HARVARD MODEL UNITED NATIONS BRAZIL 2027
ASSISTANT DIRECTOR TERMS AND CONDITIONS

These Terms and Conditions establish the requirements for application to and service on the Assistant Director team of HMUN Brazil 2027. They set out the standards of academic responsibility, impartiality, professional conduct, and institutional accountability expected of every AD, together with the conditions governing voluntary service, personal expenses, mandatory hotel residence, and disciplinary action. Submission of the official application constitutes express acceptance of these Terms in full. The obligations governing preparation and Conference service take effect upon appointment.

1 DEFINITIONS AND ORGANIZING AUTHORITY

1.1 "Conference" means Harvard Model United Nations Brazil 2027 ("HMUN Brazil"), to be held in São Paulo, Brazil, from March 19 to 21, 2027. For purposes of these Terms, the Conference also encompasses mandatory training on March 18, preparatory activities, official programming, and associated digital communications.

1.2 "HIRC" means Harvard International Relations Council, Inc. HIRC and Instituto Diplomun are referred to collectively as the "Organizers." "Official Hotel" means Novotel São Paulo Center Norte.

1.3 "Applicant" means an individual seeking appointment as an Assistant Director. "Assistant Director" or "AD" means an individual selected to support a Committee Director under the authority of the Organizers. "Conference Leadership" means the Secretary-General, Executive-Director, and other representatives expressly designated by the Organizers.

1.4 These Terms govern the selection process and, following appointment, all preparation, training, and Conference service. ADs must also comply with the Code of Conduct, safeguarding protocols, rules of procedure, and official operational policies communicated by the Organizers. Obligations expressly intended to survive the appointment remain in effect after it ends.

2 APPLICATION PERIOD AND ELIGIBILITY

2.1 Applications open on November 16, 2026, and close on November 30, 2026, at the time specified in the official application form. Only submissions received through the authorized application system will be considered.

2.2 Applicants must be at least eighteen (18) years of age on the date of application and must have completed high school. The Organizers may require documentary verification of age, identity, and educational qualifications. Enrollment in higher education is preferred but is not a condition of eligibility.

2.3 All application information must be accurate, complete, and current. Applicants must observe the prescribed response limits and submit authentic documentation and original responses. Misrepresentation, plagiarism, fabricated credentials, impersonation, or material omissions constitute grounds for disqualification and, following appointment, disciplinary action under Section 17.

2.4 Applicants must promptly disclose any change affecting eligibility, availability, contact information, or capacity to fulfill the role. Incomplete submissions and technical difficulties do not automatically entitle an Applicant to an extension.

3 SELECTION AND COMMITTEE ALLOCATION

3.1 Selection comprises eligibility verification, application assessment, interviews with shortlisted candidates, and evaluation of committee suitability. The final assessment allocates up to thirty (30) points to the written application, fifty (50) points to the interview, and twenty (20) points to committee fit.

3.2 Interviews will be conducted between December 15 and 22, 2026, by designated representatives of HIRC and Instituto Diplomun. Evaluation will consider relevant experience, maturity, communication, academic preparation, judgment, availability, language proficiency, and suitability for committee responsibilities. Final selection decisions will be communicated through official HMUN Brazil channels no later than January 7, 2027.

3.3 Applicants may be selected, placed on a waitlist, or declined. Eligibility, assessment scores, interview participation, prior HMUN experience, and personal expenditure do not confer a right to appointment. Committee preferences will receive due consideration; final allocations remain subject to available positions and the Conference's academic and operational requirements.

3.4 Appointment requires written confirmation by the Organizers and completion of the notified documentation and accommodation arrangements, including payment of accommodation expenses where due. No AD participation fee is payable. An offer may lapse if the candidate fails to complete the required steps by the stated deadline. Applicants should not make nonrefundable arrangements in reliance on an application alone.

4 VOLUNTARY SERVICE AND LEGAL STATUS

4.1 Service as an AD is voluntary, educational, and unpaid. Individuals undertake the role of their own free will and receive no salary, stipend, commission, or other remuneration for their service.

