INTRODUCTION

“Our progress as a nation,” John F. Kennedy said, “can be no swifter than our progress in education.” The success of a democracy depends on the informed and dynamic participation of its citizens, and the future of any democratic state is only as bright as the intellect of its next generation of leaders. Harvard Model Congress recognizes the need to prepare students for meaningful involvement in our nation’s government. To this end, HMC’s comprehensive program of carefully designed simulations includes all three branches of the American federal government, along with a diversity of special programs that span the full spectrum of inside-the-beltway activity.

The scope and depth of knowledge imparted by these role-playing simulations offer students valuable hands-on experience as they become politicians, lawyers, bureaucrats, lobbyists, and judges. This is more than simple “exposure”; students gain an understanding of the important issues facing society and how they are addressed by institutions in our political system through active participation. Educators regularly comment that HMC’s four-day conference can often teach more than a semester in the classroom.

Every element of HMC’s dynamic program helps students learn about national problems and how to solve them. Before the conference, students are assigned roles and topics to research, enabling them not only to become experts on substantive policy issues, but also to confront the challenge of representing the perspectives of the political figures whom they are portraying. During the conference, trained Harvard staff lead the students through the intricacies of our government while combining learning with fun. Engaging issues, cases, and crises immerse students in the substantive realities of our complex political system. Students will develop invaluable skills such as public speaking, effective negotiation, and clear writing. In doing so, they will become better problem solvers and better leaders.

Our civic education programs extend beyond the Boston simulation. In addition to the HMC conference every February, Harvard Model Congress Europe—HMC’s sister program—hosts a government simulation conference for foreign students in Paris every March. This year HMC is also hosting its fourth West Coast conference, to be held in San Francisco in January. Harvard Model Senate, HMC’s intracollegiate counterpart, takes place annually in October on the Harvard campus. In addition, we are proud to run the Harvard Political Education Program, a civics tutoring program for high school students in the Boston and Cambridge community. Harvard Model Congress programs provide students across the United States and around the world a unique chance to learn about the American system of government.
THE CONGRESS

PROGRAM OVERVIEW

In Committee

The committee is the birthplace of legislation. At Harvard Model Congress, delegates participate in four committee sessions, drafting legislation during informal caucuses, and discussing, amending, and voting on bills during formal debate. Committee sessions allow students to learn the fun, excitement, and occasional disappointment of creating laws.

Each committee is coordinated by three Harvard undergraduates—a Chair and two Vice Chairs. These students spend the summer and school year writing issue briefings and updates for the committee, and during the conference they serve as substantive and procedural experts. They encourage students to develop comprehensive and novel solutions to the topics before them. Individual committee character and pace vary with the particular issues, staff, and student participants; they can range from heated partisan debate to tranquil consensus building.

HOUSE OF REPRESENTATIVES

Twelve committees of approximately sixty members each compose the House of Representatives. Each committee debates three controversial topics under its jurisdiction that are currently on the public agenda. Students are assigned to one of these specialized committees, where they learn to work with their fellow committee members, discuss issues in depth, and craft well-reasoned and detailed legislation. During formal debate, representatives address the committee from the front of the chamber, gaining valuable experience in public speaking. Representatives have the chance to put these speaking skills to the test in two plenary sessions, in which delegates from several committees assemble as one of the three full House of Representatives simulated at HMC.

SENATE

The twelve Senate committees differ slightly from those of the House. Although maintaining the same delegate and staff composition, senators switch to a different committee jurisdiction halfway through the conference, meeting twice under both their primary and secondary areas. Because each of the twenty-five member committees in the Senate covers two topics, senators are exposed to a total of four policy issues in the course of their four committee sessions. During formal debate, senators are seated around a conference table and address the committee from their chairs, creating an atmosphere that fosters active participation and lively debate. As senators are responsible for finding solutions to all four issues, they must work quickly and intelligently in the pursuit of fruitful legislation.

Led by three Harvard undergraduates, each HMC committee discusses crucial issues of today.
In Full Session

Representatives and senators convene in their respective chambers for full session twice during the conference. Here, members of Congress have the opportunity to present and to discuss the legislation that has survived committee mark-up before an entire body of Congress, in the hope that bills will eventually be signed into law. Full session also exposes delegates to the broad range of policy issues being tackled by their peers in other committees. New questions of party loyalty and constituent needs challenge elected representatives’ opinions on current issues.

In order to enable representatives to get the most out of full session, the House meets in three sections of roughly 240 students each. The Senate convenes in three chambers of 100 senators each. Legislation passing both the House and the Senate is submitted to the presidents, who either sign or veto the bills in front of a joint session of Congress at closing ceremonies.

Party Caucuses and Constituent Responsiveness

Party caucuses are designed to teach students about partisanship, loyalty, and dissent. Caucuses are led by Harvard undergraduates who act as minority or majority leaders and continue these roles through the full sessions. The first caucuses excite students for the start of committee, introducing members of Congress to some of the pomp and circumstance of American political parties. Substantively, the caucuses provide a forum for introducing congressmen to their respective party’s position on different issues by reviewing and amending the party platforms.

The second and third caucuses are designed to prepare students directly for the full sessions. Members are informed by their party leaders which bills will be considered for full session, and then have the chance to discuss the party’s views on each bill. Caucuses simulate the pressures of party affiliation by challenging delegates to reconcile their party line with the needs of their constituencies and their personal convictions.

The challenge of congressmen to remain faithful to their constituencies is emphasized throughout the conference. If members fail to represent accurately the interests of their constituents or a significant home-district special interest, they may receive a letter threatening withdrawal of electoral or financial support. HMC staff works to ensure that the simulation of serving as a legislator is as realistic as possible.
HMC’s vast Special Programs are what distinguish our conference from other congressional simulations. By simulating the activities of the Judicial and Executive Branches, the print and broadcast media, party leadership, and special interests, HMC strives to create a working model of American government. Interaction between congressional committees and Special Programs participants is a vital ingredient of the HMC conference, whether the Supreme Court strikes down a law as unconstitutional, or the Press Corps reports fundraising violations by a member of Congress.

**Judicial Branch**

**SUPREME COURT**

The Supreme Court is the final authority on civil and criminal disputes. From *Brown v. Board of Education* to *Bush v. Gore*, it continues to render decisions that shape the fundamental political and moral fabric of our society. Recognizing the importance of this institution in the American system of checks and balances, HMC’s judiciary program simulates the processes and procedures of the nation’s highest judicial body, culminating in an opportunity to argue these cases before the Supreme Court. Working in teams of two, student attorneys prepare written briefs, argue, and judge cases on the most challenging and exciting issues of constitutional law, learning from an insider’s perspective how the Court reaches its decisions.

