



## 2018/19 TIMELINE for WMOAS FACULTY ADVISORS April 1<sup>st</sup> - 5<sup>th</sup>, 2019

### 2018

- October 15:**           **Registration Fee Due**  
Universities in the US must submit payment to the IDDA. **Universities in Latin America and the Caribbean must make payment on or before 15 January 2019.** Country assignments will not be final until payment is received. Payments should be sent to Andrew Schlewitz. If your institution requires an invoice, please contact Andrew Schlewitz [IDDA.WMOAS@gmail.com](mailto:IDDA.WMOAS@gmail.com) and one will be issued.
- November 15:**       **Call for nominations for Rapporteur and Secretariat Staff Positions**
- November 16:**       **Registration Fee Due**  
Universities in the US must submit payment to the IDDA. **Universities in Latin America and the Caribbean must make payment on or before January 15<sup>th</sup>, 2019.** Country assignments will not be final until payment is received. Payments should be sent to Andrew Schlewitz. If your institution requires an invoice, please contact him at [IDDA.WMOAS@gmail.com](mailto:IDDA.WMOAS@gmail.com)
- November 30:**       **Deadline for Submission of Intention to Participate**  
Elected Chairs, Vice-Chairs, President, Vice President, and Sec-Gen. must confirm their participation in the 2019 WMOAS. Any resulting vacant positions will be filled according to the rules of procedure. Email confirmation of participation should be sent to Dr. Sachleben at: [CoordinatorsWMOAS@gmail.com](mailto:CoordinatorsWMOAS@gmail.com)

### 2019

- January 15:**       All participants must make reservations at the Marriott Hotel for their delegations by January 15. Failure do so will void their registration. Any delegation that cancel their entire block of rooms at any time after November will automatically be charged a minimum of \$4200 by the Marriott Hotel. This charge is non-refundable and will go against the room night deficit the IDDA will face for not meeting the minimum.
- January 15:**       **Universities in Latin America and the Caribbean must make payment of the registration fee on or before January 15<sup>th</sup>, 2019.**
- January 15:**       **Deadline for nominations for Rapporteur and Secretariat Staff Positions**

- February 1:**                   **Submission of Delegation Roster (Form is available on website)**  
Please submit your roster to Mark Sachleben and Natalia Escobar-Pemberthy ([CoordinatorsWMOAS@gmail.com](mailto:CoordinatorsWMOAS@gmail.com)) by this deadline and include information for any elected officers attending from your university. See attached form.
- February 1:**                   Initiate contact with your country's mission to the OAS. The OAS Office of the Assistant Secretary General sends a letter asking each Ambassador to designate a person to be responsible for the briefing and to answer questions before the Model. For a list of mission contacts, please go the OAS homepage at [http://www.oas.org/en/member\\_states/default.asp](http://www.oas.org/en/member_states/default.asp)
- \*Please establish the time of your mission briefing. The draft schedule designates mission briefings to occur on Tuesday morning (**April 2<sup>nd</sup>**) to allow your students the maximum amount of time to revise their PDRs. (You may also consider scheduling your briefing for early Monday morning, **April 1<sup>st</sup>**, before the start of registration at 11 a.m.)
- February 28:**               **Deadline for Submission of Hotel Reservations and Rooming Lists**  
Include all delegates, public information officers, administrative staff, and faculty advisors. See attached form; contact information for each person listed is required as specified. Each university will be required to make reservations electronically according to the information available on the website. Payment is required at check-in or can be pre-paid by February 28<sup>th</sup>, 2019. **If paying by check or draft, the Marriott Hotel must receive the check or draft by February 15<sup>th</sup>, 2019.** Please see the directions on our website about the electronic hotel reservation procedures.
- March 15:**                   **Deadline for Submitting Proposed Draft Resolutions (PDRs)**  
After March 15<sup>th</sup> at 12 noon (EST), any PDRs received by the faculty reviewers will go into the Washington Packet be reviewed at the Model.  
\*Faculty reviewers will provide as fast a turnaround time as possible and will only accept submissions from other faculty members.
- \*Faculty reviewers will return PDRs by March 26<sup>th</sup>.
- March 26:**                   **All approved PDRs, as so designated by the reviewers, must be sent electronically to Mark Sachleben and Natalia Escobar-Pemberthy by 5PM.**  
Faculty reviewers, in returning the PDRs, should copy the email to the corresponding faculty advisor. Delegates should bring a paper copy of these Electronic Packet Resolutions to the Model. Email Address: [CoordinatorsWMOAS@gmail.com](mailto:CoordinatorsWMOAS@gmail.com)
- March 28:**                   **Electronic Packets of Resolutions Posted at the [www.wmoas.org](http://www.wmoas.org) website.**  
Delegations should print the compiled and posted Electronic Packets and review them prior to coming to Washington for the Model.
- April 1<sup>st</sup>:**                   **11a.m – 2 p.m. Registration for the Washington Model OAS - OAS Building**  
**12-1:45 p.m.: Un-moderated caucus with OAS Experts**  
**2:00 p.m. Opening Ceremony**