4.2 The appointment is intended to establish a voluntary educational relationship and does not establish employment with HIRC, Instituto Diplomun, HMUN Brazil, or Harvard University. It is not an offer of paid employment or a remunerated internship and does not confer employment benefits. The legal characterization of the relationship remains subject to applicable law and the actual conditions of service; no nonwaivable right is excluded.

4.3 Submission of the official application constitutes express acceptance of the role's voluntary and unpaid nature, its educational purpose, and the responsibilities and conditions set out in these Terms. The Organizers will retain the electronic submission and acceptance record. Acceptance of these Terms does not itself constitute appointment or authorize an Applicant to act as an AD.

4.4 Training, academic supervision, attendance requirements, and team coordination support the educational purpose and orderly delivery of the Conference. An AD may discontinue voluntary service by written notice and must cooperate in a reasonable handover of responsibilities. Continued service may not be compelled.

4.5 An AD appointment confers no admission, enrollment, academic credit, employment, or other status at Harvard University. ADs must describe their affiliation accurately and must not suggest otherwise.

5 FEE EXEMPTION AND PERSONAL FINANCIAL RESPONSIBILITY

5.1 Applicants and appointed ADs are not charged an application, registration, participation, or administrative fee for the AD role. This exemption concerns the position itself and does not include travel, accommodation, meals, or other personal expenses.

5.2 Each AD bears the full cost of participation, including travel to and from São Paulo, local transportation, mandatory accommodation at the Official Hotel, meals, visas and travel documentation where applicable, insurance, taxes, and incidental expenses. These costs will not be funded, advanced, subsidized, or reimbursed by the Organizers.

5.3 ADs must review the applicable hotel rates, booking conditions, payment deadlines, and cancellation provisions and ensure that they can meet their financial commitments before confirming participation. All

accommodation and other personal charges must be paid by the relevant deadlines. Exemption from an AD fee does not constitute a scholarship, financial award, or undertaking to cover personal expenses.

5.4 Unless expressly authorized in writing, ADs may not collect funds, approve discounts, promise refunds, grant financial concessions, or incur obligations on behalf of either Organizer.

6 MANDATORY RESIDENCE AT THE OFFICIAL HOTEL

6.1 Residence at Novotel São Paulo Center Norte is mandatory for every AD for the nights of March 18, 19, and 20, 2027, including ADs who reside in São Paulo. Travel arrangements must accommodate the mandatory March 18 training and all assigned responsibilities through the conclusion of the Conference on March 21.

6.2 ADs must use the designated reservation channel, comply with official booking instructions, pay accommodation charges by the applicable deadlines, and provide confirmation upon request. Commuting from home or staying with relatives or at another property does not satisfy this requirement. Payment of a Non-Residential or Anti-Attrition Fee is not an alternative to AD hotel residency.

6.3 ADs must observe hotel identification, occupancy, access, check-in, check-out, noise, and safety requirements. Room categories and sharing arrangements are subject to written confirmation. Personal incidentals, additional nights, and damage attributable to an AD's conduct remain that individual's responsibility in accordance with applicable law.

6.4 Check-out, luggage storage, and onward travel must be arranged around Conference responsibilities. A personal reservation or transportation arrangement does not authorize absence, early departure, or failure to complete an assigned duty.

7 PREPARATION ATTENDANCE AND COMMUNICATION

7.1 ADs must complete all required procedural training and attend committee meetings, academic briefings, and preparatory activities convened by their Director or Conference Leadership. Most preparation will take place online. Attendance at the in-person training at the Official Hotel on March 18, 2027, is mandatory.

7.2 ADs must be available throughout the Conference from March 19 to 21, including assigned briefings, committee sessions, ceremonies, official activities, and closing duties. Required arrival and release times will be communicated through official channels.

7.3 ADs must study the relevant guides and supporting materials, develop a working command of committee topics and parliamentary procedure, complete preparatory assignments within established deadlines, and maintain responsive, professional communication. Authoring study guides is not an AD responsibility.

