INTRODUCTION

“Freedom,” wrote Thomas Jefferson, “is the first-born daughter of science.” The success of a democracy depends on the informed and dynamic participation of its citizens; the future of any democratic state is only as bright as the intellect of its next generation of citizens and leaders. Harvard Model Congress recognizes the need to prepare students for meaningful involvement in our nation’s government and society. To this end, HMC’s comprehensive program of carefully designed simulations include all three branches of the American federal government, along with a diversity of special programs which encompass 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, journalists, and judges for four days. 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 presenting the perspectives of the political figure whom they are portraying. During the conference, trained Harvard staff lead the students through the intricacies of our government with a focus on educating each other and 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.

In January 2005, the fifth session of Harvard Model Congress West Coast will once again be held in San Francisco, California. In addition to our main conference in Boston and our sister conference in Paris, France, more than two thousand students will experience Harvard Model Congress this year. While our conference in San Francisco will be smaller than our Boston conference, delegates will benefit from instruction by our most experienced and talented staff members. We are currently developing a conference schedule that includes a voter registration workshops in addition to our committee activities. This conference represents the result of several years of planning and preparation to bring the best possible product to the West Coast. We hope you will join us!
Program Overview

In Committee
The committee is the birthplace of legislation. At Harvard Model Congress, delegates participate in four committee sessions, where they draft legislation during informal caucuses, and discuss, amend, and vote on bills after formal debate. Committee sessions allow students to learn the excitement and occasional disappointment of drafting legislation in the pressure-packed environment of Capitol Hill.

Each committee is coordinated by two Harvard undergraduate 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 each topic. The character and pace of each individual committee vary with the particular issues, staff, and students; they can range from heated partisan debate to amiable consensus building.

House of Representatives
Three committees compose the House of Representatives. Each committee debates three controversial topics under its jurisdiction which 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 the representatives assemble as the full House.

Senate
The three Senate committees differ slightly from those of the House. Senate committees are smaller than their House counterparts. Although maintaining the same delegate and staff composition, senators switch to a different set of topics halfway through the conference, meeting twice under the auspices of each committee jurisdiction. Because each of the committees in the Senate covers two topics, senators are exposed to a total of four current policy issues over 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 the senators are responsible for finding solutions to all four issues, they must work quickly and cohesively in the pursuit of fruitful legislation.

Led by two Harvard undergraduates, each HMC San Francisco committee discusses crucial issues on the national agenda.
**In Full Session**

Twice during the conference, the Speaker of the House and the President of the Senate call their respective congressional committees together for full sessions of the House of Representatives and the Senate. Here, members of Congress have the opportunity to present and discuss before an entire body of Congress the legislation that has survived committee mark-up in the hope that bills will eventually be signed into law.

Students also have the chance in full session to debate bills that have passed in committees other than their own; they are thus exposed to a broader range of issues. New questions of party loyalty and constituent needs challenge elected representatives’ decisions on current issues.

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**

The party caucuses aim to demonstrate for students the tensions among partisan loyalty, personal convictions, and constituent concerns. Caucuses are led by Harvard undergraduates who act as minority or majority leaders, continuing 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.

Members of Congress are also faced with the challenge of remaining faithful to their constituents throughout the course of the simulation. If members fail to represent their needs or those of other home-district special interests accurately, they may receive a letter threatening withdrawal of electoral or financial support.

The HMC staff constantly works to ensure that the simulation of serving as a legislator in Congress is as realistic as possible.
HARVARD MODEL CONGRESS 2005

SPECIAL PROGRAMS

A Comprehensive Simulation

HMC’s Special Programs are what distinguish our conference from all other collegiate congressional simulations. By simulating the activities of the legislative branch, executive branch, judicial branch, and the print media, HMC strives to create a working model of government that encompasses all aspects of American political life.

Interaction between congressional committees and Special Programs participants is a vital component of the conference, whether in the form of the Supreme Court striking down a law as unconstitutional, or the Press Corps reporting fundraising violations by a member of Congress.

Judicial Branch

THE 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 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.

