



OG Hub Instructions 2020 Conference Applicants

Schools, organisations, and individuals can apply to our conferences and affiliate events using the OG Hub website, here (<https://apply.oxfordglobal.org>). After you apply, you can expect to hear from us quickly. We typically process applications within a few working days of submission. We accept applicants on a rolling basis, and for our flagship OxfordMUN 'Home' Conference we expect most slots to be filled before September, at which point we will start a waiting list.

Some school networks may block access to our website or links embedded within our emails. If you suspect this is happening to you, we recommend contacting your IT department to add our domain to your school's 'whitelist', or you can sign up with a personal email address (ideally outside of the school network/Wi-Fi connection, if possible). Contact us at info@oxfordglobal.org if none of these approaches work for you.

Website Registration and Conference Application

If our website's links are working within your school's internet network (see above if not), this step should be fairly straightforward. That said, don't hesitate to contact us if you have any trouble registering or filling out the application.

Selecting Country/Committee Positions

After your application has been approved, you will receive an email notifying you to log on to OG Hub and make your position/country selections. You can do so by logging in and clicking 'Conference Panel'. The system will take you to our Position/Country Selector tool, which contains a single search bar. You may consult our country matrix (<https://www.oxfordglobal.org/committees>) to see all country positions available at the conference. You can select a position simply by typing the country name into the search bar. You are given the option of 'Selecting All' of the positions this country holds in various committees, or you can use the drop down feature to select a specific committee. By hovering over any acronyms shown, you can view the full committee or 'organ' name. Please note that if you search a country name but nothing comes up (or if you cannot find a specific country position within a desired committee), it is likely because someone else has already selected that position. You can also search for positions by committees instead of by countries. This option should be clearly visible above the search bar.

There is also an 'Autofill' tool that enables you to randomly select a certain number of positions out of those still available within the conference.



Selections will be reserved for up to 3 weeks (21 days). To confirm your country selections, please make a payment (or a deposit payment) using the instructions below.

Payment Instructions

If you would like to make a payment by debit/credit card, you can do so directly on OG Hub. This can be done by logging in, clicking on the 'Conference Panel' button, and then visiting the 'Payments' section of the website (the last tab at the navigation bar on top of the page). If you have not yet proceeded past the Country Selector, you will need to click 'Continue' then 'Proceed to Delegation Board' in order to see the 'Payments' tab at the top of the page. You can always go back to the Country Selector later. From the Payments tab, you may proceed to 'Make a Payment' or 'Make a Deposit' by clicking the relevant button, after which you will be guided through the Stripe payment process. The website will automatically issue a receipt upon payment of either the deposit or the full amount.

We prefer if you pay directly through OG Hub as this automates the process, but if you would like to pay by BACS or wire transfer, we can issue an invoice for you containing our bank details. Let us know by email if you prefer this option.

If each of your delegates are paying individually (rather than through the school or as a group), for example for lunches or other Add Ons, we can send you individual payment links. Payments made this way will take longer to process and confirm, but don't hesitate to let us know if you prefer this option. You will be asked to submit (on the 'Payments' tab) the individual order numbers listed on each receipt that your delegation members receive following payment. This enables us to more easily track payments for your delegation.

Selecting Add Ons

**Please note that given this years' conference is being held online, Add Ons such as meals and accommodation packages have been removed.*

To book Add Ons such as meals or accommodation packages, first you should log in, click on the 'Conference Panel' button, and then visit the Add On section of the website (the 3rd tab at the top of the page). If you have not yet proceeded past the Country Selector, you will need to click 'Continue' then 'Proceed to Delegation Board' in order to see the 'Add Ons' tab at the top of the page. You can always go back to the Country Selector later.

We typically offer around 150 lunch spots at one of Oxford's historic colleges, on the Friday and/or Saturday of the conference. To book lunches for your delegation, please select the number that you would like to reserve within the relevant panel. Because they are in high demand, Add Ons are only reserved for 10 days before being



released again. If you need a longer timeframe to make your payment and confirm your booking, please email us and we will arrange this for you.

We currently do not plan to provide dinners, but let us know if you would like us to arrange a private dining experience for your delegation.

In addition to meals, we typically offer two types of accommodation packages on a limited basis: one option tier consists of accommodation at a local Oxford hostel (YHA or Central Backpackers' Hostel); the second option tier consists of accommodation at nearby hotels, such as Mercure Eastgate Hotel (one-minute walk from the conference venue) or Oxford Royal Hotel (15-minute walk from the conference venue). These options can be booked through the Add Ons page, but we expect them to sell out quickly. We may arrange additional accommodation deals based on demand. Similar to meals, accommodation reservations are only held for 10 days, so please only select them when you are ready to make your payment, or contact us if you require more time for this.

Deselecting Add Ons

If you have changed your mind about a booking, you can remove an Add On reservation simply by setting the number of reserved slots back to 0 using the dropdown number selector.

Add Ons that you have paid for are only refundable up to 4 months before the conference.

Delegation Board and Delegate Management

The Delegation Board can be accessed by logging in and clicking 'Conference Panel'. If you have not yet proceeded past the Country Selector, you will need to click 'Continue' then 'Proceed to Delegation Board'. You can always go back to the Country Selector later.

The Delegation Board is the main tool through which you will tell us about your delegation. All members of your delegation, including Faculty Advisors, must be added to this page. Please add all necessary information, including country assignments for each of your team's delegates. Please also upload Liability Waiver forms (required for all delegates as well as Faculty Advisors) and Position Papers.

Please note that Liability Waiver forms, even if filled out electronically using the e-waiver service, SignNow, must be uploaded as a PDF to the relevant section in the Delegation Board (for each delegate or Faculty Advisor, individually).

If you would like to decrease your delegation size, you can do so using the tool at the bottom right corner of the page ('Manage Slots'). To increase your delegation size, please contact us directly.



When all of the necessary information for a delegate or Faculty Advisor has been filled out, you will see a green tick next to their name. This indicates that they are ready to attend the conference!

Visa Letter Requests

Requests for Visa Letters can be made through the Delegation Board (see above). When adding a new member to the Delegation Board, simply uncheck the box next to 'No visa required for this member' to enable the fields below it. After you fill out the relevant information in this section, and subsequently click 'Save' at the bottom of the dialogue box, we will be able to create a Visa Letter for that member. We tend to issue one letter per delegation, including all relevant names, so please try to fill out (at a similar time) the information for all members of your team that require a visa.

Important Notes

- Delegates or Faculty Advisors without a green tick mark next to their name in the Delegation Board will not be admitted into the conference.
- Hard copies of Liability Waivers and Position Papers will not be accepted. Emailed forms will unfortunately not be accepted either. Please upload all documents to OG Hub as described above.
- Please note that Liability Waiver forms, even if filled out electronically using SignNow, must still be uploaded as a PDF to the relevant section in the Delegation Board. The form for each delegate or Faculty Advisor must be uploaded individually.