunch block

Committee Rooms:

Committee	Room	Floor
General Assemblies and ECOSOC's		
SPECPOL	Big Ten A	Lobby Level
ECOFIN	Big Ten B	Lobby Level
WHO	Big Ten C	Lobby Level
UNIEF	Centennial ABC	Lobby Level
UNEP	Red Cedar B	Lobby Level
Specialized Committees		
Commission to Restore Detroit	Michigamme	Garden Level
Tutankhamen's Court	Conference 61	Garden Level
Mississippi Freedom Summer of 1964	Conference 62	Garden Level
African Union	Red Cedar A	Lobby Level
Pan-Kurdish Summit	Heritage Room	Lobby Level
Arctic Council	Corniche	Second Floor
Crisis Committees		
George Washington's Cabinet 1789	Willy Room	Lobby Level
Yatsenyuk's Interim Government	Room 103A	Lobby Level
1939: Land of Rising Sun	Room 103B	Lobby Level
Rising Waters: Hurricane Katrina 2005	Room 104A	Lobby Level
Project National Glory	Room 104B	Lobby Level
Livraisons Stratégiques	Room 105A	Lobby Level
2099: Survival of the Martian Colonies	Room 105B	Lobby Level
Crisis Staff	Room 106	Lobby Level
NGO Forum and Press Corps		
Press Corps	Vista Room	Lobby Level
NGO Forum	Room 102	Lobby Level
Other		
Secretariat Room	Riverside Room	Garden Level
Advisor Room	Lincoln Room	Lobby Level
Conference Services and Sales Room	Room 110	Lobby Level



MSUMUN XVII Advisor Meeting Agendas

Friday, March 17th (9:00-9:30 pm)

- Logistical concerns: missing/incorrect credentials, delegate folders, t-shirts, etc.
 - See Hafsa after meeting
- Brody and Case Hall lunch details and logistics
- Hotel Rosters (turn in tonight)
- Discussion on changes for next year

Saturday, March 18th (9:00-9:30 am)

- MSUMUN Outreach Corps presentation
- Advisor lunch meal tickets distributed

Saturday, March 18th (8:00-8:30 pm)

- Delegate dance procedures, expectations, logistics
- SParty wristbands distributed
- Optional: SParty Van sign-ups (Kellogg Center to Marriott Hotel transportation)
 - See Hafsa after meeting to sign up
 - Available only for schools with accommodations at the Marriott

Sunday, March 19th (9:00-9:30 am)

- Conference Feedback
- Verbal feedback and written feedback forms in folder
- Concluding remarks