

## **Step by step guide for delegates and other participants at LISBOMUN 2020 regarding the postponement of the Conference**

1. You may access the **official statement by our Secretary-General** [here](#)

2. **Please fill in the following form until the 16th of March:**

<https://forms.gle/nDkomZ7T5e4wud6Z6>

### **3. Calendar of the Conference**

As of right now, we are unable to predict the development of the spread of COVID-19 and the duration of this emergency. Therefore, we are not able to set new dates that are indisputably safe, as well as compatible with the structure needed for the event.

Regardless, we will take into consideration the answers to the previous form in an attempt to meet the wills and needs of most of our participants.

We will provide you with further information as soon as possible.

### **3. Refund policies**

Unfortunately, we are unable to refund the fees at this time. The postponement of the Conference, as explained in the official statement, is a consequence of a higher force that sadly our team could neither control nor predict. Nevertheless, our team is doing everything in our power to minimize the financial burden our delegates will undertake.

### **I. Conference fees + Socials packs**

Participants that still wish to be part of LISBOMUN 2020 may do so with no further charges. If you purchased a social pack, you also have the same access to these events when the Conference does take place.

However, if you are unable to attend the Conference on future dates, our team gives you the option to find someone else to use your credit. This means that if you already paid for the Conference fee, you may find someone, within your MUN society or friends, that hasn't applied and wished to come to use your credit. This person is entitled to the same things as you were (including social packs) if both parties agree. If needed, you may also attempt to find someone on our Facebook event for the Conference. The process on how to make this transfer will be informed via e-mail to all delegates after a new date has been set.

*Note: We remind all delegates that unfortunately there is no way for us to ensure that this method will be effective and that we are not responsible for these transfers. We are merely attempting to ease possible losses due to the postponement of the Conference.*

## **II. Full packs**

If you purchased a full-pack for the days of the Conference, we now offer you three options:

- You may still use the accommodation + transport card from the 19th to the 22nd of March, regardless of the Conference. In this case, you need to inform us by filling the previous form until the 14th of March.
- You may use your "credit", referring to everything that was already included in the full pack, when the Conference actually takes place
- You may "transfer" your credit to someone else, following the same process previously mentioned in regards to conference fees + social packs.

## **4. Questions**

Preference will be given to questions asked on the previous form over messages sent directly to our e-mail and social media accounts.

Nevertheless, our team will do our best to reply to all in due time.