Application Guide



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Dear MUN-Directors of OLMUN 2023,

This guide shall help you along the application process to OLMUN 2023.

In order to apply as a MUN-Director or a Delegation, please do the following steps explained on the next pages. Notice that website pictures are old, but the application progress is the same.

Please make sure that all information is entered correctly as we cannot not filter spelling mistakes for all about 500 participants of OLMUN 2023.

ATTENTION: Our Housing-Programme is for international participants only!

In case of any questions or errors, please contact application@olmun.org.

Sincerely yours,

Amélie Vocke

Secretary General 2023

, Amélie Voche

How to apply as a MUN-Director?

Open the URL http://olmun.org

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OLMUN » Welcome

Welcome

...to the Oldenburg Model United Nations official webpage!

Dear visitor and esteemed delegates,

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OLMUN has distinguished itself as the largest MUN in Germany and therefore arouses considerable public interest every year which proves its cross-cultural competence, innovation and overall quality.

The Security Council at OLMUN in particular forces the delegates to improvise and cogitate on their feet since it features an integrated crisis simulation. This consequently makes the delegates work as one team due to the simulated urgent need to solve the demanding and international problem.

The OLMUN philosophy therefore strongly focuses on current affairs and realism so that the conference itself presents an accurate reflection of the global situation which underlines the utmost urgency of resourceful solutions.

So if you are interested in the concept of a Model UN Conference and how we give the participating students a one of a kind life experience in diplomatic proceedings and an insight view into the UN, feel free to review this website, and contact us for further information.

We appreciate your time and attention and are looking forward to seeing you in June!

NEXT OLMUN

14th June 2016 — 17th June 2016 148 days, 15:12:32









- Supporter

GSG Oldenburg LBS CEWE

Check out the navigation point "Application" on the left.

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NEXT OLMUN

14th June 2016 — 17th June 2016 148 days, 14:11:05





Hello, my name is Esther Marie Eriksen, I am 19 years old and also a member of the secretariat. This year I will he

VISITOR MAP



- Supporter

LBS CEWE GSG Oldenburg

In order to apply your school and a MUN-Director, please choose "MUN-Director".

JE551011

Welcome	OLMUN » Application » MU	N-Director	NEXT OLMUN
Wolcomo	MUN-Director		14 th June 2016 – 17 th June 2016
News		A L MUNI Di t	148 days, 14:10:38
Calendar	First name:	Apply as MUN-Director—	
Calcildai	Last name:		SOCIAL MEDIA
History	Gender:	O Male	
		O Female	OLMUN
Committees	Address:		01 MUN 2014
Team	School:	Please choose ▼	Seite gefällt n
	Country of Residence:	Tiedse choose	OLMUN 9. Januar um
Pictures	Nationality:		03:53
D	Phone:	+49-123-4567890	Oldenburg
Downloads	Mobile:	+49-123-4567890	Hello, my name is
Housing	E-Mail:		Esther Marie Eriksen, I am 19 years old
Programme	E-Mail again:	Repeat your E-Mail address	and also a member
. regramme	Housing needed:		of the secretariat.
Application	Visa needed:		This year I will he
MUN-Director		Submit—	
Delegate	Submit:	Submit	VISITOR MAP
Staff			85,491 Visits
Inner Circle			1 Recent Hit
Password Reset			
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Username			
Password			revolvermaps
Login			

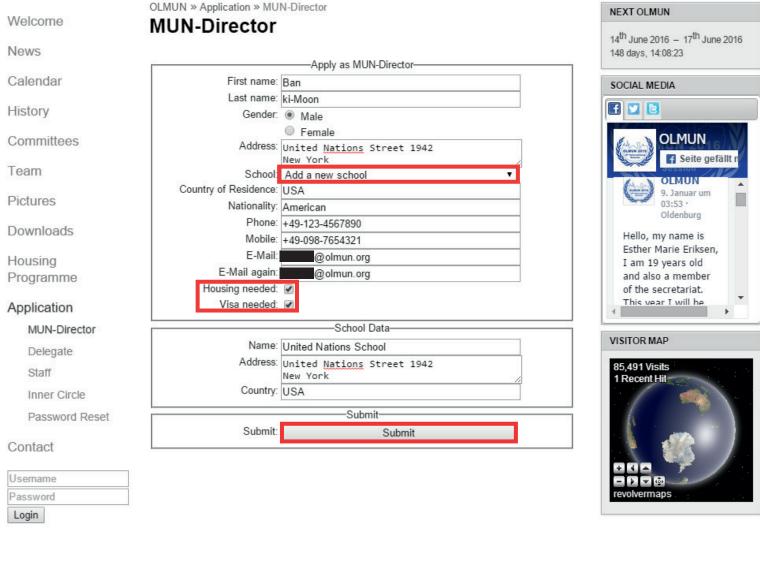
Fill in the MUN-Directors form.