Media

PRESS CORPS

The HMC Press Corps publishes HMC’s daily newspaper, the Capitol Chronicle. The Capitol Chronicle updates conference participants on the news of the day and covers late-breaking developments. Students learn the challenges of accurate reporting and, with the help of experienced Harvard staff, edit, lay out, and distribute one edition for each day of the conference, with ten to fourteen articles per edition.

Reporters in the Press Corps choose their own “beats” to cover specific committees, programs, or special events. They learn to pinpoint key members of Congress and to conduct interviews that help them write well-researched articles. Students also form editorial boards to decide which stories to run in the next edition and to confront questions of journalistic ethics.
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 round-table discussions and debates, formulating executive policies 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 House and Senate issues, according to his or her area of expertise. Prior to the conference, Cabinet members receive issue briefings, biographies, position papers, and other relevant information. From these documents, they prepare factual reports that influence presidential action.

The Cabinet program offers delegates the opportunity to testify before House and Senate committees and exceptional practice in public speaking and arguing a position.

NATIONAL SECURITY COUNCIL

Because of emerging world events, HMC has reinstated the NSC Special Program. The NSC assists the President in coordinating and implementing American national security and foreign policy matters and convenes during emergencies to advise the President in critical military and diplomatic decisions. At HMC, students representing diplomatic and military advisors, the CIA, the Joint Chiefs of Staff, and other governmental agency heads meet to address questions of national security, while producing directives and press releases. Students in the NSC learn about international affairs while they develop their skills in strategic thinking and creative problem solving.

From the moment the selected NSC members receive their issue briefings, developments and proceedings remain top secret. Elaborate schemes may be needed to avoid security leaks. The NSC must remain prepared to manage any crisis threatening the security of the United States. In recent years at HMC, the NSC has dealt with issues and crises in Asia, Africa and Latin America.

The quality of HMC’s Special Programs distinguish this conference from all other collegiate simulations of the American Government.
Crowne Plaza Union Square

HMC is proud to hold the 2005 conference at the Crown Plaza Union Square in San Francisco, and HMC requires that all school delegations stay at the Crowne Plaza during the conference. The hotel is located just one block from the Union Square shopping district and a short walk from notable San Francisco attractions. Hotel room fees are separate from conference fees. HMC has secured the following group room rates for school delegations:

- Singles and Doubles: $169/night ($195.66 with tax and energy charge)
- Triples and Quads: $189/night ($218.46 with tax and energy charge)

All rates may be subject to applicable state and local taxes in effect at the time of check-in. Room reservation forms can be found on pages 16-19 of this workbook.

San Francisco Day

The conference is located in San Francisco, one of the United States’ most beautiful and cosmopolitan cities. Delegates will have the opportunity to explore the city during “San Francisco Day” the morning of Friday, January 28. HMC will also provide information about visiting local colleges and universities, such as Stanford University, University of California-Berkeley and the University of San Francisco.

Meals and Transportation

Students and faculty are responsible for paying for their own meals over the weekend and for transportation to the conference. A variety of reasonably-priced food options can be found in the vicinity of the Crowne Plaza. In addition, US Airways and United Airlines have been designated as the official carriers of HMC 2005. These airlines have agreed to offer exclusive low fares for the attendees of the conference for travel between Thursday, January 20, 2005 and Monday, January 31, 2005 to San Francisco (SFO), as detailed below. Please be sure to specify the group number when speaking to airline representatives.

US Airways: Gold File Number 25623228. Group Line: (877) 874-7687

US Airways will offer a 5% discount off mid-ranged fares and off any published US Airways promotional round trip fare. A 10% discount is offered with 7 day advanced reservations and a 15% discount is offered with 60 day advanced reservations.

United Airlines: Meeting Code 530CA. 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.
HARVARD MODEL CONGRESS 2005

PREPARATION

OVERVIEW AND TIMELINE

October 2004

Important Dates:
- October 1: Online Registration begins at 12 noon EDT (9am PDT) using information from Worksheet 1
- October 15: Payment, online submission of Worksheet 2
- October 22: 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 October 1; secure check for application deposit.
- Assist prospective Special Programs students in completing questions on Worksheet 2 due October 15.

November 2004

Important Dates:
- November: Schools receive role assignments, student folders and briefing books

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 they are portraying.
- Begin fundraising.

