



Registration Procedures for Advisors
John F. Kennedy The American School of Querétaro
October 16th - 17th, 2026
Registration dates: Opens Sept 7th through Oct 8th 2026

For **Union & Peace XVIII**, we will be using **MyMUN** for the first time as our conference management platform. Please use the platform to register your delegation and manage your students' participation in the conference.

1. Fill out the preregistration form: <https://forms.gle/zAfnoEDJjGjkskrd6>
2. Register your delegation on MyMUN <https://mymun.com/conferences/u-p-xviii-2026/apply>
3. Ask your delegates to create their accounts on <https://mymun.com/> using their school email.
They have to be existing users first to get invited to your delegation.
4. Wait for us to assign your spots, according to your preferences from the google form.
5. Add your delegates to your delegation, searching them by email on the **'existing users'** (once they have created their MyMUN accounts) using the **add members** button.
6. Delegates will receive an email. They must click the link that will take them to the MyMUN page. They should click **"ACCEPT"** your place. **GREEN BUTTON.**
(Delegates should **NOT** click the blue "Apply now" button.)
7. Accepted delegates can pay their own fees. Advisors could also do it on their behalf from their accounts if needed.

Use this guide:  **MyMUN Advisor Guide**

Delegate Fee: \$550.00

Faculty Advisors: no fee

To ensure proper supervision, please register one advisor for every 10-12 students. All advisors must be registered on MyMUN to attend.

Payments will be made directly on the MyMUN platform.

Delegates can pay directly. Faculty advisors can also make one payment for all their delegates or a combination of both options. Advisors are responsible for making sure all their delegates pay, one way or the other.

If the advisor pays on behalf of their students, the paid green sign will only appear until the payment has been covered for all delegates.

Once you have applied as a Faculty Advisor on the MyMUN platform with the number of delegates attending, we will assign a block of spots for you to accommodate them as you see fit.

The Background guides are published on [our website](#)

Position Papers will be submitted directly to the MyMUN site.

Please note that position papers will be checked for plagiarism. If the position paper is determined not of the delegate's own intellectual property, advisors will be contacted and the delegate will become ineligible for awards. Delegates should not use AI to produce the content of their paper; AI as a research tool is allowed but must be referenced properly.

Need help? Contact us unionandpeace@jfk.edu.mx