

REFUND POLICY



LISBOMUN 2020



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LISBON INTERNATIONAL MODEL UNITED NATIONS CONFERENCE (LISBOMUN) 2020 REFUND GUIDELINES

The General Assembly of the LisboMUN Association, after hearing from the Board, Fiscal Council and LISBOMUN 2020 Secretariat regarding the cancelation of the LISBOMUN International Conference 2020 due to the COVID-19 crisis and consequent need to refund participants for their expenses, so decides:

SECTION I) GENERAL PROVISIONS

1. Scope

The present document is applicable to all participants of the LISBOMUN International Model United Nations Conference 2020 that had been approved by the Secretariat and had completed their application by paying the Conference fee. This includes Delegates, Chairs, Press team, Observers and Faculty Advisors. Logistics and Communication team are not included. Expenses regarding additional packages related to the Conference and sold by the Secretariat are also included.

2. Policies

Refund policies vary according to the fees that were paid. There are different terms for participation fees, social packages fees and full packs fees.

3. Transparency

It is under the responsibility of the LisboMUN Board to develop official reports clarifying the expenses of the Conference prior to the cancellation to be sent to interested parties under request.

SECTION II) PARTICIPATION FEES

4. Delegate fees

All delegate fees are to be fully refunded. Delegates will receive the exact amount that they paid for.

Early birds fee: 65,00 euros

Early birds fee (LisboMUN Associate discount): 58,50 euros

Early birds fee (AAFDL Associate): 61,75 euros

Regular applications fees: 80,00 euros

Regular application fee (LisboMUN Associate): 72,00 euros

Regular application fee (AAFDL Associate): 76,00 euros

5. Faculty advisor and Observer fees

All faculty advisor and observer fees are to be fully refunded. Participants will receive the exact amount that they paid for.

Observer fee: 30,00 euros

Faculty advisor fee: 30,00 euros

6. Delegation fees

All delegation fees are to be fully refunded. Delegations will receive the exact amount that they paid for. The amount paid by each delegation varies according to the number of delegates.

Delegation fees: 65,00 euros for each individual delegate

SECTION III) SOCIAL PACKAGES

7. Social package fees

Social package fees are not to be refunded at this time. Participants that pre-paid these fees are eligible for a deferred refund.

SECTION IV) FULL-PACKS

8. Full-pack fees

Delegates that paid for the full-pack will be partially refunded and will receive an accommodation voucher.

9. Accommodation voucher

All participants that acquired a full pack will receive an accommodation voucher for a 4-night stay in one of the three hostels that were hired for the LISBOMUN 2020 Conference.

10. Reservations

Attribution of accommodation vouchers and reservations will be under the responsibility of the Under-Secretary-General for Logistics (Sara Félix) and are dependable on the system suggested by each of the hired hostels. Contact information down below.

11. Voucher expiration

Accommodation vouchers are available until the 31ST of December 2021.

12. Partial refund

Only delegates are eligible for a partial refund. Delegates who paid 190,00 euros for the full-pack will receive a partial refund on the value of 20,00 euros.

13. Chair's full packs

Chairs that acquired a full pack will receive back only the accommodation voucher and are not entitled to a partial refund.

SECTION V) OTHER EXPENSES

14. Extra expenses

Any expense not paid directly to LisboMUN Association and therefore not under the responsibility and management of the Board and Secretariat is not covered by the present document. Participants are responsible for contacting the sellers individually.

SECTION VI) REFUND PROCESS

15. Eligibility

All participants that fill the criteria mentioned in point 1 are to be refunded. Payments completed on the MyMUN Platform will be refunded on the terms of the following point. For payments completed through a different method, the LisboMUN Association Board will contact participants and delegations to determine how to proceed with the transaction.

16. MyMUN payments

Payments completed through the MyMUN Platform, that are to be refunded under the rules of the present document, will be refunded to the original funding source. Participants that wish to alter this information **should communicate the LisboMUN Board until the 30th of July 2020.**

17. Delayed ratification

The LisboMUN Association Board is not responsible for payments completed to a different source than the wished one if delegates fail to respect the time limit for the ratification mentioned in point 17.

18. Delegations

Delegations that covered every participant's expenses in one single payment will receive the total amount due to all participants, according to the applicable rules present in this document.

19. Deadlines

All transactions referred in points 4 to 6 and 12 will be completed by the LisboMUN Association Board from the **1st to the 31st of August 2020.**

20. Deferred refunds

The refund specified in point 7, if available, **will be paid until the 31st of December 2021.**

SECTION VII) CONCLUDING PROVISIONS

21. Unjust enrichment clause

All payments completed under the scope of the LISBOMUN 2020 Conference will be refunded, with the exception of the amount that was pre-paid to suppliers. In these cases, the LisboMUN Association Board is responsible for completing deferred refunds when and if the amount is returned to LisboMUN Association.



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22. Agreement

By accepting the refund mentioned in points 4 to 6 and 12, the accommodation voucher mentioned in point 9 to 11, participants agree to the terms resulting from the present document.