



**34th MODEL ORGANIZATION OF AMERICAN STATES
GENERAL ASSEMBLY FOR HIGH SCHOOLS (34th MOAS/HS)
Washington, DC - December 2-4, 2015**

SPECIAL WORKING GROUP – GET

REGISTRATION INFORMATION

- Students represent each of the 34 OAS Member States in teams of two (2) per country. The maximum number of students per school is 10. In this case, 5 countries would be assigned to a single school. The minimum number of participants per school is 4. In this case the delegation will be assigned 2 countries.
- The registration package consists of: (1) A letter from a school authority (Principal, Vice-Principal, Director or Department Chair) announcing the participation of a delegation from his/her high school, as well as the faculty advisor in charge of the delegation. A sample letter is attached for your convenience. The letter must be sent in a PDF format to the MOAS email: moas@oas.org (**Annex 2**); (2) the registration form (**Annex 3**); (3) the registration fee; and (4) the instructions' sheet signed by the faculty advisor (**Annex 1**).
- As soon as the "registration package" and fee are received, high schools will be informed of their respective country assignments.
- The registration fee is paid per student at US\$110 each, which includes access to the MOAS Tutorial (Please see Annex 3 - Registration Form with information about payment options).
- The MOAS will begin on Wednesday, December 2, at 1:00 pm, and will end on Friday, December 4, in the evening.
- The Code of Conduct is not part of the Registration Package; however, it must be received by October 30, 2015.
- All the information about the 34th MOAS/HS is being published on the MOAS web page: www.moas.oas.org → "[MOAS High Schools](#)" (click on 34th MOAS for High Schools). Faculty advisors and participants need to visit this webpage, frequently.
- The contact information for diplomatic representatives who can provide information about the countries will be forwarded to each delegation at the same time that they are informed about their assigned countries.
- All rules and instructions are contained in the "[MOAS Rules of Procedure](#)."

IMPORTANT INFORMATION

- Participating delegations are responsible for making their own hotel and transportation arrangements and for covering their costs, as well as for all expenditures with local transportation, meals and any other cost arising and relating to their attendance. Information

about hotels and logistical arrangements while in Washington DC, are included in the Information Bulletin published on the MOAS web page.

- When applicable, the OAS recommends that participants purchase travel insurance to cover any unforeseen circumstances during their travel.

Name of Faculty: _____ Signature of Faculty:_____

Name of Faculty: _____ Signature of Faculty:_____



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SAMPLE LETTER TO BE SENT TO THE OAS BY A HIGH SCHOOL AUTHORITY

1. *To be sent on school letterhead by a high school authority: Principal, Vice-Principal, Director, or Department Chair.*
2. *The school needs to register as soon as possible.*
3. *The letter must include the name(s) of the Faculty Advisor(s) –maximum two– responsible for the delegation of students from the high school. If the names of the students attending the MOAS/HS is already known, it would be better to include them in the letter. Otherwise, the authority could inform them later, or delegate this responsibility to the Faculty Advisor.*

Sample letter:

City and date

To the Assistant Secretary General of the OAS:

This is to confirm the participation of (**name of school**) in the 34th Model OAS General Assembly for high schools, to be held at OAS Headquarters in Washington DC, from December 2 to 4, 2015.

The student delegation(s) representing our high school is (are) under the responsibility of Mr./Ms. (include name/s of faculty advisor/s).

(If you already know the names of the participating students please include the following):

The names of the students attending the MOAS as participants of the Special Working Group - GET are:

Names of students	Grade
1.-	
2.-	
3.-	
4.-	
5.-	
6.-	
7.-	
8.-	
9.-	
10.-	

(If you do not have the names of attending students please include one of these options):

Option 1: At the moment we do not have the names of the students who will represent our school. Therefore, I will send the list later, but before October 16, 2015.

Option 2: At the moment we do not have the names of the students who will represent our school. I hereby authorize the Faculty Advisor in charge of the school delegation to inform you the names of the students representing our school, before October 16, 2015.