7.4 Scheduling conflicts must be disclosed candidly and promptly. Foreseeable absences, late arrivals, and early departures require prior written approval. Emergencies and circumstances affecting performance must be reported as soon as practicable. ADs are responsible for monitoring their registered email address and designated team channels.

8 ASSISTANT DIRECTOR RESPONSIBILITIES

8.1 Under the direction of the Committee Director, ADs assist in conducting committee proceedings and maintaining orderly, procedurally consistent debate. They must exercise sound academic judgment, apply the established rules impartially, and seek guidance on matters beyond their authority.

8.2 ADs support delegates in understanding procedure and participating effectively. They must communicate clearly, encourage broad participation without directing delegates' substantive positions, and contribute to a committee environment characterized by intellectual rigor, respect, and equitable access to assistance.

8.3 Assigned responsibilities may include maintaining attendance records and speaking lists, circulating documents, organizing sessions, and supporting committee coordination. When asked to review working papers, draft resolutions, amendments, directives, or other submissions, ADs must apply the relevant academic and procedural standards without drafting or negotiating on a delegate's behalf.

8.4 ADs must bring procedural irregularities, operational difficulties, welfare concerns, and conflicts of interest to the attention of the appropriate supervisor. Records and observations provided to leadership must be accurate, relevant, and appropriately confidential.

8.5 When authorized to contribute to delegate assessment, ADs must apply the approved criteria consistently, maintain fair and substantiated observations, and support the Director's deliberations. They have no independent authority to determine, promise, announce, or alter an award or final evaluation.

8.6 ADs must collaborate professionally with their Director, fellow ADs, Conference Leadership, and the Host Team; fulfill reasonable assignments within the voluntary role; and ensure an orderly handover of records, materials, and access upon completion or termination of their appointment.

9 INSTITUTIONAL AUTHORITY AND ACADEMIC SUPERVISION

9.1 ADs serve within the institutional structure established jointly by HIRC and Instituto Diplomun and must respect the authority of both Organizers and their designated representatives. The institution from which an authorized instruction originates is not a basis for disregarding it.

9.2 Committee Directors provide immediate academic and procedural supervision. ADs must follow the academic direction communicated through HIRC and the designated academic leadership, as well as the operational, administrative, accommodation, logistical, and safeguarding instructions communicated through Instituto Diplomun and Conference Leadership.

9.3 Lawful and reasonable instructions within the role must be followed. Questions and disagreements must be raised respectfully through the appropriate channels. ADs may not undermine a Director's authority before delegates, unilaterally alter an official ruling, or revise Conference policy. Conflicting instructions must be referred to leadership for clarification.

9.4 Institutional hierarchy does not require compliance with unlawful or unsafe instructions or restrict protected reporting. Concerns involving a supervisor may be referred directly to another designated senior representative of either Organizer. Immediate risks to participant safety must be escalated without delay.

10 IMPARTIALITY AND CONFLICTS OF INTEREST

10.1 ADs must exercise impartial judgment and conduct themselves in a manner that sustains confidence in the fairness of the Conference. No delegate or delegation may receive preferential treatment because of school affiliation, nationality, personal acquaintance, prior mentorship, friendship, or any other relationship.

10.2 This obligation extends to recognition of speakers, speaking opportunities, procedural rulings, document review, access to information, academic assistance, evaluation, and awards. Comparable assistance must be provided on consistent terms. Private strategic coaching, selective disclosure of assessment expectations, and other assistance conferring an unfair advantage are prohibited.

10.3 ADs must disclose actual, potential, or reasonably perceived conflicts of interest, including current or recent coaching, mentoring, paid preparation, employment, school affiliation, family ties, close personal relationships, or financial interests involving participants. Known conflicts must be disclosed before allocation; subsequently identified conflicts must be disclosed immediately.

10.4 The Organizers may require recusal, reassignment, restricted access, or another measure necessary to preserve impartiality. ADs may not assess a delegate or delegation affected by an unresolved conflict or withhold relevant information to retain an assignment.

10.5 ADs must decline gifts, meals, hospitality, favors, payments, or other benefits that could compromise their independence or reasonably create that impression. Any attempt to influence a procedural decision, evaluation, or award must be reported promptly.