In case your school has not been registered yet, please choose "Add a new school" (first red box). For all international participants: Do not forget to set "Housing needed" or/and "Visa needed".

If you are ready (PAY ATTENTION TO THE SPELLING!) please press "Submit" (bottom red box).

Please make sure that you enter valid data: phone numbers like +49-123-4567890 (the minus' is absolutely neccessary!)

Jession



Your application was successful. Please switch to your mail-account and have a look for the verification-mail.

Notice that you have to download the Terms of Conditions an send it to the OLMUN association! You can download them at Downloads -> This year's conference, later.

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Username Password Login OLMUN » Application » MUN-Director

MUN-Director

Your application was successful, but is not completed!

Please check your E-Mails. You should get an E-Mail with a verification link.

Download the <u>Terms and Conditions 2016</u> (for international participants) / <u>Teilnahmebedingungen 2016</u> (for german participants), fill out the form at page 5 and send it to the OLMUN association via mail no later than April 15th, 2016!

NEXT OLMUN 14th June 2016 - 17th June 2016 148 days, 13:44:55





Supporter -

CEWE LBS GSG Oldenburg

You have received a verification-mail. If not, please check your spam-inbox!

First, please click the verification-link (upper red box). Your browser will open the homepage again.

Then, as written in the mail, please log-in with your personal username and your password.

OLMUN 2015 - Verify your registration



OLMUN Application application@olmun.org

an

Dear Mr. ki-moon,

Thank you for your application for OLMUN 2016 as a MUN-Director.

In order to complete your application, please click the verification link below.

http://www.olmun.org/@mailVerification/?uid=19&code=YQRPv1LiAv4u3StObFIe8E0WeOsiQ2vz

Then, please log-in to www.olmun.org to confirm your personal data.

Username: Mr. ki-moon Password:

In case you find any mistakes, please change your data as soon as possible.

Sincerely yours,

President of the General Assembly of OLMUN

president@olmun.org

Log in to the homepage with your data from the verification-mail.

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OLMUN » Welcome

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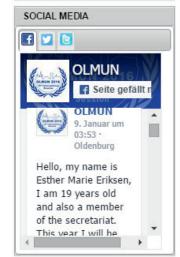
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NEXT OLMUN

14th June 2016 - 17th June 2016 148 days, 13:42:43





Supporter

CEWE LBS GSG Oldenburg

You are now logged in to our homepage.

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Welcome back, Mr. ki-moon Logout OLMUN » Welcome

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NEXT OLMUN

14th June 2016 - 17th June 2016 148 days, 13:36:40





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CEWE LBS GSG Oldenburg

Discover the navigation-point "MUN-Portal". Here you will manage all your students and will find all the information needed.

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Welcome back, Mr. ki-moon Logout OLMUN » Welcome

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NEXT OLMUN

14th June 2016 - 17th June 2016 148 days, 13:33:33





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GSG Oldenburg CEWE LBS

Check out "My Profile" and confirm your personal data. In case there are any mistakes, please change it and press "Submit".

Red box: In case your school data fields are empty, please fill them in once again. Otherwise please check it on any mistakes.