In protecting and preserving the country’s Constitution, students serve as petitioners, respondents, and justices in hearings before the Supreme Court. Each team of attorneys presents its case before a panel of justices, which is led by a Harvard staff member acting as Chief Justice. Throughout the conference, staff members will challenge students to craft intricate arguments based both on precedent and personal interpretation of the Constitution.

**DISTRICT COURT**

Students have the chance to demonstrate fully their talents as lawyers, witnesses, and jurors in the District Court. This HMC feature is a mock trial program with cases argued before a jury. The element of drama plays a large role in the District Court, as witnesses influence the course of a trial with their testimonies as both parties argue over highly controversial issues.

Delegations send six-person teams to the District Court to act as the prosecution or plaintiff, defense, witnesses, and jurors. Harvard students serve as judges and clerks for the trials. Participation in the District Court gives students a better understanding of how our judicial system works, both in carrying out justice and in protecting the rights of the accused. These trials give students a valuable opportunity to develop skills in critical analysis, strategic thinking, oral presentation, and preparing and organizing materials.
SPECIAL PROGRAMS

(As the nature of the following Executive Branch, Media and Special Interests, and Intensive Congressional Simulation programs are prestigious and rigorous, interested participants must respond to several application questions prior to being accepted into the programs. We encourage all schools to nominate one exceptional student for each program.)

Executive Branch

PRESIDENTIAL CABINET
The HMC Cabinet is an advisory group to the president comprised of approximately twenty talented and experienced delegates. Cabinet members devise executive views on legislative issues, articulate these positions to congressional committees, lobby legislators, and actively promote the president's legislative agenda. At formal Cabinet meetings, delegates engage in roundtable discussions and debates, drafting executive orders and reviewing legislation to recommend its passage or veto by the president. Participating in the Cabinet requires intensive preparation. Each Cabinet member is assigned an agenda of three to four congressional issues, according to his or her area of expertise. Prior to the conference, Cabinet members receive issue briefings, biographies, position papers, and other information from which they prepare factual reports to aid presidential action.

NATIONAL SECURITY COUNCIL
In the NSC, students representing diplomatic and military advisors, intelligence agencies, the Joint Chiefs of Staff, and other Cabinet posts meet to assist the president in coordinating and implementing American national security policy, and convene during emergencies to serve as advisors in critical military, diplomatic, and domestic decisions. From the moment the selected NSC members receive their issue briefings, developments and proceedings before the committee remain top secret. Members produce directives and press releases, and supply confidential advice to the president. Students in the NSC learn about international affairs and the inner workings of the executive branch while developing their skills in strategic thinking.

ELECTIONS
The Elections Committee assembles every four years to elect a new president for Harvard Model Congress. The committee consists of three campaigns, representing Democrats, Republicans and a third-party. Delegations send teams of four to run each campaign, consisting of a candidate, campaign manager, communications director and policy advisor. These delegates learn how to run an election campaign with the help of Harvard students experienced in real-life political campaigns. Candidates make appearances before every committee, requiring them to be familiar with all aspects of HMC. Additionally, candidates and their staffs face the rigors of giving speeches, conducting interviews, holding press conferences, and participating in live debates with their opponents. The Elections Committee culminates with an HMC-wide election at the end of the conference to determine who will be HMC 2004's president-elect.

From the moment delegates receive issue briefings, the National Security Council proceedings remain top secret.
S P E C I A L  P R O G R A M S

Media and Special Interests

PRESS CORPS
The HMC Press Corps publishes the daily newspapers that keeps all conference participants informed of the news of the day and late-breaking developments on Capitol Hill. Students learn the challenges of accurate reporting and, with the help of experienced Harvard staff, edit, lay out, and distribute up to six editions over the course of the conference, with ten to fourteen articles per edition. All of the committees, programs, and special events of the conference are divided into beats and covered by the HMC Press Corps reporters. Students learn the craft of investigative journalism through interviews with key members of the government. Press Corps reporters also learn how to cultivate anonymous sources when dealing with top-secret committees. This year, the Press Corps is split into two rival newspapers, one conservative and one liberal, that compete with each other for readers, stories and influence.

HMC-TV
In an effort to better simulate the impact of the media on politicians and their constituencies, HMC-TV brings the element of video media to the conference. HMC-TV allows students to relive the events of the conference in their hotel rooms each night, keeping all of the delegates informed about other committees and programs. Students become members of the HMC-TV crew, producing nightly news broadcasts to be aired over the Sheraton's own television system and viewed in every delegate hotel room on Thursday, Friday and Saturday nights. Broadcasts include anchored news segments, on-site reporting of legislative and judicial activity at HMC, as well as feature stories and investigative reports on the various personalities and activities at the conference.

Students selected to participate in this small program rotate positions during the conference and must be prepared and willing to assume various journalistic roles. They have the opportunity to serve as anchors, reporters, producers, directors, program moderators and advertising directors.

LOBBYIST PROGRAM
Students in the Lobbyist Program represent six influential interest groups on Capitol Hill. Lobbyists are each assigned specific areas of expertise—such as health policy or defense—which they research and on which they give testimony. Lobbyists are also required to research their specific lobby group, so that they will be informed advocates for its principles and policy objectives. They schedule special meetings with members of Congress, distribute flyers, and run newspaper ads to sway votes. Well-prepared, aggressive lobbyists often swing enough votes to affect committee and full session decisions. During the conference they can expect to organize rallies and protests, to attend power lunches and after-hours “schmoozing” cocktail parties, and to shape congressional opinion.
PARTY LEADERSHIP PROGRAM
Delegates in the Party Leadership Program represent the oldest special interest in America, the parties. As party leaders, students, with the help of some of HMC's most experienced staff, will craft party platforms and present them to the congressional caucuses for further discussion. Once these platforms are agreed upon, delegates become representatives of the party. As some of the most powerful decision-makers at the conference, PLP delegates sit in on committee sessions and full sessions to persuade senators and representatives of their views. One of HMC's newest and most challenging programs, PLP allows delegates to see how the game of politics is truly played. Delegates take the roles of either Press or Issue Specialists.

Intensive Congressional Simulations

CONFERENCE COMMITTEE
In the United States Congress, conference committees meet to resolve differences between similar bills passed in both houses of Congress in order to resolve the legislation into a single version. HMC's Conference committee seeks to create a high-intensity debating and legislative experience for its delegates. Run by two experienced chairs from the House and the Senate, and limited in size, the Conference committee has the highest chair-to-delegate ratio of any congressional program. Because of the breadth of the topics considered, the conference committee requires the utmost in preparation from delegates. They must be ready to operate under strict parliamentary procedure, make quick decisions under pressure, and articulate reasoned proposals during intense debate. Legislation produced in the Conference will be considered by a full session of Congress, and, if passed, will be sent to the president's desk. Conference committee delegates leave HMC with a thorough understanding of all the work that goes into the creation of a successful bill, as well as a rewarding legislative experience that combines the best from the House and Senate.