11 PROFESSIONAL BOUNDARIES AND DELEGATE CONTACT

11.1 Engagement with delegates must remain appropriate to the AD's academic, operational, safeguarding, and welfare responsibilities. Personal or social contact that compromises professional boundaries, creates an appearance of favoritism, or exposes a participant to risk is prohibited. These standards apply to all delegates, including adults and individuals known before the Conference.

11.2 During the Conference, ADs may not arrange, accept, or attend private meals or dinners with delegates, whether individually or in groups. This prohibition includes meals hosted or sponsored by a delegation, school, advisor, or parent, as well as private outings, parties, bar visits, leisure trips, and informal social gatherings. Prior friendship or institutional affiliation does not create an exception.

11.3 ADs may attend official Conference functions and use common dining areas in their official capacity, subject to staff instructions. Such attendance does not authorize a separate dinner, exclusive table arrangement, private invitation, or selective social engagement with a delegation.

11.4 ADs may not enter delegates' hotel rooms, invite delegates into staff rooms, arrange isolated meetings, provide private transportation, or meet delegates in nonpublic settings. Necessary assistance must be provided in visible, authorized spaces and, where appropriate, in the presence of another authorized adult. Emergency intervention must follow safeguarding protocols and be reported immediately.

11.5 Necessary delegate communications must take place through approved channels. Private social messaging, exchange of personal contact details for social purposes, disappearing messages, personal social-media engagement, and unnecessary private conversations during the Conference are prohibited. Preexisting connections relevant to the appointment must be disclosed.

11.6 To preserve the integrity of the educational relationship and the trust placed in Conference staff, ADs must maintain strictly professional relationships with delegates. Initiating, pursuing, or engaging in

romantic, intimate, or sexual involvement with any delegate is prohibited throughout the appointment, including preparatory activities and the Conference itself. This standard applies irrespective of a delegate's age, apparent consent, or initiation of contact. Any preexisting relationship that may conflict with this obligation must be disclosed promptly for assessment by Conference Leadership; it does not create an exception to the prohibition.

12 PROFESSIONAL CONDUCT AND SAFEGUARDING

12.1 ADs must uphold the dignity of participants, colleagues, hotel personnel, and service providers in person and online. Harassment, discrimination, humiliation, bullying, stalking, coercion, retaliation, threats, violence, exploitation, and abuse of authority are prohibited.

12.2 ADs bear a particular responsibility to maintain appropriate boundaries with minors and to comply with all safeguarding protocols. Grooming, sexualized communications, inappropriate physical contact, exchange of intimate content, and any romantic or sexual conduct involving a minor participant are prohibited.

12.3 Suspected abuse, harassment, missing participants, medical emergencies, unsafe conduct, attempted bribery, and other serious concerns must be reported promptly to the Secretary-General, Executive-Director, designated safeguarding contact, or info@hmunbrazil.org. Immediate danger requires contacting emergency services or venue security as appropriate. ADs must neither undertake independent investigations nor promise absolute confidentiality.

12.4 ADs must observe the dress code, credential requirements, access restrictions, and venue rules and remain capable of performing their responsibilities safely. Illegal drugs, weapons, theft, vandalism, and intoxication while on duty or responsible for participants are prohibited. Prescribed medication must be used lawfully and stored securely.

12.5 Good-faith reports, truthful testimony, lawful criticism, requests for accommodation, and the exercise of legal rights must not give rise to retaliation. A report made in good faith does not constitute misconduct merely because it is not substantiated.

13 CONFIDENTIALITY AND ACADEMIC INTEGRITY

13.1 ADs must safeguard nonpublic selection records, personal data, security information, safeguarding reports, medical information, internal correspondence, committee plans, crisis materials, evaluation

records, and award deliberations. Such information may be accessed and used only as necessary for authorized Conference responsibilities.

13.2 Confidential information must not be disclosed to delegates, advisors, parents, external organizations, or unauthorized colleagues. Evaluation records and award deliberations must remain confidential before, during, and after the Conference. Official results and explanations may be communicated only by designated leadership.