December 2004-January 2005

Important Dates:
- December 31: Crowne Plaza Reservations deadline: mail Worksheets 4 and 5 to the Crowne Plaza
- December 31: Presubmitted materials submitted by students online
- December 31: Student and Faculty Code of Conduct forms due to HMC
- Jan. 27-30: HMC San Francisco 2005!

Preparation:
- Conduct student seminar on public speaking and parliamentary procedure.
- Confirm travel arrangements.
- 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 Harvard Model Congress experience. 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. Advance financial planning is essential, as many school and school district financial offices require advance notice in order to print and distribute payments.

COMMUNICATION WITH HMC STAFF

To facilitate communication between HMC staff and faculty advisors, we require at least one faculty advisor to provide us with an electronic mail (e-mail) address at which he or she can be contacted. For those advisors who do not currently have an e-mail address, we encourage you to set up a free e-mail account through Hotmail (http://www.hotmail.com) or Yahoo (http://mail.yahoo.com). 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. Our San Francisco-specific email address is hmcsf@hcs.harvard.edu.

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 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 pre-conference communications.

STUDENT CONDUCT FORMS

Faculty advisors are responsible for making photocopies of HMC’s Student Conduct Form (found on page 20) 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 December 31, 2004. 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, will almost certainly 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.

The guidelines for preparation included in this mailing are offered only as a starting point. We encourage advisors to conduct mock debates, suggest research resources for students, and invite local legislators to speak to students. Please visit our website for supplemental educational material for advisors.

At the Conference

During the conference, faculty advisors are invited to attend any session or program meeting, and even testify in committees when appropriate, as has happened in the past.

FACULTY MEETINGS

The Director of Operations conducts 3-4 faculty meetings over the course of the weekend. The purpose of these meetings is to respond to advisors’ concerns and to communicate conference logistics. We strongly encourage that one advisor from each school to attend each faculty meeting.

STUDENT SUPERVISION

The size of our conference (approximately 300 students) requires us to ask that faculty assist HMC staff in keeping students in compliance with hotel guidelines and HMC conduct rules. We ask that all faculty advisors work with Harvard Model Congress staff and Hotel Management to secure the safety of the students. Faculty advisors are asked to be present in the hallways near student rooms to help Model Congress Staff enforce curfews.

For more information, please see the Faculty Code of Conduct, page 21.
STUDENT PREPARATION

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 page 13 for details.

Role and Issue Research
In November, HMC will send students role folders, biographies for congressional roles, issue briefings, and program guides or the Guide To Congress. These materials should not be the only materials students use to prepare for their roles and issue debates, but rather 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. Harvard staff members are also available to assist student participants by e-mail, phone and standard mail in the months leading up to the conference, and are always happy to respond to student inquiries. Students can check the HMC website for links to helpful articles and websites. 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 the beginning of January. These presubmitted papers must 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 Programs 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 have access to each member’s proposed solutions, offering delegates a chance to develop coalitions among their political allies.

Active Participation
Students are urged to make the most of their experience at HMC by displaying an eagerness to contribute to committee while showing consideration of fellow students’ opinions and right to speak. Whether by involving themselves in formal debate and informal caucuses, drafting legislation, or brainstorming with their peers, students will get much more out of the conference this way 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. 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 Crowne Plaza Union Square 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 or her parents must read and sign a copy of the Student Conduct Form on page 20 of this booklet. Faculty advisors should collect all forms and send them back to HMC by December 31, 2004. 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 great success and ensure our future use of hotel facilities.
REGISTRATION

APPLICATION PROCESS

Please read all of the instructions carefully, as much of the application process will take place online at the Harvard Model Congress website (http://www.harvardmodelcongress.org). Detailed instructions can be found on the website.

1. **Worksheet 1:** Please complete Worksheet 1 and tabulate fees, arranging for a single check in the amount of the total deposit, prior to Friday, October 1. This information will be necessary for the online registration process. Starting precisely at 9am Pacific Daylight Time (12pm Eastern Daylight Time) on Friday, October 1, 2004, advisors can register schools online at the Harvard Model Congress website (http://www.harvardmodelcongress.org).* The website registration area will require school advisors to submit only the information that is specified on the first page of Worksheet 1. Within three days of registration, advisors will receive an e-mail confirming receipt of application and the total number of roles their school has been allotted. Included in this email will be usernames and temporary passwords for faculty advisors to access the private HMC site.