	OLMUN » MUN Portal » My Profile	NEXT OLMUN
Welcome	My Profile	
News	-Apply as MUN-Director-	14 th June 2016 — 17 th June 2016 148 days, 13:31:44
Calendar	First name: Ban	SOCIAL MEDIA
	Last name: ki-moon	
History	Gender: Male	
0 ""	O Female	OLMUN.
Committees	Address: United Nations Street 1942 New York	OLMUN Seite gefällt r
Team	Country of Residence: USA	OLMUN
Di-A	Nationality: American	9. Januar um
Pictures	Phone: +49-123-4567890	03:53 · Oldenburg
Downloads	Mobile: +49-098-7654321	(0.000000000000000000000000000000000000
Downloads	E-Mail: @olmun.org	Hello, my name is Esther Marie Eriksen,
Housing	E-Mail again: @olmun.org	I am 19 years old
Programme	Housing needed: ✓	and also a member
3	Visa needed: ✓	of the secretariat.
Application	School Data-	This year I will he
MUN Destal	Name:	
MUN Portal	Address:	VISITOR MAP
Delegates		85,496 Visits
Verification	Country:	3 Recent Hits
My Profile	Change Password	
Final Information	Old Password: Leave empty for no change.	
Final Information	New Password:	
Shop	New Password again:	
2000 0.00 0.000000	-Submit	DOD
WLAN	Submit: Submit	revolvermaps
Contact		
Welcome back, Mr. ki-moon Logout		
1	——————————————————————————————————————	
	GSG Oldenburg CEWE LBS	
	550 Oldelibring SETTE EDS	

How to apply as a Delegate?

Apply a Delegate

This step can be done by a) the MUN-Director or b) by the student himself.

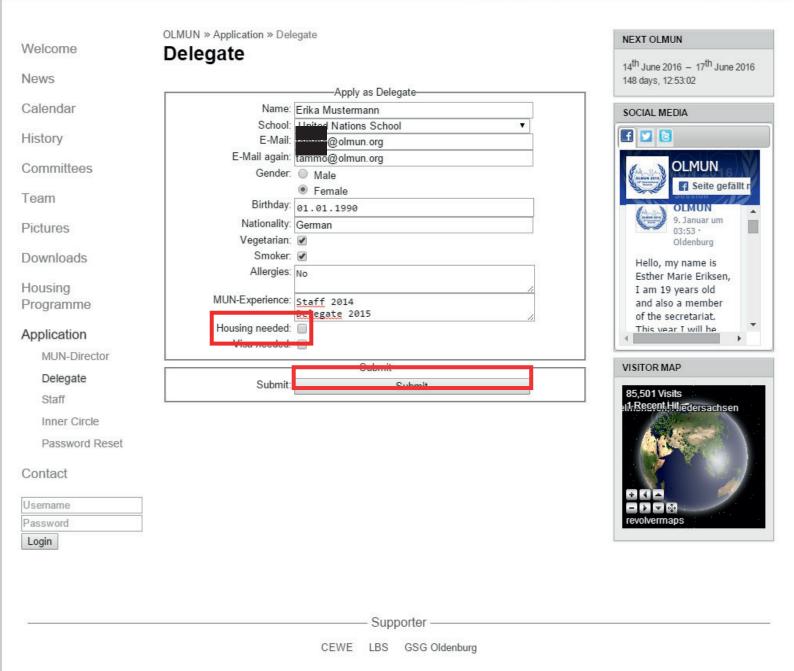
ATTENTION: Be sure that nobody is logged in when you apply as a Delegate!

Malaama	OLMUN » Application » Delegate	NEXT OLMUN
Welcome	Delegate	14 th June 2016 — 17 th June 2016
News	Apply as Delegate	14" June 2016 — 1/" June 2016 148 days, 12:54:39
Calendar	Name:	SOCIAL MEDIA
Carorradi	School: Please choose	•
History	E-Mail:	
El (1999)	E-Mail again: Repeat your E-Mail address	
Committees	Gender: Male	OLMUN
Team	Female	Seite gefällt n
ream	Birthday: tt.mm.jjjj	OLMUN _
Pictures	Nationality:	9. Januar um 03:53 ·
	Vegetarian:	Oldenburg
Downloads	Smoker:	Hello, my name is
	Allergies:	Esther Marie Eriksen,
Housing	MUN-Experience:	I am 19 years old
Programme	WON-Experience.	and also a member of the secretariat.
Application	Housing needed:	This year I will he
Application	Visa needed:	→
MUN-Director	Submit	VISITOR MAP
Delegate	Submit: Submit	VISITORMAF
Staff	Submit	85,501 Visits
Inner Circle		1 Recent Hit-
Password Reset		
Contact		
Contact		
Username		+ (-
Password		revolvermaps
Login		
Login		
<u> </u>	Supporter —	
	CEWE LBS GSG Oldenburg	

Fill in the Delegate form. Choose your school and do not forget about the "Housing needed" and "Visa needed" checkbox.