13.3 Confidential material must not be placed on public drives, posted on social media, or submitted to external AI systems without express authorization. ADs must observe access controls, preserve relevant evidence when instructed, and promptly report loss, unauthorized access, or disclosure.

13.4 Academic assistance must comply with the Conference's academic-integrity and AI policies. ADs may not generate or substantially draft delegate submissions, conceal improper assistance, manipulate records, or facilitate academic misconduct.

13.5 Confidentiality obligations survive withdrawal, suspension, removal, and completion of service. ADs must return Conference materials and credentials and delete unauthorized copies as instructed, subject to lawful retention and evidence-preservation requirements. Protected disclosures to competent authorities or legal counsel remain permitted.

14 INSTITUTIONAL REPRESENTATION AND INTELLECTUAL PROPERTY

14.1 An AD appointment carries no general authority to represent or bind either Organizer. Without express authorization, ADs may not issue institutional statements, negotiate sponsorships, promise acceptance or awards, or use official names, marks, titles, or credentials to imply authority beyond their role. Media inquiries must be referred to designated leadership.

14.2 Conference documents and protected materials may be used only for authorized purposes. Any license concerning independently created work must be expressly established; appointment alone does not transfer ownership of an AD's personal intellectual property.

14.3 Fabricated statements, institutional or personal impersonation, unlawful disclosure of private information, and unlawful interference with Conference operations are prohibited. This provision preserves lawful criticism, good-faith complaints, protected disclosures, and the exercise of legal rights.

15 PRIVACY AND PERSONAL DATA

15.1 Applicant and AD information will be processed for eligibility verification, evaluation, official communications, interview scheduling, appointment, training, accommodation coordination, safeguarding, and Conference administration. Access and disclosure must be proportionate to these purposes and related lawful obligations.

15.2 The applicable privacy notice must identify the responsible entities, processing purposes, relevant disclosures and international transfers, retention criteria, safeguards, and procedures for exercising data-subject rights. Privacy inquiries and requests may be directed to info@hmunbrazil.org. Acceptance of these Terms does not authorize unrestricted use for unrelated marketing.

15.3 Authorization for promotional use of an AD's image, voice, or recordings must be separately disclosed and obtained where required. Recording in hotel guest rooms, medical interactions, safeguarding interviews, restrooms, and other private settings is prohibited without a specific lawful basis and any required authorization.

15.4 ADs entrusted with participant information must comply with the privacy notice, safeguarding protocols, and secure-processing instructions. Such information must not be used for private recruitment, commercial solicitation, personal contact, or independent projects.

16 TRAVEL WELFARE AND PERSONAL RESPONSIBILITY

16.1 ADs are responsible for their travel arrangements, required documents, visas where applicable, appropriate insurance, and personal medical needs. Appointment and institutional support letters do not guarantee a visa, admission to a country, transportation, or performance by a third-party provider.

16.2 Accommodation and accessibility needs relevant to safe participation should be communicated through the designated confidential channel. The Organizers will address requests in accordance with applicable law. ADs must follow emergency instructions and promptly report circumstances preventing safe performance of their duties.

16.3 ADs remain responsible for personal property, hotel incidentals, and damage attributable to their conduct under applicable law. Responsibility for loss, injury, or third-party services is determined by applicable law and relevant contractual terms. No mandatory duty or nonwaivable right is excluded.

17 IMMEDIATE SUSPENSION AND DISCIPLINARY ACTION

17.1 A violation of these Terms or an applicable conduct, safeguarding, impartiality, confidentiality, attendance, accommodation, or personal-payment requirement results in immediate suspension of the AD's functions and credentials upon identification by authorized Conference Leadership. A credible report of serious misconduct may also warrant immediate precautionary suspension pending assessment.

17.2 Suspension takes effect upon notification. The AD must immediately cease committee duties and delegate contact, comply with access restrictions, surrender credentials upon request, and follow instructions concerning records and materials. Reinstatement requires express authorization from Conference Leadership.