   After receipt of this e-mail, please MAIL to HMC a check in the amount of your school’s total deposit by October 15. Your place in the role assignment priority list will only be held until October 15. Late payment will result in a lower position on the priority list. While HMC only requires a deposit for registration, schools are welcome to send a full payment at the time of application. Total payment is due by December 10 (Please see Conference Fees Section below and #5).

2. **Worksheet 2:** If a delegation is requesting Special Programs roles, students requesting those roles should complete the questions as specified on Worksheet 2, and email them to the faculty advisor. The faculty advisor should collate all student responses and submit them to the private HMC website by October 15.

3. On October 22, schools who have been assigned roles for HMC 2005 will receive an e-mail indicating the number of specific Special Programs roles they have been assigned. In November, schools will receive a listing of specific role assignments in House and Senate and student folders for all roles, which will include issue briefings, role biographies, and guides to the congressional simulation and Special Programs. The listing of specific roles will also be available on the private HMC faculty website.

4. **Worksheet 3:** Faculty advisors must assign students specific roles on Worksheet 3. After completing Worksheet 3, visit the private HMC faculty website by December 10 to submit the requested information online.

5. MAIL a check to HMC in the amount of your remaining fees (as determined on Worksheet 1) by December 10.

6. **Worksheets 4 and 5:** Call the Crowne Plaza by December 31 at (888) 218-0808 to make room reservations. A deposit of at least one night’s rate plus tax for each room reserved must accompany Worksheets 4 and 5 no later than December 31, 2004. Remaining payment for rooms and taxes must be made at time of check-in. Please complete Worksheets 4 and 5 and MAIL to the Crowne Plaza by December 31.

7. **Presubmitted materials:** Each delegate will be assigned a username and password for the private HMC delegate website. Faculty advisors will be notified of their students’ login information by December 15. The delegates must use this login information to upload their presubmitted materials on the website by December 31.

8. **Code of Conduct Forms:** Please MAIL all student code of conduct forms to HMC by December 31, along with the faculty advisor code of conduct form(s).

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**Conference Fees**

| Fees for HMC 2005: |  
|-------------------|-----------------|
| **Student Fee**   | $70 ($25 due with application) |  
| **Faculty Advisor Fee** | $70 ($25 due with application) |  
| **School Fee**    | $70 (Due with application) |

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 are unable to offer your school a place in the conference, all fees will be immediately refunded.

The deadline for canceling roles is October 29, 2004. 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.
Faculty Advisors: Please complete this worksheet BEFORE visiting our website (http://www.harvardmodelcongress.org) to register online. Please read complete application instructions on page 10.

School: ____________________________________________________________

School Postal Address: _____________________________________________

  Street Address
  City          State          Zip Code

Primary Faculty Advisor: _____________________________________________

  (Mr., Mrs., Ms., Dr.) First Name Last Name

Advisor’s e-mail Address (required - see page 8): _________________________

Other Advisors Attending: _____________________________________________

  (Mr., Mrs., Ms., Dr.) First Name Last Name

  (Mr., Mrs., Ms., Dr.) First Name Last Name

  (Mr., Mrs., Ms., Dr.) First Name Last Name

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

School Fax Number: __________________________

Advisor’s Home Phone Number __________________________ Cell Phone Number __________________________

FEES:

Number of Faculty Advisors:  
(Minimum 1 Advisor per 12 students)

  x $25 = $ __________

  x $45 = $ __________

Number of Roles Requested:

  x $25 = $ __________

  x $45 = $ __________

School Fee: $70.00

DEPOSIT Remaining Payment  
(Due by 12/10/04)

$ __________

$ __________

*Though we require only a deposit for registration, schools are welcome to send full payment at the time of application if they so choose.
ROLE REQUESTS:

Each student will receive a role assignment for the conference. While we cannot guarantee particular assignments, we will do our best to assign as many requested roles as possible. To guide your role requests, keep in mind that nearly two-thirds of conference participants will be members of Congress: approximately 120 representatives and 75 senators. There are approximately 300 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.

