

NEW Chair Application for Hilton / UNAR Model United Nations Conferences

Dear Applicant,

Our names are Omer Okutan and Hannah Xue, and we will be your Secretaries-General for the 2026 United Nations Association of Rochester Model United Nations Conference.

Chairing is a rewarding experience, and we are pleased that you are considering it. We are looking for chairs who are both enthusiastic about chairing and dedicated to putting in the time necessary. Before applying, be sure that you will be able to make the commitments of **transportation and attendance** for the chair meetings, preparing a chair letter, researching, and meeting with your co-chair. The conference will be held **March 6th and 7th** at St. John Fisher University. Attending the conference is **mandatory**, and there will be no exceptions for sports issues, SAT/ACT Exams, or other commitments. Please do not apply if you anticipate having a conflict.

The Secretariat will only consider electronic applications for UNAR MUN 2026. Please complete all parts of the attached application, including providing a picture and a separate advisor recommendation. Incomplete applications **will not be considered**. When you finish the application, please e-mail it to us at rocmunsec@gmail.com via a **non-school email** (preferably gmail).

Applications are due by **Sunday, November 23rd, at 11:59 PM**. Any application that is received later than this date **will not be accepted**. Applications will be considered in the order they are received. Feel free to contact the Secretariat at rocmunsec@gmail.com with any questions or concerns you may have. Good luck and we hope to see you all at the UNAR conference!

Sincerely,

Omer Okutan, Secretary-General, UNAR 2026

Hannah Xue, Secretary-General, UNAR 2026

Lila Wolkenberg-Lewandowski, Under-Secretary-General, UNAR 2026

Jamie Lyn Earley, Under-Secretary-General, UNAR 2026

Noah Biedenkopf, Under-Secretary-General, UNAR 2026

Ashalina Khan, Under-Secretary-General, UNAR 2026



Hilton & UNAR MUN NEW Chair Application

Contact Information:

- Name:
- Address:
- Cell Phone Number:
- Grade for school year (2025 - 2026):
- Email Address (personal):
- School District:
- Advisor's Name:

Model UN Experience:

- Years participated in Model U.N.:
- Complete the chart below including any conference you attended, what committee or if chaired, and any awards received from the conference.

<i>Conference Attended</i>	<i>Committee / Chair</i>	<i>Award Received</i>

Availability:

- All chair meetings are required, only extenuating conditions will be accepted with communication ahead of time
- If accepted, you will receive meeting dates & times ahead of time

Respond by highlighting yes or no that you can confirm you will be available Sundays at 5 pm.

YES - I confirm I will be available for chair meetings. I will communicate ahead of time, if there is an unavoidable circumstance to which I will be unavailable.

NO - I cannot confirm I will be available for chair meetings.

Do you participate in any varsity sports (winter/spring), academic teams, or regional ensembles? If so, please specify which ones and at what dates they have competitions/performances in late February or March.

Committee Choice

- Please indicate your top four choices of committees to chair.
- If you have a new or unusual idea for a committee you would like to chair, please include it in the table below and explain it further beneath the table.

1	First Choice	
2	Second Choice	
3	Third Choice	
4	Fourth Choice	

- Explanation of new or unusual committee idea:

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- If there are any committees in particular that you do not wish to chair, please note them below:

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Other Experience:

- Have you held any officer positions in your school's Model United Nations' club? If so, please describe them below.

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- Do you have any experiences in other areas, particularly in leadership roles, that are relevant to your ability to chair? If so, briefly describe them below.

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Short Answer Responses

- Please answer all questions. Each response should be thorough and well-explained.

1) As a chair, how would you identify those delegates most deserving of awards?

2) What do you believe are the most important characteristics of a good chair?

3) What do you believe makes a committee successful, and how do you believe you will be able to contribute to accomplishing this?

4) How do you plan on working collaboratively with your co-chair? Which qualities do you feel would complement your own, and which qualities would prove problematic? If paired with a new chair, how do you plan to help guide them?

5) Please choose two appropriate topics, cases, or crises for your first committee choice and describe them.

- 6) Please choose one topic each for your second and third committee choices and describe them.

- 7) If there is any other information you feel is pertinent to share or add, write it below:

Photograph:

- Please include a digital photograph and send it to rocmunsec@gmail.com with your chair application as a separate file from the application.
- Be sure to include your name and school in the email.
- Applications will not be accepted without a photograph.
- Photographs inside the application document will not be accepted.

Model UN Advisor Recommendation:

- Please have your Model UN club advisor complete the recommendation form to help us better understand your personality, work ethic, and other relevant characteristics.
- Applications will not be accepted without a statement from your advisor.

- Form link can be found on conference website OR copy and paste below link to your advisor:
<https://forms.gle/NqXpJS5Z8LE9ZGrQA>
- Advisor recommendation needs to be submitted BY the application deadline

Application Rubric

- Chair applications will be scored based on the below rubric
- Other considerations beside application will be:
 - Previous chair experiences (meeting attendance, meeting participation, conference procedure/behavior, chair evaluations)
 - Respectfulness / Responsibility / Professionalism
 - Communication
- Seniors are not guaranteed to be selected (goal is to have returning chairs paired w/ a new chair)

Hilton / UNAR Chair Application Rubric

	4	3	2	1
Application Submission	Application was submitted before due date OR at due date	Application was submitted day AFTER due date	Application was submitted 2 or more days AFTER due date	Application was submitted a week AFTER due date
Experience	-Applicant has more than 1 year of MUN experience -attended 3 or more conferences total -Has Chaired more than 1 committee	-Applicant has 1 year of MUN experience -attended 2 conferences -Has Chaired once before	-Applicant has less than a year of MUN experience -attended 1 conference -Never chaired	-Applicant has less than a year of MUN experience -attended 0 conferences -Never chaired
Short Answer Questions	-detailed responses -Connected to prior experiences -well written	-responses share some details -connected to prior experiences somewhat -responses could be written with more details	-responses share few details -lack of connections -little detail / effort	-no details -humorous / non professional writing responses -variouue
Proposed Topics / Crises / Cases	-Provides 2 detailed topics / cases / crises for 1st committee choice -Provides 1 topic choice for 2nd committee choice -Provides 1 topic choice for 3rd committee -Topics are relevant & interesting -well written & presented -shows research and effort behind topics	-Provides 2 topics / cases / crises for 1st committee choice -Provides 1 topic choice for 2nd committee choice -Provides 1 topic choice for 3rd committee -Topics are basic -Topics are presented -Topics seem to be researched	-Missed providing a topic -Topics are basic -Topics are presented -Topics seem to be researched	-Missed providing a topic -Topics are basic -Topics are not presented well -Topics seem to not have been researched
Photo	Photo was submitted separately when application submitted	Photo was submitted a day after application due date	Photo was submitted more than a day after application due date	Photo was never submitted
Advisor	-Submitted w/	-submitted w/	-submitted	-never submitted

Recommendation	application early OR by due date	application a day after application due date	separately from application	
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