HISTORICAL COMMITTEE
The Historical Committee broadens the perspective of traditional political discourse by making participants consider the reasoning behind decisions made by past policy makers. This program chooses issues that still ignite political passions today, but delegates debate them as they were understood in their historical contexts. Students gain a thorough understanding of the political circumstances of the time period and have an opportunity to rewrite history with the advantage of hindsight. This year's Historical Committee will focus on the post-WWII era, highlighted by the Cold War and the Korean War.
HMC is pleased to hold this year's conference at the Sheraton Boston Hotel once again. All sessions are held in the hotel's conference facilities, and all school delegations are required to stay at the Sheraton during the conference. Hotel room fees are separate from conference fees. HMC has secured the following group room rates for school delegations:

- **Singles and Doubles**: $189/night plus tax
- **Triples and Quads**: $209/night plus tax

Most delegations assign four students to a room. All rates are subject to applicable state and local taxes in effect at the time of check-in. Room reservation forms can be found on pages 19-22 of this workbook.

**Harvard Day**

Students and faculty may explore the campus of Harvard University, located 20 minutes from the Sheraton by subway train, on Friday morning.

**Meals and Transportation**

Students and faculty advisors are responsible for paying for their own meals over the weekend and for their own transportation to the conference. A variety of reasonably-priced food options can be found in the vicinity of the Sheraton. In addition, **US Airways** and **United Airlines** have been designated as the official carriers of HMC 2004. These airlines have agreed to offer exclusive low fares for the attendees of the conference for travel to Boston between Sunday, February 22, 2004 and Wednesday, March 3, 2004, as detailed below. Please use the group number when speaking to airline representatives.

**US Airways**: Gold File Number 54652833. Group line: (877) 874-7687

- US Airways will offer a 7% discount off First or Envoy Class and off any published US Airways promotional round trip fare. A 12% discount will be offered for 60 day advance reservations. For unrestricted coach fares, a 12% discount is offered with 7 day advanced reservations and a 17% discount is offered with 60 day advanced reservations.

**United Airlines**: Meeting Code 522AB. Reservations: (800) 521-4041

You will receive a 5% discount off the lowest applicable discount fare, including First Class or a 10% discount off full fare unrestricted coach fares, purchased 7 days in advance. An additional 5% discount will apply when tickets are purchased at least 30 days in advance of your travel date. Discounts also apply on Shuttle by United and United Express.

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**Tentative Conference Schedule**

<table>
<thead>
<tr>
<th>Wednesday, February 25, 2004</th>
<th>9:00pm-11:00pm</th>
<th>Early Registration</th>
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<tbody>
<tr>
<td>7:00pm-8:00pm</td>
<td>Dinner</td>
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<tr>
<td>7:00pm-11:00pm</td>
<td>Special Programs Meetings</td>
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<tr>
<td>8:00pm-11:00pm</td>
<td>Committee Session I</td>
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<tr>
<td>7:00pm</td>
<td>Faculty Advisor Meeting</td>
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<td>12:00am</td>
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<thead>
<tr>
<th>Thursday, February 26, 2004</th>
<th>9:00am-3:00pm</th>
<th>Registration</th>
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<tbody>
<tr>
<td>2:00pm</td>
<td>Faculty Advisor Meeting</td>
<td></td>
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<tr>
<td>3:15pm-4:30pm</td>
<td>Opening Ceremonies with Keynote Speaker</td>
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<tr>
<td>4:30pm-5:00pm</td>
<td>Committee Orientations</td>
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<tr>
<td>5:00pm-7:00pm</td>
<td>Dinner</td>
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<tr>
<td>7:00pm-11:00pm</td>
<td>Special Programs Meetings</td>
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<td>7:00pm</td>
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<th>9:00am-1:30pm</th>
<th>Harvard Day</th>
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<tbody>
<tr>
<td>12:00pm-1:30pm</td>
<td>Faculty Luncheon at Harvard</td>
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<tr>
<td>2:00pm-5:30pm</td>
<td>Special Programs Meetings</td>
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<td>5:30pm-7:30pm</td>
<td>Committee Session II</td>
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<tr>
<td>7:30pm-11:00pm</td>
<td>Dinner</td>
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<tr>
<td>7:30pm-8:15pm</td>
<td>Party Caucuses</td>
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<tr>
<td>8:15pm-11:00pm</td>
<td>House and Senate Full Sessions</td>
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<tr>
<td>8:30pm</td>
<td>Faculty Advisor Meeting</td>
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<td>12:00am</td>
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<tr>
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<th>9:00am-12:00pm</th>
<th>Special Programs Meetings</th>
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<tr>
<td></td>
<td>Committee Session III</td>
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<td></td>
<td>Lunch</td>
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<td></td>
<td>Committee Session IV</td>
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<td></td>
<td>Special Programs Meetings</td>
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<tr>
<td>5:00pm</td>
<td>Faculty Advisor Meeting</td>
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<tr>
<td>5:30pm-6:30pm</td>
<td>College Admissions Seminar</td>
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<tr>
<td>6:00pm-6:30pm</td>
<td>Party Caucuses</td>
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<tr>
<td>6:30pm-9:00pm</td>
<td>Dinner</td>
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<tr>
<td>9:30pm-12:30pm</td>
<td>Congressional Ball</td>
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<td>1:00am</td>
<td>Curfew</td>
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<tr>
<td>House and Senate Full Sessions</td>
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<tr>
<td>11:45am-1:00pm</td>
<td>Closing Ceremonies</td>
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PREPARATION

O V E R V I E W A N D T I M E L I N E

September/October 2003

Important Dates:

September 24: • Online Registration: 12pm EDT
October 8: • Payment; paper copies of Worksheets 1 and 2, and student responses for Worksheet 2 due
October 15: • Number of roles received per program e-mailed
October 29: • Dropped role deadline: $25 per student will NOT be returned after this date

Preparation:

• Fill out Worksheet 1 prior to September 25; secure check for application deposit
• Assist prospective Special Programs students in completing questions on Worksheet 2
• Investigate travel arrangements.