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<tr>
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<th>Liberal</th>
<th>Moderate</th>
<th>Conservative</th>
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<td>South</td>
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<tr>
<td>Midwest</td>
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</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.

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<tr>
<td>Midwest</td>
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</table>

Special Programs

Remember to have student applicants for specified Special Programs complete questions on page 13.

- Presidential Cabinet
- Supreme Court
- Press Corps
- National Security Council

Total Roles Requested
Special Programs Roles

Faculty Advisors: If a delegation is requesting Special Programs roles, please have students who are applying for roles in the following Special Programs respond to the following program-specific questions. For essay questions, please have students attach answers on typewritten, double-spaced pages, not to exceed one page per question which they should email to faculty advisors. The faculty advisor should then submit all student responses to the private HMC faculty website by October 15. We no longer require advisors to mail Worksheet 2 to HMC.

Presidential Cabinet
1) What role would you most prefer on the Cabinet and why (below)? 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.

Supreme Court
1) What is the role of the judiciary in American political life? Discuss an instance where a Supreme Court decision has influenced the way Americans think about an issue that is important to you.
2) The job of the Supreme Court justice is to interpret the Constitution. What is your favorite constitutional amendment and what do you think it means?
3) The Supreme Court is an intense program that will require both enthusiasm for legal proceedings and an ability to think well on one's feet. Please describe your interest in the Supreme Court and what experiences and/or qualifications (mock trial, debate, etc.) have prepared you for this position. (No experience is required.)

Press Corps
1) Describe your interest and relevant experience in journalism. (No experience is required.)
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.

National Security Council
1) What do you consider to be the biggest threat to the United States today? As a member of the NSC, how would you act to protect the country against this threat?
2) Rank your top three choices for an NSC position (examples below). In no more than a paragraph, explain your choices.

AVAILABLE CABINET ROLES (20)
- Attorney General · Secretary of Agriculture · Secretary of Commerce · Secretary of Defense · Secretary of Education · Secretary of Energy · Secretary of Health and Human Services · Secretary of Homeland Security · Secretary of Housing and Urban Development · Secretary of the Interior · Secretary of Labor · Secretary of State · Secretary of Transportation · Secretary of the Treasury · Secretary of Veterans Affairs · Director of Central Intelligence · Director of ONDCP (Drug Czar) · Surgeon General · US Trade Representative · White House Press Secretary

POTENTIAL NSC ROLES (16)
- Asst. Sec. of Defense for International Security Policy · Asst. Sec. of State for Western Hemisphere Affairs · Chairman of the Joint Chiefs of Staff · Chief of Staff of the Air Force · Chief of Staff of the Army · Commandant of the US Marine Corps · Chief of Naval Operations · FBI Director · Deputy Director for Science and Technology · FBI Head of Counterterrorism Program · Under Secretary of Defense for Policy · US Ambassador to the UN · Under Secretary of State for Global Affairs · Under Secretary of State for Arms Control and International Security · White House Chief of Staff · Director of Central Intelligence
Faculty Advisors: After schools receive a listing of specific role assignments and student folders for all roles in November, please assign students specific roles on Worksheet 3. After completing Worksheet 3, visit the private HMC faculty website by December 10 to submit role assignments online. **We no longer require advisors to mail copy of Worksheet 3 to HMC.**

<table>
<thead>
<tr>
<th>Program/Committee</th>
<th>Specific Role Name</th>
<th>Student Name</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>HOUSE Commerce</strong></td>
<td><strong>MI-6 (Rep. Upton)</strong></td>
<td><strong>Stephanie Mobandall</strong></td>
</tr>
</tbody>
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Continued (over)
# Student Role Assignments

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<th>Program/Committee</th>
<th>Specific Role Name</th>
<th>Student Name</th>
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**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 to the student to whom the role is reassigned.