Best regards,

Signature of school authority

Name of school authority

Name of School

Contact information (email, telephone or fax)



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SPECIAL WORKING GROUP - GET

REGISTRATION FORM

TO BE FILLED BY THE FACULTY ADVISOR OF EACH STUDENT DELEGATION

- ☐ Our high school will participate in the **Special Working Group of the 34th Model OAS General Assembly for High Schools (34th MOAS/HS)**, to be held from December 2 to 4, 2015 at OAS Headquarters in Washington, DC.
- ☐ Payment of the Registration Fee for _____ students (at \$110 each), for a total amount of \$_____ will be made to the order of **Model OAS General Assembly** before October 16, 2015, either by check or bank transfer, as per information provided by the MOAS Program Coordination.
- ☐ An authority (Principal, Assistant Principal, Director or Department Chair) from our high school will send an **official letter confirming our participation before October 16, 2015**, including the name of the faculty advisor(s) responsible for the delegation of students (if available, the names of the students will also be included.)

HIGH SCHOOL: _____

ADDRESS: _____

NAME OF FACULTY ADVISOR(S): _____

EMAIL OF FACULTY ADVISOR(S): _____

CELLPHONE FACULTY ADVISOR(S): _____ - _____ - _____

SIGNATURE FACULTY ADVISOR(S): _____



Organization of American States
Department of Financial Services – Cash Management

17th and Constitution Ave., N.W. • Washington, D.C. 20006

INSTRUCTIONS TO SEND WIRE TRANSFERS TO GENERAL SECRETARIAT OF THE OAS

ACCOUNT INFORMATION

BANK FULL NAME:	BANK OF AMERICA
BANK SHORT NAME:	BANK OF AMERICA
ABA/ROUTING #:	0260-0959-3
SWIFT CODE:	bofaus3n
ACCOUNT NUMBER:	002080125354
ACCOUNT NAME:	GENERAL SECRETARIAT OF T
BANK ADDRESS:	730 15TH STREET, N.W. WASHINGTON D.C. 20005 – 1012, U.S.A.

PLEASE INCLUDE ONE OF THE FOLLOWING:

- **Project Name**
- **Project Number**
- **Recipient Area**



**MODEL ORGANIZATION OF AMERICAN STATES GENERAL ASSEMBLY
FOR STUDENTS OF THE HEMISPHERE (MOAS) - SPECIAL WORKING GROUP (GET)
(DEADLINE: OCTOBER 30, 2015)**

34th MOAS FOR HIGH SCHOOLS: CODE OF CONDUCT

The Model OAS General Assembly (MOAS) seeks to promote a strong sense of scholarship and leadership, as well as a commitment to the principles of honesty, fairness, respect and accountability. Participants shall commit to uphold these principles in all MOAS activities, and to promote a culture of integrity and respect for diversity.

In order to achieve the goals of the MOAS, the General Secretariat of the Organization of American States (GS/OAS) has established the following guidelines related to the expected behavior of the participants. The registration of a delegation, and the signature of each member of the delegation, including Faculty Advisors, constitutes an agreement on the student's part and the institution to observe these procedural norms. The GS/OAS reserves the right to evaluate inappropriate conduct that may warrant the possible suspension of one or more participants from the Model.

GENERAL DECORUM

- a. Participants in the MOAS must behave and respect the diplomatic protocols of the Model at all times, including appropriate verbal and body language, and behavior that is courteous and respectful to all delegates, participants, elected authorities, MOAS staff and support personnel. Any behavior or disorderly conduct that disrupts the smooth operation of the MOAS exercise, or is potentially or inherently unsafe to other persons or their real or personal property, will result in the suspension from the Model of the offending individual or individuals.
- b. The use of vulgar, profane, or abusive language indicates a lack of respect for others and will not be tolerated. GS/OAS Staff, Faculty Advisors and other participants should be referred to and addressed in a polite and respectful manner. Slander of any participant will not be accepted.
- c. All Participants must wear business attire during the MOAS. Men shall wear trousers (no jeans), dress shirt, tie and blazer in neutral colors. Women may wear business dresses, trousers, skirts, dress shirt, and jacket or blazer in neutral colors. Dresses or skirts may be no more than 2-inches above the knees. Faculty Advisors are responsible for enforcing the dress code on the days of the MOAS.
- d. Participants may not wear clothing and accessories that display or suggest profanity; obscene or foul language; symbols of violence; discriminatory messages; gang or gang-like symbols; sexually suggestive messages; alcohol, tobacco, or drugs; vulgarity; are offensive to any ethnic or cultural groups; and/or contain images that promote the above.

