



HACIA
XXVI SUMMIT OF THE AMERICAS

**QUICK GUIDE
TO REGISTRATION**



1. VIRTUAL FORMAT

HACIA Democracy's 2021 Summit of the Americas will take place virtually between March 11th and March 14th, 2021. This is a first in our long 25-year history, and we are making all necessary preparations to guarantee the success of our event in its new format. We have to research, experiment and review the course of debate online. Because that takes time, we will share the logistics and medium for the virtual event by December 1st, 2021. To stay up to date on most recent developments, please check our [website](#).

All delegations must register with the HACIA Democracy staff through our virtual registration between 4:00pm and 9:00pm on **Thursday, March 11th, 2021**. All delegations are expected to participate in our event throughout the weekend and until the end of Closing Ceremonies at approximately 9:00pm on **Sunday, March 14th, 2021**.

The Full Schedule of the XXVI Summit of the Americas will be posted on the HACIA Democracy website by early February.

2. REGISTRATION DEADLINES AND FEES

The registration deadlines for the XXVI Summit of the Americas are as follows:

Regular: February 1st, 2021

Late: March 1st, 2021

Registrations received after the Late Registration Deadline will be reviewed on the basis of space availability. In order to complete the registration process, all delegations must pay the following fees in full. Please note that the rates are **only guaranteed once payment is processed**. For example, a school that completes the registration form in November but only submits payment in late December will have to pay late registration fees.

- **Delegation Registration Fee:** All delegations (each school is considered a delegation) must pay a standard registration fee of USD 25.00.
- **Delegate Fees:** All delegates (students) must pay an individual registration fee. Delegate Fees vary across program and registration deadline. Please see the box below for a summary of the Delegate Fees.

	REGULAR REGISTRATION	LATE REGISTRATION
DELEGATION FEE	USD 25	USD 25
JUNIOR STAFFFER	USD 100	USD 100
DELEGATE FEE	USD 190	USD 200

4. REGISTRATION PROCESS

To register for HACIA Democracy 2021, follow these five steps:

- (1) **Review this Quick Guide to Registration Document and complete any Special Applications.** Students wishing to participate in crisis cabinets and the Junior Staff Program must submit the corresponding special application forms. All Special Application documents are available on the HACIA website.
- (2) **Complete the HACIA Democracy 2021 Registration Form.** This is the main registration document. Before you begin, please collect information about your Faculty Advisors, your school, and the number of students in your delegation. Special Applications must be uploaded as part of this main registration form.

The registration form includes four parts:

- Part 1** - Basic information about your school (location, past participation in HACIA)
- Part 2** - Faculty advisor information (email, phone, preferred language)
- Part 3** - Delegation information (number of delegates, languages, special applications)
- Part 4** - Payment preferences, refund policy

After you complete the Registration Form, you will receive a confirmation e-mail with a copy of your responses.

(3) **Submit all registration fees**

- Within **48 hours** after submitting your Registration Form, you will receive a confirmation of your registration fees invoice. Please note that your registration will not be considered complete until we receive the totality of your registration fees.
- Please allow up to **five business days** upon receipt for our team to process any payments.

(4) **Receive and distribute your country and committee assignments.** After you have submitted your Registration Form and Registration Fees, you will receive your delegation's country and committee assignments. You will also receive results for any Special Applications submitted. Please note that unsuccessful applicants will automatically receive a position in a regular committee. After you receive your assignments, you will be asked to submit basic information for each delegate in your delegation.

(5) **Get ready for HACIA Democracy 2021!** Your registration process will be complete after you submit details for each of your delegates. Leading up to conference, we will post a range of resources to help you prepare successfully for the Summit of the Americas.

5. METHODS OF PAYMENT

HACIA will offer two methods of payment for HACIA 2021.

1. CHECK

Please write a check to HACIA Democracy for the total amount of your registration fees and send it to the following address:

Harvard Association Cultivating Inter-American Democracy
Student Organization Center at Hilles
59 Shepard Street
Box #141
Cambridge, MA 02138

2. WIRE TRANSFER

If you prefer to pay by wire transfer, you will be charged a processing fee of **USD 7.50**. The bank information is the following:

Receiving Bank: Harvard University Employees Credit Union
ABA Number: 211381738
Beneficiary Name: HACIA Democracy
Account Number: 94598-40

A NOTE ON REFUNDS

Due to the fixed costs of the conference and to complications in previous years, HACIA will have a **strict no refund policy**. However, we recognize that we are living in strange times that require flexibility. If you believe that your delegation might require a refund due to unforeseeable events in your local area, please reach out to registration@hacia-democracy.org to discuss options.

6. QUESTIONS

If you have any questions about the Registration Process, please e-mail us at registration@hacia-democracy.org. We'll be happy to help!

