



17th St. & Constitution Avenue N.W.
Washington, D.C. 20006
United States of America

Organization of American States

P. 202.458.3000
www.oas.org

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Saint Vincent and the Grenadines
Suriname
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United States of America
Uruguay
Venezuela

ASG/198-14
Washington, DC, October 9, 2014

Dear University Authorities and Faculty Advisors,

I am pleased to inform you that the Office of the Assistant Secretary General (ASG) of the OAS and the Government of Saint Kitts and Nevis, will jointly hold the 33rd OAS General Assembly for Universities (33rd MOAS) in St. Kitts and Nevis, from March 24-26, 2015.

The Model OAS General Assembly (MOAS) is a program designed to promote democracy among the youth of the Hemisphere by familiarizing students with the work of the OAS and its Member States, as well as with the Organization's role as the premier political forum in the Hemisphere. During the MOAS students engage in an active learning exercise where through role-playing they represent the diplomats and political officials of the 34 Member States of the OAS. This event will be particularly beneficial and rewarding for students of political science, international relations, diplomacy, international law, international economics, Latin American and Caribbean studies, government or history.

Faculty advisors and participants are advised to look for information about this 33rd Model on the MOAS web page (<http://www.moas.oas.org>), where information about participation, agenda of topics, schedule of events, instructions, as well as practical information about hotels for this MOAS, is being posted.

Requirements and information for participants:

1. The official language of the 33rd MOAS for Universities is English. All resolutions and debates will be done in that language.
2. Registration is open to all universities in the Hemisphere, as well as Advanced Level post-secondary institutions in the Caribbean.
3. Each of the 34 Member States of the OAS is represented by a delegation of 6 students from a university or institution. A university may register and send more than one delegation of students. (Each country must be represented by a delegation of 6 students.)
4. One (1) faculty advisor must accompany each delegation.
5. The registration package including a participation fee of US\$210.00 per delegation must be sent to the MOAS Program by February 9th, 2015.



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United States of America
Uruguay
Venezuela

6. Since this MOAS is funded by a contribution earmarked for Caribbean students, delegations originating from non-Caribbean countries will pay an additional US\$110 to cover the price of the MOAS tutorial.
7. **The registration package will consist of:** (1) a letter from a university authority; (2) the registration form; (3) the participation fee; and (4) the instructions sheet signed by the faculty advisor. As soon as the "registration package" is received, delegations will be informed of their respective country assignments.
8. Participating students are required to learn about the OAS functions and its role in the Hemisphere, as well to draft resolutions about specific topics of the inter-American Agenda, prior to the Model. Research material about the topics can be found on the OAS web page: <http://www.oas.org>.
9. **The deadline for registration is February 9th, 2015;** however, the registration process may end earlier if the total number of OAS Member States (34) has already been assigned prior to that date. Payments received after all places have been filled will be returned.
10. Delegations attending the 33rd MOAS for Universities are responsible for making their own hotel arrangements and for the costs arising and relating to their attendance at the Model Assembly. The list of official hotels for this MOAS will be included in the "Information Bulletin" to be published on the MOAS web page.
11. Delegations attending the 33rd MOAS for Universities are advised to purchase travel insurance to be covered against any accident or illness, occurred during non-MOAS schedule and outside the official venue of the MOAS.

Since participation in the MOAS requires preparation in advance we urge the universities to register as soon as possible. For further information about the OAS, as well as documents related to the MOAS, please contact Ms Nelly Robinson, MOAS Program Coordinator at (202) 370-0738 or by email at: moas@oas.org.

We look forward to working with you in the 33rd Model OAS General Assembly Universities and appreciate your early attention to this matter.