17.3 A substantiated violation may additionally result in removal from the AD team, revocation of Conference access, loss of eligibility for a service certificate, exclusion from future events, lawful notification of relevant institutions or authorities, and recovery of proven damage or outstanding sums through lawful means.

17.4 Suspension or removal for a violation creates no entitlement to a refund, reimbursement, credit, compensation, or replacement benefit for amounts paid or expenses incurred. This includes hotel bookings, meals, local transportation, flights and other travel, insurance, visa charges, and personal incidentals. Departure, cancellation, and rebooking costs remain the AD's responsibility. Any statutory refund, restitution, or other right that cannot lawfully be excluded is preserved.

17.5 The Organizers will communicate the grounds for disciplinary action and, where practicable, provide an opportunity to respond without delaying protective measures. Final decisions rest with the Secretary-General, Executive-Director, or their expressly designated senior representatives. A written request for reconsideration may be submitted within twenty-four (24) hours, identifying material factual error, new evidence, conflict of interest, discrimination, or disproportionality. Such a request does not automatically suspend the measure.

17.6 Good-faith reporting and respectful disagreement do not, without more, constitute misconduct. Disciplinary authority must be exercised consistently, proportionately, and in accordance with applicable law.

18 WITHDRAWAL CANCELLATION AND CONFERENCE CHANGES

18.1 Applicants and ADs wishing to withdraw must notify the Organizers promptly in writing. Appointments are personal and nontransferable; an AD may not designate a substitute. Withdrawal requires return of credentials, reasonable cooperation with the handover, and continued observance of confidentiality and data-protection obligations.

18.2 Voluntary withdrawal does not automatically entitle an individual to recover personal expenses. Subject to Section 17, refunds and cancellation charges are governed by the disclosed terms of the relevant payment or booking and applicable law.

18.3 The Organizers may reasonably revise schedules, committee allocations, training arrangements, or operational requirements to protect academic quality, safety, and effective delivery or to respond to circumstances beyond their control. Material changes will be communicated promptly. Cancellation, postponement, or substantial alteration of the Conference will be addressed under the applicable booking terms and mandatory law.

19 OFFICIAL COMMUNICATIONS AND AUTHORIZED EXCEPTIONS

19.1 Official notices may be delivered through the registered email address and designated communication channels. Applicants and ADs must keep their contact information current. Questions, complaints, and requests for clarification should be addressed to designated leadership or info@hmunbrazil.org.

19.2 Material exceptions and amendments require written authorization from the Secretary-General, Executive-Director, or another executive expressly designated by the Organizers. Committee staff, volunteers, hotel employees, advisors, and informal intermediaries have no independent authority to waive these Terms.

19.3 Material amendments must be communicated and accepted where required before taking effect. No amendment may retroactively remove a mandatory right. Delay or omission in enforcing a provision does not constitute a general waiver.

20 GOVERNING LAW AND ACCEPTANCE

20.1 These Terms are governed by the laws of the Federative Republic of Brazil, without prejudice to other mandatory protections. No provision excludes liability, employment rights where legally

established, data-protection rights, statutory remedies, or other nonwaivable rights. The invalidity of one provision does not affect the remainder to the extent permitted by law.

20.2 By submitting the application, the Applicant confirms that they have read and understood these Terms, meet the eligibility requirements, and accept the voluntary and unpaid nature of the role. The Applicant acknowledges that no AD fee is charged and agrees, if selected, to bear all personal participation expenses, reside at the Official Hotel, and fulfill the preparation, training, and attendance requirements.

20.3 The Applicant further undertakes, upon appointment, to respect the authority of HIRC and Instituto Diplomun; fulfill the responsibilities of the role; maintain impartiality and professional boundaries; refrain from prohibited social or romantic involvement with delegates; protect participants and confidential information; and comply with the suspension provisions and financial consequences established in these Terms.

20.4 Submission of the official application constitutes express acceptance of these Terms, including the obligations applicable upon selection. The electronic submission and acceptance record evidence that agreement to the extent permitted by law. No separate acceptance instrument is required under these Terms. Service may begin only after selection and written confirmation by the Organizers.

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