**Assigned Role (Program, Specific Role Name)**

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Please use this worksheet to submit student role assignments through the HMC Web site (http://www.harvardmodelcongress.org) and then mail the worksheet to HMC by December 10.
Hotel Registration

Faculty Advisors: HMC requires that all school delegations stay at the Crowne Plaza Union Square Hotel, except in special circumstances. HMC is not responsible for arranging accommodations for the school delegations at our conference. Faculty advisors must CALL the Crowne Plaza Reservations Hotline at (888) 218-0808 by December 31, 2004 to reserve hotel rooms for the conference. When making reservations, advisors MUST mention they are with Harvard Model Congress. Please complete this form (only one per school) and mail the signed form and deposit (see below) to the address on the bottom of page 19. This form must be received at the Crowne Plaza by December 31, 2004. The Crowne Plaza reservations staff will use this form to confirm reservations and to assign rooms to each delegation. Schools that return their forms after December 31 cannot be guaranteed the Crowne Plaza group room rates listed below.

School Name: _____________________________ Faculty Advisor: ________________________________

School Address: ____________________________ School Phone: ________________________________

_____________________________ Advisor’s Home Phone: __________________

Arrival Date: ___________ Estimated Time of Arrival at Hotel (Check-in after 3:00pm): ___________

Departure Date (Check-out by 12:00pm): ____________

(room rate + 12.45% tax rate)

☐ Singles at $195.66/night x ☐ Nights = $_________

☐ Doubles at $195.66/night x ☐ Nights = $_________

☐ Triples at $218.46/night x ☐ Nights = $_________

☐ Quads at $218.46/night x ☐ Nights = $_________

☐ Total Rooms

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 rate plus tax for each room reserved must accompany forms 4 and 5 no later than December 31, 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 Crowne Plaza Union Square Hotel.

Faculty Advisor Signature: _____________________________ Date: ________________

Tax Exempt Number (where applicable) ____________________________

Amount Enclosed: _________ Payment type (check one): __ Check Enclosed __ Bill Credit Card (see pp. 17)
4 Hotel Registration

Faculty Advisors: The Crowne Plaza requires that if a school chooses to pay for the rooms by credit card, this credit card authorization form must be completed and returned with a photocopy of the credit card. If paying by credit card, please complete the below form and return with a copy of the credit card. Please specify if you prefer the rooms to be paid in advance or hold the credit card as guarantee with payment at conclusion. This form must be received at the Crowne Plaza by December 31, 2004.

☐ Pay for rooms in advance using below listed credit card.  ☐ Hold the credit card as guarantee with payment at conclusion.

AUTHORIZATION TO USE CREDIT CARD

Crowne Plaza Union Square Hotel

Name of Guest/Group ____________________________________________

Confirmation Number (leave blank for groups) __________________________

Credit Card Number _____________________________________________

Exp. Date

I, the undersigned, authorize _____________________________to charge my credit card for the items listed below:

☐ Room Charge
☐ Room Tax
☐ Telephone Charges
☐ Laundry Charges
☐ Meals & Room Service Charges
☐ Beverage or Lounge Charges
☐ Guarantee Room for Late Arrival
☐ Others ____________________________(please specify)

By signing this letter of authorization, I agree that I will be held responsible for these charges should they be declined for payment by my credit card company.

Signature ____________________________________________ Date _________________

Name on Credit Card _____________________________________________

Billing Address ____________________________________________________

City __________________________ State ____________ Zip Code ____________

Home Phone Number (___) __________ Business Phone Number (___) ____________

Please return this form along with a copy of the front & back of the credit card.

For Office Use Only

Arrival Date _________/______/________ Sales Mgr/MOD _____________________________

CC Authorized Amount $________________________ Authorization Number __________________________

Copies to: Client MOD File Accounting Office

San Francisco Bay Hotel Collection
480 Sutter Street, San Francisco, CA 94108
1-415-398-8900 ext.7133 Fax: (415) 398-3210
Faculty Advisors: Please complete one form per school only and MAIL form to the Crowne Plaza by December 31, 2004. In addition, faculty advisors must CALL the Crowne Plaza Reservations Hotline at (888) 218-0808 by December 31, 2004 to reserve hotel rooms for the conference. When making reservations, advisors MUST mention they are with Harvard Model Congress. We no longer require faculty advisors to mail Worksheet 5 to HMC.