Sincerely,

Ambassador Albert R. Ramdin
Assistant Secretary General



**33rd MODEL ORGANIZATION OF AMERICAN STATES
GENERAL ASSEMBLY FOR UNIVERSITIES OF THE HEMISPHERE
Saint Kitts and Nevis – March 24-26, 2015**

REGISTRATION INFORMATION

- An authority from each participating institution (Chancellor, Dean, Director or Department Chair) sends a letter to the OAS announcing the participation of a delegation from his/her institution 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.
- Each of the 34 OAS Member States is represented by a delegation of no more than 6 students, accompanied by a faculty advisor.
- The registration fee is US\$210 per delegation (Please see Annex 2 - Registration Form with information about payment options). Since this MOAS is funded by a contribution earmarked for Caribbean students, delegations originating from non-Caribbean countries will pay an additional US\$110 to cover the price of the MOAS tutorial.
- The registration package consists of: (1) a letter from an institution authority (Annex 3); (2) the registration form (Annex 2); (3) the participation fee; and (4) this instructions sheet signed by the faculty advisor (Annex 1). As soon as the "registration package" is received, institutions will be informed of their respective country assignments.
- Country assignments will be made upon receipt of the complete registration package and the registration fee.
- The deadline for registration is **February 9th, 2015**; however, the registration process may end earlier if the total number of OAS Member States (34) has already been assigned prior to that date. Payments received after all places have been filled will be returned.
- The Code of Conduct is not part of the Registration Package; however, it must be received by February 9th, 2015.

INFORMATION TO PARTICIPATE IN THE 33rd MOAS

- Resolutions will be drafted and debated within Working Groups in each of the Committees.
- The structure of the Committees is as follows: 3 committees; 2 delegates per delegation in each committee, and 1 topic per committee.
- Students will prepare in advance by using the Tutorial of the Model OAS General Assembly (MOAS) for students; by reading all OAS basic documents; and by studying the topics to be discussed and the policies and interest of their assigned country with regards to the topic.
- The contact information for diplomatic representatives who can provide information about the assigned country will be forwarded to each delegation at the time that they are informed about their assigned country. Students are also encouraged to contact the local Embassies in their respective countries.
- Delegates will write "*Position Papers*" during their preparation for the MOAS. These papers will be the basis for the "General Statements" that each delegate will deliver during the First

Session of the committees. The General Statements will include the position and proposal of the country with regards to the topic, and they should last one (1) minute.

- All the information about the 33rd MOAS for Universities is being published on the MOAS web page: www.moas.oas.org → "[MOAS for Universities](#)". Faculty advisors and participants are advised to frequently visit this web page.
- Research material can be found on the OAS webpage: <http://www.oas.org>.
- 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 logistics arrangements while in Saint Kitts and Nevis is included in the "Information Bulletin", to be published on the MOAS web page.
- Delegations attending the 33rd MOAS for Universities are urged to purchase travel insurance to be covered against any accident or illness, occurred during non-MOAS schedule and outside the official venue of the MOAS.

Name of the Faculty Advisor: _____

Signature of the Faculty Advisor: _____



**33rd MODEL ORGANIZATION OF AMERICAN STATES
GENERAL ASSEMBLY FOR UNIVERSITIES OF THE HEMISPHERE
Saint Kitts and Nevis – March 24-26, 2015**

REGISTRATION FORM

NON-CARIBBEAN UNIVERSITIES

TO BE FILLED BY THE FACULTY ADVISOR OF EACH STUDENT DELEGATION

- Our institution will participate in the **33rd Model OAS General Assembly for Universities of the Hemisphere (33rd MOAS)** to be held in Saint Kitts and Nevis.
- Payment of the Registration Fee for **US\$320** to the order of **Model OAS General Assembly**, will be made before February 9th, 2015, either by bank transfer or payment through an OAS Country Office, as per information provided by the MOAS Program Coordination.
- An authority (Chancellor, Dean, Director or Department Chair) from our institution will send an **official letter confirming our participation before February 9th, 2015**, including the name of the faculty advisor responsible for the delegation of students (If available, the names of the students will also be included.)

INSTITUTION: _____

ADDRESS: _____

NAME OF FACULTY ADVISOR: _____

EMAIL OF FACULTY ADVISOR: _____

CELLPHONE OF FACULTY ADVISOR: _____
(optional)

SIGNATURE FACULTY ADVISOR: _____



**33rd MODEL ORGANIZATION OF AMERICAN STATES
GENERAL ASSEMBLY FOR UNIVERSITIES OF THE HEMISPHERE
Saint Kitts and Nevis – March 24-26, 2015**