Be careful with the spelling of your name and other input - this is what will be printed on your Badges and Certificates later!

Please make sure that you enter valid data. If you are ready, press "Submit".



Your application was successful. Please switch to your mail-account and have a look for the verification-mail.

Notice that you have to download the Terms of Conditions an send it to the OLMUN association! You can download them at Downloads -> This year's conference, later.

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Delegate

-Success-

Your application was successful, but is not completed!

Please check your E-Mails. You should get an E-Mail with a verification link.

Download the <u>Terms and Conditions 2016</u> (for international participants) / <u>Teilnahmebedingungen 2016</u> (for german participants), fill out the form at page 5 and send it to the OLMUN association via mail no later than April 15th, 2016!

NEXT OLMUN 14th June 2016 — 17th June 2016 148 days, 12:52:12





- Supporter

LBS CEWE GSG Oldenburg

You have received the verification-mail. If not, please check your spam-inbox!

Similar to the application of a MUN-Director, please click the verification-link (first red box). Your browser will now open the homepage again.

OLMUN 201 - Verify your registration



OLMUN Application application@olmun.org

Dear Erika Mustermann,

Thank you for your application for OLMUN 2016 as a Delegate.

In order to complete your application, please click the verification link below.

http://www.olmun.org/@mailVerification/?uid=20&code=b17SCo9Z0fTIol5qx98DqKv0CBdUkVmg

Then, please log-in to www.olmun.org to confirm your personal data.

Username: Erika Mustermann Password:

In case you find any mistakes, please change your data as soon as possible.

Sincerely yours,

President of the General Assembly of OLMUN

president@olmun.org

Log in to our homepage.

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OLMUN » Welcome

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NEXT OLMUN

14th June 2016 — 17th June 2016 148 days, 12:45:13





Supporter

LBS CEWE GSG Oldenburg

Please check your personal data in your MUN-Portal.

In case of any correction, please click the "Submit"-button at the end.

Now you have finally applied. The next steps will be done by your MUN-Director.

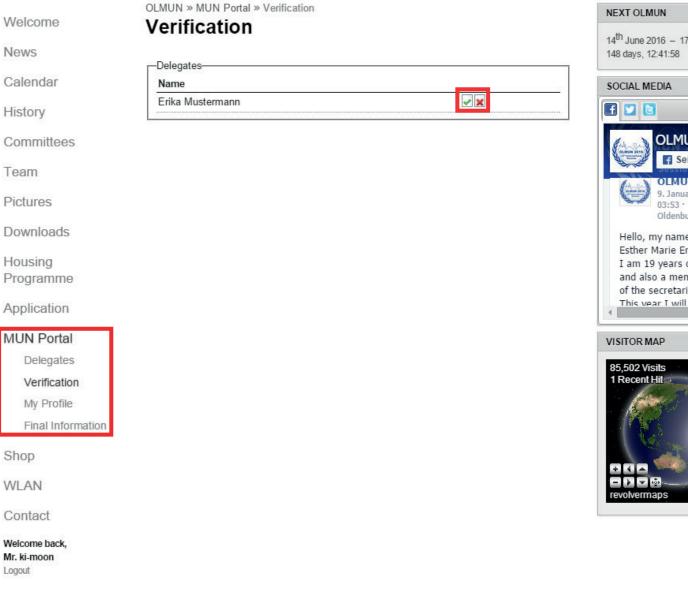
Session

Welcome	OLMUN » MUN Portal » My My Profile	Profile	NEXT OLMUN 14 th June 2016 — 17 th June 2016
News			148 days, 12:43:28
		Apply as Delegate	
Calendar	Name:	Erika Mustermann	SOCIAL MEDIA
		United Nations School	Y C
History	E-Mail:	@oman.org	
Committees	E-Mail again:	0 0	OLMUN
Committees	Gender:	○ Male	OR MUNICIPAL V
Team	10000000	Female	Seite gefällt n
roum	Birthday:	01.01.1990	OLMUN _
Pictures	Nationality:	German	9. Januar um 03:53 ·
	Vegetarian:	•	Oldenburg
Downloads	Smoker:	€	Hello, my name is
	Allergies:	No	Esther Marie Eriksen,
Housing			I am 19 years old
Programme	MUN-Experience:		and also a member
	Housing needed:	Delegate 2015	of the secretariat.
Application	Visa needed:		This year I will he
	visa needed.		
MUN Portal	-	Change Password	VISITOR MAP
My Profile	Old Password:	Leave empty for no change.	85.502 Visits
	New Password:		1 Recent Hit
WLAN	New Password again:		
Contact	Contact Submit—		
Contact	Submit:	Submit	
Welcome back, Erika Mustermann Logout			

Verify your students!