Faculty Advisor: ___________________________ School: _________________________________

Total # of Students: ___________________________ Total Rooms: ___________________________

| ROOM ___ | SINGLE | DOUBLE |
| OF ___ ROOMS | TRIPLE | QUAD |

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

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

| ROOM ___ | SINGLE | DOUBLE |
| OF ___ ROOMS | TRIPLE | QUAD |

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

| ROOM ___ | SINGLE | DOUBLE |
| OF ___ ROOMS | TRIPLE | QUAD |

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

| ROOM ___ | SINGLE | DOUBLE |
| OF ___ ROOMS | TRIPLE | QUAD |

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

| ROOM ___ | SINGLE | DOUBLE |
| OF ___ ROOMS | TRIPLE | QUAD |

NAME 1:____________________________________
NAME 2:____________________________________
NAME 3:____________________________________
NAME 4:____________________________________
School Name: ________________________________

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<td>____ ROOMS  ____TRIPLE</td>
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NAME 1: ___________________________________
NAME 2: ___________________________________
NAME 3: ___________________________________
NAME 4: ___________________________________

Please mail this form by December 31, 2004 to:

Convention Services  
Crowne Plaza Union Square  
480 Sutter Street  
San Francisco, CA 94108

Fax: (415) 273-4022

For any questions, please e-mail JOHN.PARR@ICHOTELSGROUP.COM
STUDENT CODE OF CONDUCT

(Advisors: Please photocopy this form for each delegate, have students and parents/legal guardians sign, and return by December 31, 2004.)

HMC 2005 participants must take the issue of security very seriously to ensure a safe, successful conference. The Crowne Plaza Hotel and the conference directors have established the following guidelines for conduct. Every member of each delegation should be fully aware of and abide by these guidelines for Student Conduct.

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 Crowne Plaza, 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, lobby areas, and hotel rooms. 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. Hotel policy states that persons causing excessive or unnecessary 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 State of California, and laws and ordinances of the City of San Francisco, Crowne Plaza 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. Harvard Model Congress 2005 cannot accept any liability; faculty advisors are responsible for the actions of their students, though ultimate responsibility rests with the students themselves. The Crowne Plaza has authorized Harvard security to exercise appropriate supervision of delegates, which may entail entry into delegates’ rooms, but excludes searching of their persons.

6 — Proper attire is vital to maintaining a high degree of professionalism and the atmosphere of our conference. During the conference, HMC staff will strictly enforce the dress code for delegates. No jeans, sneakers, T-shirts, or baseball caps shall be worn in committee. 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.

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 identify conference participants.

8 — Male delegates are not allowed into the rooms of female delegates, and female delegates are not allowed into the rooms of male delegates. The only exception to this rule is during a delegation meeting in the presence of a faculty advisor.

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 December 31, 2004.)

Harvard Model Congress 2005 faculty advisors must take security and hotel property very seriously to ensure a safe, successful conference. We ask that all faculty advisors work with Harvard Model Congress staff and Hotel Management to secure the safety of the students. The Crowne Plaza Union Square and Harvard Model Congress have established the following guidelines for faculty advisor accountability. We thank you in advance for your cooperation and assistance.

Please read and understand the following:

1 — Crowne Plaza Union Square 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, including but not limited to breakage or writing on windows in guest rooms. A charge of $100 will apply to any damage incurred to the hotel carpets.

5 — The Crowne Plaza Union Square 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.

7 — One faculty advisor is strongly encouraged to attend each faculty meeting.

8 — Active participation of faculty advisors in monitoring student activity is asked. One faculty advisor should periodically be present in the hallways near student rooms to help enforce curfews.

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 _______________
How To Contact Us

Telephone: (617) 495-8199  
Fax: (617) 496-5165  
Address: Harvard Model Congress  
P.O. Box 382082  
Cambridge, MA 02238-2082

This year, in an effort to streamline and better consolidate communication with schools, we are asking that school advisors direct questions to the Harvard Model Congress staff primarily through electronic mail:

hmcsf@hcs.harvard.edu

As noted in this booklet, we are utilizing our site on the World Wide Web for registration, announcements, and educational enrichment. We invite you to visit our website often:

http://www.harvardmodelcongress.org

Please feel free to contact us with any questions, problems, or suggestions. Since we are often in class, the hours we are in the office will vary. If you call and no one is there to answer the telephone, please leave a message and someone will return your call as soon as possible.