REGISTRATION FORM

CARIBBEAN UNIVERSITIES

TO BE FILLED BY THE FACULTY ADVISOR OF EACH STUDENT DELEGATION

- Our institution will participate in the **33rd Model OAS General Assembly for Universities of the Hemisphere (33rd MOAS)** to be held in Saint Kitts and Nevis.
- Payment of the Registration Fee for **US\$210**, to the order of **Model OAS General Assembly**, will be made before February 9th, 2015, either by bank transfer or payment through an OAS Country Office, as per information provided by the MOAS Program Coordination.
- An authority (Chancellor, Dean, Director or Department Chair) from our institution will send an **official letter confirming our participation before February 9th, 2015**, including the name of the faculty advisor responsible for the delegation of students (If available, the names of the students will also be included.)

INSTITUTION: _____

ADDRESS: _____

NAME OF FACULTY ADVISOR: _____

EMAIL OF FACULTY ADVISOR: _____

CELLPHONE OF FACULTY ADVISOR: _____
(optional)

SIGNATURE FACULTY ADVISOR: _____



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**

**INSTRUCTIONS FOR MAKING A PAYMENT THROUGH OAS COUNTRY OFFICES
TO PARTICIPATE IN THE 33rd MOAS FOR UNIVERSITIES OF THE HEMISPHERE TO BE HELD IN SAINT
KITTS AND NEVIS**

To pay the registration fee through an OAS Country Office, you should issue a check in the national currency payable to: “OAS-Office (*name of the country*)” or “OEA-Oficina (*nombre del país*)”, depending on the case. You should proceed according to the following steps:

1. Inform the MOAS Program Coordination about your intention to pay the registration fee through an OAS Country Office.
2. Present the registration form with the corresponding check (in national currency considering the official exchange rate) at the OAS Country Office.
3. The OAS Country Office will issue a receipt.
4. Send the corresponding receipt to the MOAS Program Coordination to the following email address: moas@oas.org

**DEADLINE FOR PAYING THE REGISTRATION FEE AT OAS COUNTRY OFFICES:
FEBRUARY 9th, 2015**

OAS COUNTRY OFFICES IN THE MEMBER STATES

Antigua and Barbuda	Jamaica
Argentina*	Mexico
Barbados	Nicaragua
Belize	Panama
Bolivia	Paraguay
Costa Rica	Peru
Dominica	Dominican Republic
Ecuador	Saint Kitts and Nevis
El Salvador	Saint Lucia
Grenada	Saint Vincent and the Grenadines
Guatemala	Suriname
Guyana	Trinidad and Tobago
Haiti	Uruguay
Honduras	Venezuela

* Currently there is no Office of the General Secretariat in Argentina. Nonetheless, the Organization has presence through the Department of Sustainable Development who counts with an office in the country.



33rd MODEL ORGANIZATION OF AMERICAN STATES
GENERAL ASSEMBLY FOR UNIVERSITIES OF THE HEMISPHERE
Saint Kitts and Nevis – March 24-26, 2015

SAMPLE LETTER TO BE SENT TO THE OAS BY AN AUTHORITY OF THE PARTICIPATING INSTITUTION

- 1. To be sent on the institution letterhead by an institution authority: Chancellor, Dean, Director or Department Chair.
2. Institutions should register as soon as possible.
3. The letter must include the name of the Faculty Advisor responsible for the delegation of students from the institution. If the names of the students attending the MOAS are 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

Ambassador Albert Ramdin
Assistant Secretary General
General Secretariat of the OAS
Washington, D.C.

Dear Ambassador Ramdin:

This is to confirm the participation of (name of the institution) in the 33rd Model OAS General Assembly for Universities of the Hemisphere, to be held in Saint Kitts and Nevis, from March 24-26, 2015.

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

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

The names of the students attending the MOAS are:

Table with 2 columns: Names of the students, School or Department. Rows 1-6.

(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 be in the delegation representing our institution. Therefore, I will send the list later, but before February 9th, 2015.
- **Option 2:** At the moment we do not have the names of the students who will be in the delegation representing our institution. I hereby authorize the Faculty Advisor in charge of the delegation to inform you the names of the students representing our institution, before February 9th, 2015.

Best regards,

Signature of Institution Authority

Name of Institution Authority

Name of Institution

Contact information (email, telephone or fax)