The MUN-Director has logged in again. Now that Erika Mustermann has applied as a sample Delegate for your school, you have to verify the applied delegates (red box).

In case the applied delegate is not part of your delegation, please press the red x, otherwise verifiy the student.





You have verified all your students.

OLMUN » MUN Portal » Verification

Verification

News

There are currently no unverified participants.

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Welcome back, Mr. ki-moon Logout



I am 19 years old

and also a member of the secretariat. This year I will he

14th June 2016 - 17th June 2016

NEXT OLMUN



Supporter -

GSG Oldenburg LBS CEWE

Fill in Final Information

(later - date will be announced)

so we can allocate the countries to the schools

Mr. ki-moon Logout

In your MUN-Portal navigation-point "Final Information" you can fill in the prefered delegations and the final numbers of students and teachers.

THE FINAL INFORMATION MUST BE SUBMITTED LATER - DATE WILL BE ANNOUNCED

ews	Final	I numbers of students	and teachers———
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	Final number of teachers: 0		
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ownloads	7.		•
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Housing	9. [10.		T
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pplication	WA	Finally Submit WARNING! There's no return.	
41N1D 4.1	Finally Submit		
/IUN Portal			
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Verification			
My Profile			
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contact			



Contact

Welcome back, Mr. ki-moon Logout

If the information has been entered, press the Finally Submit-Button! WARNING! There's no return.

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NEXT OLMUN

OLMUN » MUN Portal » Final Information Welcome Final Information News -Final numbers of students and teachers-Calendar Final number of students: 10 Final number of teachers: 2 History -Your preferred delegations-Committees 1. Australia • 2. Greece Ŧ Team 3. Hungary 4. Equatorial Guinea Pictures 5. Belarus 6. Netherlands Downloads 7. Croatia 8. 9. Housing 10. -----Programme Finally Submit-Application WARNING! There's no return Finally Submit MUN Portal Delegates Verification My Profile Final Information Shop WLAN

SOCIAL MEDIA

SOCIAL MEDIA

OLMUN
Seite gefällt r

OLMUN
Januar um
03:53 ·
Oldenburg

Hello, my name is
Esther Marie Eriksen,
I am 19 years old
and also a member
of the secretariat.
This year I will he

VISITOR MAP

Niedersachsen

Allocate your students!

available as soon as the countries are allocated

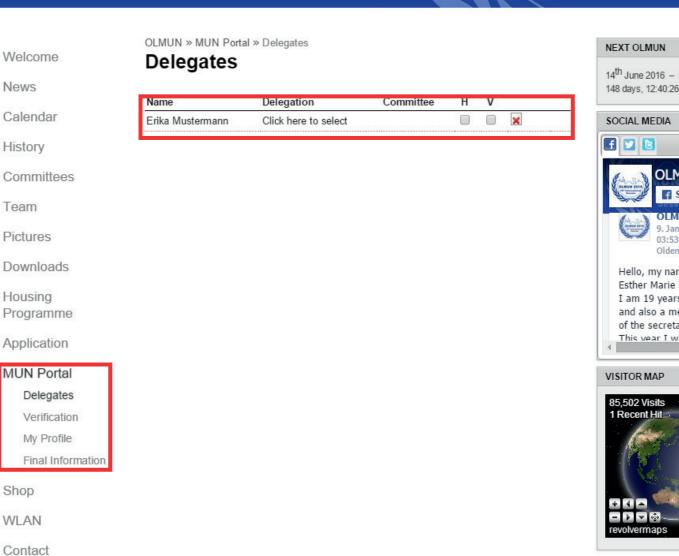
Welcome back. Mr. ki-moon Logout

In your MUN-Portal navigation-point "Delegates" you will find a list of verified delegates.

AS SOON AS THE COUNTRIES ARE ASSIGNED TO THE SCHOOLS, YOU CAN ALLOCATE YOUR STUDENTS TO THE ASSIGNED DELEGATIONS HERE.

