**Sao Paulo Model United Nations Conference (SPMUN)**

Dear MUN Student and Parents,

Your son or daughter has expressed interest in becoming a Graded delegate at the upcoming SPMUN conference taking place at the American School of Campinas (EAC). This is an exciting, early conference in our school year that we hope will be both beneficial and challenging for our MUN participants. Please find some essential information and process for confirming participation below:

**When:**

* September 15-17, 2017
  + **Depart São Paulo/Graded:** Friday, September 15th at 7am
  + **Return to São Paulo/Graded:** Sunday, September 17th at 3pm
* Students will miss one (1) instructional day of school (Friday, September 15th)

**Conference Venue and Accommodations:**

* The conference will take place at the [American School of Campinas](http://www.eac.com.br/) (Escola Americana de Campinas)
  + Address: R. Cajamar, 35 - Jardim Alto da Barra, Campinas - SP, 13090-860
* The conference will begin early on Saturday and Sunday morning and thus, our delegation will be staying two night in Campinas.
* [Vitória Express Hotel](http://www.vitoriahoteis.com.br/pt/home/vitoria-hotel-express-dom-pedro/)
  + Address: Rua Heitor Ernesto Sartori, 555 – Center Santa Genebra Campinas, / São Paulo, 13080-657, Brasil

**Cost**

* The total price per student for the SPMUN trip is **R$656/student**
* The breakdown for this cost is:
  + **Transportation:** R$136
  + **SPMUN Registration Fee:** R$200
  + **Hotel/Accommodations**: R$230
  + **Teacher/Chaperone Fee:** R$90

**Teachers and Additional Information:**

The following Graded MUN teacher advisors will be accompanying the delegation on their trip to SPMUN:

* Katie Accomazzo ([katie.accomazzo@graded.br](mailto:katie.accomazzo@graded.br))
* Edu Levati ([edu.levati@graded.br](mailto:edu.levati@graded.br))

[SPMUN Conference Website](http://spmun17.weebly.com/)

[SPMUN Conference Schedule](http://spmun17.weebly.com/schedule.html)

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We expect to be able to send all interested students on this trip, however, there are certain deadlines and delegation limits that need to be met in order to confirm your place in the conference.. This information is shared below:

**Confirmation of Participation & Trip Contact Details**

The following timeline will be used:

1. To confirm your participation on the trip, the Trip Contract (Portuguese version) must be signed and returned to school by **Friday, August 25th**
   1. [SPMUN Trip Contract (Portuguese)](https://drive.google.com/file/d/0BxNwzQ5pm_j7bmZNbGFGLTFYOFk/view?usp=sharing)
   2. [SPMUN Trip Contract (English)](https://drive.google.com/file/d/0BxNwzQ5pm_j7b2NpRmxJSHRqb00/view?usp=sharing)
2. [Hotel Authorization Form](https://drive.google.com/a/graded.br/file/d/0BxNwzQ5pm_j7SDhtQ1RoVjFfQ2s/view?usp=sharing)
   1. Signed, stamped and returned to school by **Tuesday, September 12th**
   2. As per Brazilian law, you will need to complete this form (one copy) and have it notarized at the Cartorio for your son/daughter to stay in a hotel "unaccompanied" (without both parents).
   3. Please have either father or mother complete the form. After you complete the form, you will then need to take (or have someone take on your behalf) to the local Cartorio where your signature is documented. The Cartorio will then "reconhecimento de firma por semelhanca" your signature and stamp the document.
3. The payment for the trip (**R$656/student)** will added to your September tuition invoice.

We are thrilled to have you join us for this important first conference of the school year. Should you have any questions or concerns, please do not hesitate to reach out to me or one of the MUN Advisors either in person or via email.

Thank you for your support. We look forward to a successful and memorable trip.

Very Best,

Rob Switzer

Director of Athletics and Activities

[robert.switzer@graded.br](mailto:robert.switzer@graded.br)