November 2003

Important Dates:

November: • Schools receive student folders and briefing book CD

Preparation:

• Investigate travel arrangements
• Confirm registration or wait-list status
• Assign roles to students. Complete Worksheet 3 for December 12 deadline (role assignments)
• Conduct student seminar on issue research
• Have students contact member of Congress or lobbyist group they are portraying
• Begin fundraising
• Continue to make travel arrangements.

December 2003

Important Dates:

December 12: • Role assignments (Worksheet 3) submitted via website and mailed in hard copy
December 12: • All conference payments due in full to HMC

Preparation:

• Finalize travel arrangements
• Make sure all HMC conference fees are paid
• Guide students in drafting student papers
• Conduct student seminars on rules of parliamentary procedures
• Invite local lawmakers to address students.
• Continue fundraising

January/February 2004

Important Dates:

January 9: • Sheraton Reservations Deadline (Worksheets 4 and 5 to Sheraton)
January 28: • Student Papers (Worksheet 6) and Student Codes of Conduct due to HMC
February 26-29: HMC 2004!

Preparation:

• Conduct student seminar on public speaking and parliamentary procedure
• Confirm travel arrangements, hotel reservation
• Copy Student Code of Conduct, have students and parents sign copies
• Refamiliarize students with HMC and school guidelines and expectations
Active involvement on the part of school faculty advisors is essential to a productive and fulfilling conference. The staff of Harvard Model Congress depends on advisors to help ensure a successful conference and a dynamic educational experience for delegates.

**Administrative Coordination**

Faculty advisors are responsible for registration, collection and payment of conference fees, hotel reservations, role assignments, and transportation arrangements. Careful financial planning is essential, as many school and school district financial offices require advance notice in order to print and distribute payments.

**COMUNICATION WITH HMC STAFF**

In a continuing attempt to improve communication between HMC staff and faculty advisors, **we require each faculty advisor to provide us with an electronic mail (e-mail) address at which he or she can be contacted.** We will use e-mail to send announcements about conference and registration logistics, as well as to remind faculty of upcoming deadlines. Though we certainly invite you to phone us with your concerns, **e-mail is the quickest and easiest way to reach us** and allows us to better track our communications with you.

For those advisors who do not currently maintain a permanent e-mail address, we encourage you to set up a free e-mail account through one of the following sites on the Internet:

- Hotmail http://www.hotmail.com
- Yahoo http://mail.yahoo.com
- USA Net http://www.usa.net

**WORKING WITH STUDENT LEADERS**

Some participating schools designate student leaders of HMC delegations. It is essential that faculty advisors of such delegations remain in close contact with student leaders in coordinating logistics and preparation. Advisors should not hand off all responsibility for HMC preparation to student leaders, but rather should play an active leadership role in a delegation’s advance preparation. **HMC asks that faculty advisors, and NOT student delegation leaders, serve as school contacts in our preconference communications.**

**STUDENT CONDUCT FORMS**

Faculty Advisors are responsible for making photocopies of HMC’s Student Conduct Form (found on page 24) and requiring each student and his/her parents to read and sign the form. **Completed forms for each student must be mailed to HMC by January 28.** Students will not be allowed to participate without the signed contracts. Advisors may also elect to require students to agree to school-specific conduct regulations.

**Educational Preparation**

**SKILL INSTRUCTION**

Delegations whose advisors take time to instruct delegates in conducting research on their assigned role or legislative issue, rules of debate, and effective public speaking, consistently have a more productive experience at HMC. In HMC’s November mailing, students will receive the Guide to Congress or their specific Special Programs guide, where applicable. The guidelines for preparation included in this mailing are offered as a starting point. We encourage advisors to hold mock debates, suggest research resources for students, and invite local legislators to speak to students.

**At the Conference**

During the conference, faculty advisors are invited to sit in on any sessions or program meetings. In the past, advisors have even testified in committees when appropriate, testing out their dramatic abilities and demonstrating their political prowess.

**FACULTY MEETINGS**

The Faculty Liaison conducts four faculty meetings over the course of the weekend. The purpose of these meetings is to respond to advisors’ concerns and to communicate regarding conference logistics. **We require that at least one advisor from each school attend every faculty meeting.**

**STUDENT SUPERVISION**

The size of our conference (over 1300 students) requires us to ask that faculty assist HMC staff in keeping students in compliance with hotel guidelines and HMC conduct rules. **Faculty advisors are asked to be present in the hallways near student rooms to help enforce curfews.**
Special Programs Roles

When registering for the conference, students who wish to participate in certain Special Programs must complete an application and answer role request questions. Prospective Special Programs delegates should see pages 15-16 for details.

Role and Issue Research

In November, HMC will send students role folders, biographies for congressional roles, issue briefings and program guides, and the Guide To Congress. These materials should not be the only ones students use to prepare for their roles and issue debates, but should be considered catalysts for additional research. The Guide to Congress instructs students on how to conduct additional research on their assigned roles, while the issue briefings offer a broad outline of the terms of debate and suggest additional research sources. In December, students will also receive issue and program updates, informing them of recent developments regarding their issues. Harvard staff members are available to assist student participants via e-mail and mail, and are always happy to respond to student inquiries. Students should also check the HMC website for links to helpful articles and websites, as well as discussion forums moderated by committee chairs. Students should start researching early to allow sufficient time to submit informed work before the conference and to become knowledgeable in their fields.

Written Work

After receiving issue briefings and updates and researching them thoroughly, students will be expected to turn in presubmitted documents in mid-January. This year, presubmitted documents will be submitted online at our website. These preconference student papers, for which guidelines will be specified in the Guide To Congress and program-specific Special Program guides, not only give students an opportunity to think critically about possible solutions to the problems posed in the issue briefings, but also form the starting point for committee and program discussions at the conference. Though the actual presubmitted papers may not be allowed in committee, delegates will receive summaries of each member’s proposed solutions, offering delegates a chance to develop coalitions with their allies.

Active Participation

Students are urged to make the most of their experience at HMC by balancing their own eagerness to contribute to committee with constant respect and attention towards the opinions of their peers. By involving themselves in formal debate, informal caucuses, drafting legislation, and strategic brainstorming with their peers, students will get much more out of the conference than if they choose not to fully engage themselves in the simulation.

Students portraying members of Congress should put themselves in the shoes of real-life representatives and senators, and challenge themselves to work hard on behalf of their constituents. Members of the media should be diligent in asking tough but responsible questions, and should abide by journalistic ethics. Members of the judicial branch must consider the legal and constitutional ramifications of their decisions, and executive branch members must faithfully and responsibly serve the president and the country. HMC believes that students may only reap the full benefits of the conference by putting forth effort and enthusiasm in the portrayal of their roles.