- e. Students who deface, mark, or damage OAS property, or any other venue where official MOAS activities take place, will be responsible for the cost and/or cleaning of the property. Such acts of vandalism will result in the dismissal from the MOAS.
- f. In order to maintain an optimum environment for all participants, cell phones and texting will not be permitted during the sessions of the committees and/or the MOAS Plenary Sessions. Cell phones must be turned off and not be visible during the sessions.
- g. Students and groups are expected to be considerate and respect the rights of others at all times. During discussions, participants should be quiet or speak in a low voice. Ipods, MP3 or other music players, video games, and other items that may disrupt the smooth development of the MOAS are not permitted.
- h. Any sign of discrimination or harassment based on gender, sexual orientation, race, country of origin, age, religion or any kind of disability, will not be tolerated during the MOAS.
- i. Any physical abuse, fighting, and/or endangerment to an individual or group are specifically prohibited. This behavior includes, but is not limited to: physical violence (initiated or in response to) or attempted physical violence against another person or group. This includes fighting; threats of physical violence against another person or group; any action that endangers the health, safety or welfare of a person or group; and/or attempting to, or actually harming oneself.

ALCOHOL DRUGS AND TOBACCO POLICY

- a. During the MOAS sessions, the use, possession, or distribution of alcoholic beverages, illicit drugs, tobacco, or any other tobacco product is strictly forbidden. The use, possession, or distribution of these products at OAS facilities or in any place associated with the OAS, will result in the suspension from the Model of the offending individual or individuals.
- b. The educational institutions and their representatives shall respond in the event that any student under their supervision consumes drugs or alcohol or damages any property, particularly in the OAS Headquarters and the hotel facilities.
- c. Violators are subject to their school's disciplinary actions, as established on the institution's Code of Conduct.

ACADEMIC HONESTY

The GS/OAS expects participants to act with integrity during the MOAS, particularly in the drafting of resolutions.

- a. Participants will conduct themselves honorably during the MOAS. They will not lie, cheat or steal in any MOAS activities.

- b. Plagiarism-the intentional or unintentional taking of the writings or ideas of another and presenting them as one's own- will not be tolerated. This includes, but is not limited to, copying someone else's work--word by word, turning in another student's work without that student's knowledge, summarizing without acknowledging a source, representation of work taken from internet paper "services" as one's own, copying materials from a source text, and supplying information without the proper use of quotation marks.

GENERAL UNDERSTANDINGS

- a. This Code of Conduct shall be complemented by the Codes of Conduct established by the institutions attending the MOAS.
- b. Faculty Advisors are responsible for the behavior of their students in accordance with this Code of Conduct, and they are responsible for enforcing the disciplinary guidelines established by the institution they represent. Accordingly, Faculty Advisors shall obtain any required parent/legal guardian authorization needed to discipline students under this Code of Conduct. In addition, if necessary, Faculty Advisors are responsible for instructing students to change their attire to comply with paragraphs "c" and "d" of the General Decorum Section in this Code of Conduct. Faculty Advisors shall inform GS/OAS Staff of any situation requiring action, per the guidelines established in this Code of Conduct.
- c. The GS/OAS will be held free of any responsibility related to any actions that may take place during the MOAS that affect the integrity and/or wellbeing of other participants. The institution of the student(s) perpetrating the actions will be responsible and shall respond in accordance with its Code of Conduct. The institution shall impose the respective disciplinary action on the student(s) involved.
- d. GS/OAS Staff reserves the right to prohibit a student from continuing his/her participation in the MOAS for violating the guidelines established in this Code of Conduct.

NAME OF SCHOOL: _____

Faculty Advisor's Name

Signature

Faculty Advisor's Name

Signature

CODE OF CONDUCT – 34th MOAS FOR HIGH SCHOOLS
(DEADLINE: OCTOBER 30, 2015)

SIGNATURES OF THE DELEGATES ASSIGNED TO THE SPECIAL WORKING GROUP (GET):

COUNTRY No. 1: _____

1. _____ Name	_____ Signature
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2. _____ Name	_____ Signature
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COUNTRY No. 2: _____

3. _____ Name	_____ Signature
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4. _____ Name	_____ Signature
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COUNTRY No. 3: _____

5. _____ Name	_____ Signature
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6. _____ Name	_____ Signature
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COUNTRY No. 4: _____

7. _____ Name	_____ Signature
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8. _____ Name	_____ Signature
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CODE OF CONDUCT – 34th MOAS FOR HIGH SCHOOLS
(DEADLINE: OCTOBER 30, 2015)

COUNTRY No. 5: _____

9. _____
Name Signature

10. _____
Name Signature