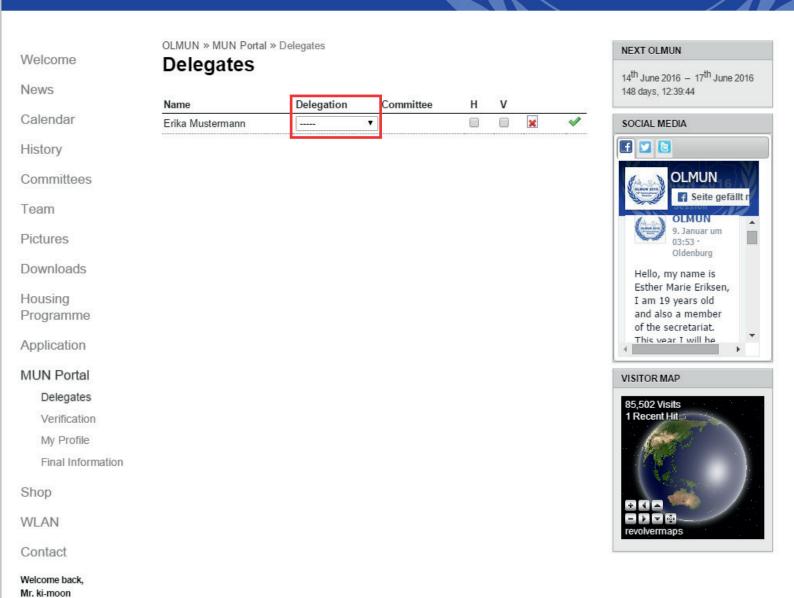
If your student can not participate anymore, please delete by pressing the red x.

Your student has forgotten about the housing-checkbox/visa-checkbox? No problem, you can change the housing-status/visa-status for your delegate. (possible later) (He can change it at MUN Portal -> MyProfi-

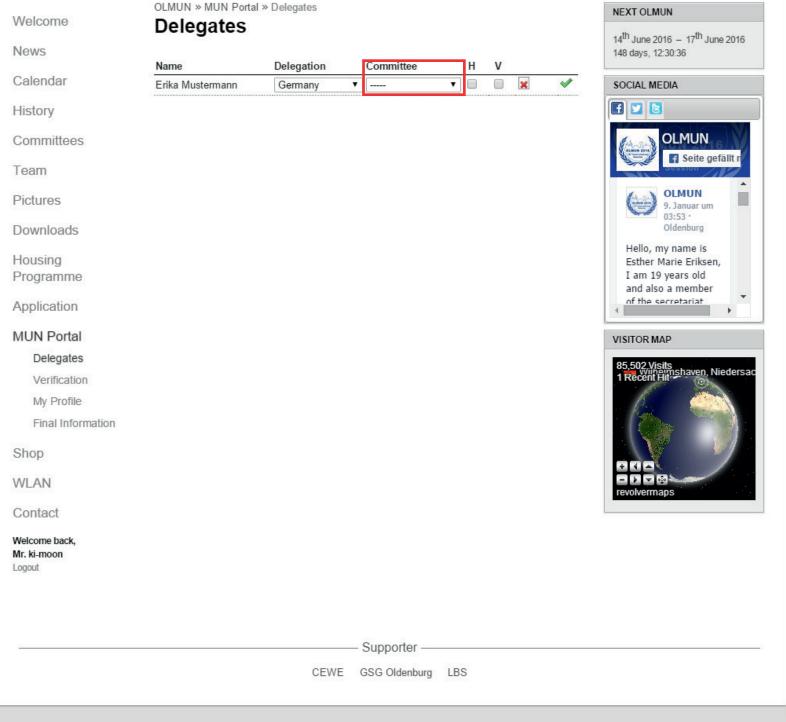


Logout

In the column 'Delegation' you will see the text 'Click here to select'. By doing so, a drop-down list will appear where you can choose between all the delegations your school has been assigned. Choose the right one for the respective delegate by clicking on it



Immediately after choosing the delegation you will need to choose the committee the delegate shall be in. You need to choose both Delegation and Committee at a time, otherwise it will not be saved. I.e. if you try to only allocate the delegation to a delegate, but without a committee, the drop-down list will always turn back to blank.



Your student has been allocated. In case you want to correct your settings, just edit the dropdown menu.

OLMUN » MUN Portal » Delegates

Session

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