Code of Conduct

Conference participants are the guests of the Sheraton during the conference and must be considerate of both hotel property and other guests staying at the hotel. HMC staff will not tolerate excessive noise, use of illegal substances, or violation of curfew.

Each student participant and his/her parents must read and sign a copy of the Student Conduct Form on page 24 of this booklet. Faculty advisors should collect all forms and send them back to HMC by January 28. Students who violate the standards of conduct risk personal dismissal from the conference, expulsion of their entire school delegation from the conference, and/or future restrictions on their school’s participation at HMC. By acting responsibly throughout the duration of the conference, students can help make Harvard Model Congress a success and ensure our future use of hotel facilities.
REGISTRATION
APPLICATION PROCESS

Please Read Carefully

1. Please complete Worksheet 1 and tabulate fees prior to Wednesday, September 24. Arrange for a single check in the amount of the total deposit (in advance of October 1, if possible). Students requesting Special Programs roles should complete the questions as specified on Worksheet 2 and mail them to HMC by Wednesday, October 8.

2. If your school is a Five Year School (as specified in our spring mailing), please indicate so on our online registration form. All Five Year Schools MUST complete regular registration on Wednesday, September 24, 2003. You will be guaranteed ten roles, and may request up to 25. When completing regular registration, please request TOTAL number of roles desired, including the number of guaranteed roles. If you are unsure of your status as a Five Year School, please email hmc@hcs.harvard.edu as soon as possible. If you wish to use any of your guaranteed ten spots, we ask that you register by 12pm on September 24th so that we can announce role assignments as quickly as possible.

3. Starting precisely at 12 noon Eastern Daylight Time (9am Pacific Daylight Time) on Wednesday, September 24, 2003, advisors must register schools online at the HMC website (http://www.harvard-modelcongress.org). The website registration area will require school advisors to submit only the information that is specified on the first page of Worksheet 1; therefore, advisors should have completed that worksheet prior to visiting the website. Any applications received prior to the specified registration time, according to the HMC online clock, will be discarded. Online application submissions will be considered on a first-come, first-served basis beginning at noon on September 24. As it is anticipated that demand for this year's conference will exceed the number of roles available, we encourage you to apply exactly on time. While we strongly prefer to receive applications online, school delegations that do not have Internet access may contact Kiran Gupta at the Harvard Model Congress office in advance of September 22.

4. By September 26, advisors will receive an e-mail confirming receipt of application and number of roles their school has been allotted. If we are unable to fulfill your role request, we will notify you via e-mail of your placement on our waiting list. After receipt of this e-mail, please mail to HMC by October 8 completed paper copies of Worksheets 1 and 2, along with any student responses to the questions on Worksheet 2, and a check in the amount of your school's total deposit. Your place in the role assignment priority list will be held until October 8. If your check is not received by this date, your school will lose priority in role assignments.

5. On October 15, schools who have been assigned roles for HMC 2004 will receive an email specifying the number of House and Senate roles and the specific Special Programs roles they have been assigned. In November, schools will receive a listing of specific role assignments and student folders for each role, which will include issue briefings, role biographies, and guides to the congressional simulation and Special Programs. After assigning students to each role, complete Worksheet 3. After completing Worksheet 3, visit the HMC website by December 12 to submit the requested information online and MAIL in a hardcopy of role requests to HMC to ensure that proper role requests are assigned.

6. Mail a check to HMC in the amount of your remaining fees (as determined on Worksheet 1) by December 12.

7. Complete Worksheets 4 and 5 and mail along with deposit to Sheraton Boston Hotel as soon as possible. Forms must be received by the Sheraton by January 9 in order to ensure room reservations.

8. In January, complete Worksheet 6 and mail, along with completed codes of conduct, to HMC by January 28. P-resubmitted papers must be submitted via the HMC website by this date as well.

CONFERENCE FEES

Fees for HMC 2004:

<table>
<thead>
<tr>
<th>Fee</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Fee</td>
<td>$70</td>
</tr>
<tr>
<td>Faculty Advisor Fee</td>
<td>$70</td>
</tr>
<tr>
<td>School Fee</td>
<td>$70</td>
</tr>
</tbody>
</table>

All payments should be in the form of a single check per school. Please do not send us a group of personal checks from each student.

Refund Policy: If we cannot offer your school a place in the conference, all fees will be immediately refunded.

The deadline for canceling roles is October 29, 2003. Until this date we will refund the $25 deposit per student; the $70 school fee is non-refundable. We are not able to grant any refunds after October 29.

Please understand that we are a non-profit organization. Our fees cover only the costs of organizing, hosting, and improving the conference. We have made every attempt to make the conference affordable to everyone. Like you and your students, Harvard staff members volunteer their time to contribute to HMC’s success.
1

Application and Role Requests

Please complete this worksheet BEFORE visiting our website (http://www.harvardmodelcongress.org) to register online. Please read complete application instructions on page 12.

School: ____________________________________________________________

School Postal Address: ____________________________________________

Street Address

City ______________________________ State ______________________ Zip Code

Primary Faculty Advisor: ______________________________ (Mr., Ms., Dr.)

First Name __________________________ Last Name ______________________

Advisor’s e-mail Address (required - see page 10): __________________________

Other Advisors Attending:

(Mr., Ms., Dr.) First Name __________________________ Last Name ______________________

(Mr., Ms., Dr.) First Name __________________________ Last Name ______________________

(Mr., Ms., Dr.) First Name __________________________ Last Name ______________________

School Telephone Number: __________________________ voice mail ext. (if applicable)_____

School Fax Number: __________________________

Advisor’s Home Phone Number: __________________________

FEES:

Number of Faculty Advisors: __________________________

(Minimum 1 Advisor per 12 students)

Number of Roles Requested: __________________________

(Maximum 25 roles per school)

(5 year schools: Please note TOTAL number of roles requested!)

*Though we require only a deposit for registration, schools are welcome to send full payment at the time of application if they so choose.
Application and Role Requests

ROLE REQUESTS:
Each student will receive a role assignment for the conference. While we cannot guarantee particular assignments, we will do our best to give as many requested roles as possible. The US Congress is much more diverse than the students who attend the conference. Playing the role of a politician with political beliefs very different from one’s own can be a valuable learning experience. To guide your role requests, keep in mind that nearly three-quarters of conference participants will be members of Congress: approximately 700 representatives and 300 senators. There are approximately 1300 positions in all.

Representatives

Mark each box in the chart at right with the number of requested roles of each ideological/regional combination. For example, mark a “2” in the top left-hand box to request two liberal southern representative roles. Make sure the total of all numbers add up to the total number of representatives requested.

<table>
<thead>
<tr>
<th></th>
<th>Liberal</th>
<th>Moderate</th>
<th>Conservative</th>
</tr>
</thead>
<tbody>
<tr>
<td>South</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mid-Atlantic</td>
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<tr>
<td>West</td>
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<td></td>
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<tr>
<td>Northeast</td>
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<td></td>
<td></td>
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<tr>
<td>Midwest</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Senators

Mark each box in the chart at right with the number of requested roles of each ideological/regional combination. For example, mark a “2” in the top left-hand box to request two liberal southern senator roles. Make sure the total of all numbers add up to the total number of senators requested.

<table>
<thead>
<tr>
<th></th>
<th>Liberal</th>
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<td>West</td>
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<td></td>
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<tr>
<td>Northeast</td>
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<td></td>
</tr>
<tr>
<td>Midwest</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Special Programs

Remember to have student applicants for specified Special Programs complete questions on pages 15-16.

- Supreme Court (in pairs of 2)
- District Court (in teams of 6)
- Presidential Cabinet (max. 1 per school)
- NSC (max. 1 per school)
- Conference Committee
- Historical Committee
- Elections (in teams of 4)
- Lobbyists
- Press Corps (newspapers)
- HMC-TV
- PLP

Total Roles Requested
(Maximum 25)
Special Programs Roles

Faculty Advisors: Please have students who are applying for roles in the following Special Programs respond to the appropriate program-specific questions. For essay questions, please have students attach answers on typewritten, double-spaced pages, not to exceed one page per question.

Please return this worksheet and attached student pages to HMC, along with Worksheet 1. In order to guarantee assignment of roles in the order that schools registered online, Worksheets 1 and 2 must be received by October 8, 2003 (see page 12).

Presidential Cabinet
1) What role would you prefer on the Cabinet and why? Rank your second through fifth choices as well.
2) Write a brief memo to the president explaining how and why he should pursue an issue that is relevant to the Cabinet position you would most prefer.

AVAILABLE CABINET ROLES
- Ambassador to the United Nations
- Chairman of the Joint Chiefs of Staff
- Director of the CIA
- Drug Czar
- Press Secretary
- Secretary of Commerce
- Secretary of Education
- Secretary of Health and Human Services
- Secretary of Labor
- Secretary of the Interior
- Secretary of Transportation
- US Trade Representative
- Attorney General
- Director Of Homeland Defense
- Director of the Office of Management and Budget
- EPA Administrator
- Secretary of Agriculture
- Secretary of Defense
- Secretary of Energy
- Secretary of Housing and Urban Development
- Secretary of State
- Secretary of the Treasury
- Secretary of Veterans Affairs
- White House Chief of Staff

National Security Council
1) What do you consider to be the United States’ biggest security threat today? As a member of the NSC, how would you act to protect the country against this threat?
2) Rank in order the 3 NSC roles that you most desire to play and, in no more than a paragraph, explain your choices.

AVAILABLE NSC ROLES
- Air Force Chief of Staff
- Assistant to the President for Economic Policy
- Commandant of the Marine Corps
- Deputy Assistant to the President for National Security Affairs
- Director of Central Intelligence
- Director of the Federal Emergency Management Agency
- Ambassador to the United Nations
- National Security Council Staff Director for Arms Control
- National Security Council Staff Director for Counter-Terrorism
- Secretary of Defense
- Secretory of State
- The White House Chief of Staff
- Army Chief of Staff
- Chief of Naval Operations
- Counsel to the President (Legal Affairs)
- Deputy Chairman of the Joint Chiefs of Staff
- Director of the Federal Bureau of Investigation
- Director of the Homeland Security Office
- United States Trade Representative
- National Security Council Staff Director for Counter-Narcotics
- National Security Council Staff Director for East and Southeast Asia
- Secretary of Health and Human Services
- Secretary of the Treasury
- The White House Press Secretary

Lobbyists
1) Describe your interest in the lobbyist program.
2) Which of the following lobbies would you most like to work for? Which would you least like to work for? Why?

Lobbyist organizations may include:
- American Federation of Labor - Congress of Industrial Organizations (AFL-CIO), American Civil Liberties Union (ACLU), American Medical Association (AMA), Amnesty International, Cato Institute, Christian Coalition, Heritage Foundation, Sierra Club, United States Chamber of Commerce.
Special Programs Roles

**Elections**

**CANDIDATE**
1) Make a pitch for your candidate as you would to a voter.
2) Which facet of your candidate’s public image is most appealing to the electorate? What is his greatness weakness? How would you overcome it?

**CAMPAIGN MANAGER**
1) Identify what you believe to be the most vulnerable part of your campaign. How would you compensate for that weakness?
2) Explain your understanding of your role within the campaign. How will your position support your candidate?

**COMMUNICATIONS DIRECTOR / SPEECHWRITER**
1) Write 300 - 500 word remarks for your candidate to deliver at a town hall meeting. Following the speech, anticipate three challenging questions that your candidate may be asked and craft one paragraph responses to each question.
2) How would you manage an effective relationship with the media?

**POLICY ADVISOR**
1) Identify the three most important issues for the 2004 campaign and outline your candidate’s position on each topic.
2) Select a policy area where one of your candidate’s opponents is weak, and explain why your candidate’s policy is superior.

**TEAM TASK**
Design a compelling one page double-sided brochure promoting your candidate that could be mailed to voters. Include anything you wish and be creative.

**Press Corps**
1) Describe your interest and relevant experience in journalism (note that no experience in journalism is necessary).
2) What issues or beats would you most like to cover at the conference and why? Beats may include any of the different programs and committees, e.g. Lobbyists, Supreme Court, Cabinet, or the House Committee on Government Reform.

**HMC-TV**
1) Describe your interest and relevant experience in broadcast journalism and any ideas that you have for HMC-TV programs.
2) How would you prepare for your TV beat before the conference begins and find story ideas during the conference?

**Party Leadership Program**
1) What role do you envision the parties playing at HMC?
2) How would you influence a member of Congress to vote along party lines during committee? Write a one-paragraph note to a member of Congress to encourage him or her to vote a particular way.
3) What is your party preference? Would you rather be a Press or Issue Specialist? (Press Specialists deal with party’s public relations while Issue Specialists lobby for the party platform in committees).

**Conference Committees**
1) As the Conference Committee will focus on sharpening public speaking and debate skills in an intensive setting, please write a speech that you would deliver to the United States Congress on a controversial issue of your choice.
2) Draft a piece of legislation relating to Internet censorship, using standard HMC bill format, with the aim of developing legislation that would win bipartisan support.
3) Rank your ideological leanings (1 = very liberal, 5 = politically neutral, and 10 = very conservative).

**Historical Committee**
_Considering the recent and controversial nature of this year’s topics, delegates must be prepared to earnestly and convincingly play roles that are the opposite of their actual views and to respect the role-playing efforts of others. Applicants to this committee should also be able to immerse themselves in the time period, respecting the contingency and unpredictability of outcomes._
1) Why are you interested in serving on the Historical Committee? What history classes have you taken?
2) The year is 1940. Write a brief memo to the president advising him on either the Depression or World War II.
### Student Role Assignments

Please complete this worksheet before visiting our website (http://www.harvardmodelcongress.org) to fill in role assignments online by December 12. After submitting this information via our Web site, please MAIL this form to HMC by December 12. See page 12 for complete instructions.

Faculty Advisor: ___________________________ School: ___________________________

<table>
<thead>
<tr>
<th>Program/Committee</th>
<th>Specific Role Name</th>
<th>Student Name</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SENATE JUDICIARY</strong></td>
<td>NY-SR (Sen. Schumer)</td>
<td>Kiran Gupta</td>
</tr>
<tr>
<td>1</td>
<td></td>
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<tr>
<td>2</td>
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<td>17</td>
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</tbody>
</table>

*Continued (over)*
Student Role Assignments

<table>
<thead>
<tr>
<th>Program/Committee</th>
<th>Specific Role Name</th>
<th>Student Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>18</td>
<td></td>
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<tr>
<td>19</td>
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<td>24</td>
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<tr>
<td>25</td>
<td></td>
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</tr>
</tbody>
</table>

Dropped Roles:
Please note any roles assigned to your school’s delegation that you are unable to fill. We anticipate having a waiting list for roles, so it is helpful to know of dropped roles as soon as possible. Please mail to HMC any student folders for roles you are dropping, so that we might send that folder on to the student to whom the role is reassigned.

<table>
<thead>
<tr>
<th>Assigned Role (Program, Committee, Specific Role Name)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
</tr>
<tr>
<td>2</td>
</tr>
<tr>
<td>3</td>
</tr>
<tr>
<td>4</td>
</tr>
<tr>
<td>5</td>
</tr>
</tbody>
</table>

Please use this worksheet to submit student role assignments through the HMC website (http://www.harvardmodelcongress.org) and then mail the worksheet to HMC by December 12.
HMC requires that all school delegations stay at the Sheraton Boston Hotel, except in special circumstances. HMC is not responsible for arranging accommodations for the school delegations at our conference. The Sheraton reservations staff will use this form to confirm reservations and to assign rooms to each delegation.

**Faculty Advisors:** Please complete one form per school only and mail signed form and deposit (see below) to the address on the back of this form. This form must be received at the Sheraton by **January 9**, 2004. Schools that return their forms after **January 9** cannot be guaranteed the Sheraton group room rates listed below.

<table>
<thead>
<tr>
<th>Room Type</th>
<th>Rate (room rate + 12.45% tax rate)</th>
<th>Nights</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Singles</td>
<td>$212.53/night</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Doubles</td>
<td>$212.53/night</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Triples</td>
<td>$235.02/night</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Quads</td>
<td>$235.02/night</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL DUE:** $____

*Rates listed include the current 12.45% tax rate. Should tax rate change before conference, HMC will inform delegations of additional taxes due at time of check-in. All rates are subject to state and local taxes at the time of check-in.

**Payment:** A deposit of at least one night’s rent plus tax **for each room reserved** must accompany forms 4 and 5 no later than January 9, 2004. Remaining payment for rooms and all taxes must be made at time of check-in. Incidental charges must be paid at time of check-out. Checks may be made payable to the Sheraton Boston Hotel. See reverse for additional details.

**Faculty Advisor Signature:** ________________________________ **Date:** ______________

Amount Enclosed: ________ **Payment type** (check one): __ Check Enclosed  __ Bill Credit Card (below)

Credit Card Number: __________________________________________ Type: ________ Exp. Date: ____/____
Additional Hotel Stipulations:

- Actual room assignment is not guaranteed prior to 3:00 p.m. on the day of check-in.
- The Sheraton will provide storage space for your luggage if you check in before 3:00 p.m. and at time of check out.
- Check-out time on Sunday will be **10:00 a.m.** All students’ rooms will be inspected by hotel management with faculty advisors prior to 12:00 NOON for any damages.
- Every effort will be made to assign all rooms close together, but this cannot be guaranteed.
- The Sheraton cannot provide bedding additional to that which exists in the guest rooms assigned.
- Room assignments will be made to fit within existing hotel room configurations (i.e., quad occupancy rooms will have two double beds).

Please mail this form by January 9, 2004 to:

Harvard Model Congress 2004 Reservations  
Sheraton Boston Hotel  
Attn: Ms. Jennifer Doherty, Groups Coordinator  
Reservations Department  
39 Dalton Street  
Boston, MA 02199

Please direct hotel questions to the Sheraton Reservations Department at:  
(617) 236 - 4400
**Hotel Room Assignments**

**Faculty Advisors:** Please complete one form per school only and mail form to the address on the back of this form. This form must be received by January 9, 2004.

School Name: ________________________________  Faculty Advisor: ________________________________

Total # of Students: __________________________  Total Rooms: __________________________

<table>
<thead>
<tr>
<th>ROOM ___</th>
<th>SINGLE</th>
<th>DOUBLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>OF ____ ROOMS</td>
<td>TRIPLE</td>
<td>QUAD</td>
</tr>
</tbody>
</table>

(e.g., room 1 of 5 reserved) (check one and list appropriate names below)

NAME 1:____________________________________
NAME 2:____________________________________
NAME 3:____________________________________
NAME 4:____________________________________

<table>
<thead>
<tr>
<th>ROOM ___</th>
<th>SINGLE</th>
<th>DOUBLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>OF ____ ROOMS</td>
<td>TRIPLE</td>
<td>QUAD</td>
</tr>
</tbody>
</table>

NAME 1:____________________________________
NAME 2:____________________________________
NAME 3:____________________________________
NAME 4:____________________________________

<table>
<thead>
<tr>
<th>ROOM ___</th>
<th>SINGLE</th>
<th>DOUBLE</th>
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<tbody>
<tr>
<td>OF ____ ROOMS</td>
<td>TRIPLE</td>
<td>QUAD</td>
</tr>
</tbody>
</table>

NAME 1:____________________________________
NAME 2:____________________________________
NAME 3:____________________________________
NAME 4:____________________________________

<table>
<thead>
<tr>
<th>ROOM ___</th>
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</tr>
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<tbody>
<tr>
<td>OF ____ ROOMS</td>
<td>TRIPLE</td>
<td>QUAD</td>
</tr>
</tbody>
</table>

NAME 1:____________________________________
NAME 2:____________________________________
NAME 3:____________________________________
NAME 4:____________________________________
## Hotel Room Assignments

School Name: ______________________________________

<table>
<thead>
<tr>
<th>Room ID</th>
<th>Single</th>
<th>Double</th>
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</thead>
<tbody>
<tr>
<td>Room 1</td>
<td></td>
<td></td>
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<tr>
<td>Room 2</td>
<td></td>
<td></td>
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<tr>
<td>Room 3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Room 4</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

NAME 1: ______________________________________
NAME 2: ______________________________________
NAME 3: ______________________________________
NAME 4: ______________________________________

Please mail this form by January 9, 2004 to:

Harvard Model Congress 2004 Reservations
Sheraton Boston Hotel
Attn: Ms. Jennifer Doherty, Groups Coordinator
Reservations Department
39 Dalton Street
Boston, MA 02199
Student Papers Cover Sheet

This is a cover sheet for the submission of student papers from your delegation. Students in the House and Senate programs should draft presubmitted papers on each of their issues as specified in the Guide To Congress that each student will receive in our November mailing. Specified Special Programs participants are also required to submit preconference student papers, as directed in the specific Special Programs guides that will also be mailed in November, as part of the Special Programs Briefing Book.

Please have students submit their student papers ONLINE at our website (www.harvardmodelcongress.org) by January 28, 2004. In addition, please MAIL this form to Harvard Model Congress by January 28, 2004 so that we can confirm that we have received your material online. Please do not fax or mail student papers.

School: ____________________________________________________________

Faculty Advisor: ____________________________________________________

Number of Student Papers Submitted Online

<table>
<thead>
<tr>
<th>House</th>
<th>Senate</th>
<th>Supreme Court</th>
<th>Historical Committee</th>
<th>Conference Committee</th>
<th>Presidential Cabinet</th>
<th>National Security Council</th>
<th>Press Corps</th>
<th>District Court</th>
<th>Lobbyists</th>
<th>Party Leadership Program</th>
<th>Elections</th>
</tr>
</thead>
</table>

Total # of Student Papers Being Submitted
HARVARD MODEL CONGRESS 2004

STUDENT CODE OF CONDUCT

(Advisors: Please photocopy this form for each delegate, have students and parent/legal guardian sign, and return by January 28, 2004.)

HMC 2004 participants must take the issue of security very seriously to ensure a safe, successful conference. The Sheraton Boston Hotel and the conference directors have established the following guidelines for conduct.

Please read and understand the following:

1 — We have two primary security concerns: student safety and hotel property. If you are responsible for any malicious damage to hotel property or endanger your own safety or the safety of any other person at the Sheraton, you and potentially your entire delegation will immediately be expelled from the hotel and conference. Each delegate will be held legally and financially responsible for any damage to his or her hotel room. The hotel management may choose to prosecute people who damage property in any way.

2 — Smoking is prohibited in the conference rooms and lobby areas of the hotel. Students may not possess drugs or alcohol in the hotel at any time during the four days of the conference. Conference and hotel security will have the authority to confiscate any drugs or liquor in the possession of any HMC delegate. Delegates found to possess or use drugs will be required to leave immediately and may be held criminally liable.

3 — Theft of hotel, student, or other hotel guest property is unacceptable and will not be tolerated.

4 — Curfews will be strictly enforced. All students must be in their own rooms by HMC’s designated times. Since hotel guests not involved with the conference are on every floor, there will be no late night runs to the soda machine, social encounters, or delegation meetings.

5 — Noise level must be kept to a minimum at all times, and delegates must not disturb other hotel guests. Sheraton policy states that persons causing excessive noise or disturbing other guests will be asked to leave the hotel.

The above rules supplement those dictated by United States Code, laws of the Commonwealth of Massachusetts, and laws and ordinances of the City of Boston, Sheraton policy, your school policy, and common sense. Violation of any of the above rules will result in the expulsion of the student(s) involved and may extend to their entire school delegation. HMC 2004 cannot accept any liability; faculty advisors are responsible for the actions of their students, though ultimate responsibility rests with the students themselves. The Sheraton has authorized Harvard security to exercise appropriate supervision of delegates, which may entail entry into delegates’ rooms, but excludes searching of their person.

6 — Proper attire is vital to maintaining a high degree of professionalism and the atmosphere of our conference. During the conference, HMC staff will enforce the dress code for delegates. All students should dress in a professional manner. Women should wear a suit, dress, dress slacks, or skirt with blouse or sweater. Men should wear a suit or a jacket and dress pants, with a dress shirt and tie. Students who do not obey the dress code will be required to change their attire. Jeans, sneakers, T-shirts, and baseball caps are unacceptable.

7 — Students must wear their conference badges at all times for their own safety and for identification purposes. HMC staff and faculty advisors need to be able to spot conference participants.

Student Signature: _______________________________ Date: _______________________
Print Student Name: _____________________________ School: ______________________
Parent/Guardian Signature: ________________________ Date: _______________________
Faculty Code of Conduct

(Advisors: Please photocopy this form for each advisor, sign, and return by January 28, 2004.)

Harvard Model Congress 2004 faculty advisors must take security and hotel property very seriously to ensure a safe, successful conference. The Sheraton Boston Hotel and Harvard Model Congress have established the following guidelines for faculty accountability.

Please read and understand the following:

1 — Sheraton Boston Hotel Management reserves the right to terminate any activities which it determines to be jeopardizing the safety and/or comfort of any hotel guest or employee.

2 — There are limits to the number of persons who may occupy a room/suite at any time, based on Fire and Safety Code regulations.

3 — All registered guests are held responsible for payment for damages, missing items, and excessive cleaning as a result of any activities taking place within the room/suite.

4 — A charge of $75 will apply to any hotel window damage incurred, including but not limited to the breaking of or writing on windows in guest rooms. A charge of $100 will apply to any damage incurred to the hotel carpets.

5 — The Sheraton Boston Hotel will consider the registered occupants of each guest room as the responsible parties for any damages sustained to said area. Occupants will be responsible for payment at the prevailing replacement value for said damaged areas.

6 — Faculty advisors representing their schools will be held accountable for disciplinary actions on the damages incurred by the students under their supervision. Their responsibility will also include any unsettled charges on guest folios upon departure and the settlement of any damages incurred.

I certify that Harvard Model Congress has made me aware of my responsibilities as a faculty advisor and that I have accepted these responsibilities.

Faculty Advisor Name ___________________________  School _______________________________

Faculty Advisor Signature ___________________________ Date ________________