

**33rd International Conference of the Red Cross and Red Crescent**

**9–12 December 2019, Geneva**

**Call for proposals for side events and the Humanitarian Village**

[www.rcrcconference.org](http://www.rcrcconference.org)

The 33rd International Conference of the Red Cross and Red Crescent will take place on **9–12 December 2019** in Geneva, Switzerland. It is a unique multilateral forum which brings together the components of the International Red Cross and Red Crescent Movement, States party to the Geneva Conventions and key humanitarian and development partners to consider, discuss and take decisions on pressing or emerging humanitarian issues.

As explained in the outline of proposed agenda topics, the conference will have a forward-looking approach – addressing future challenges and vulnerabilities – without losing sight of current humanitarian needs. Building on the feedback received from States and National Societies throughout the consultation process, the themes chosen for the conference are:

1. respecting and implementing IHL
2. shifting vulnerabilities, with three subthemes:
	1. access to essential services (in relation to health, migration and urbanization)
	2. humanitarian consequences of climate change
	3. digital transformation
3. trust in humanitarian action.

Each day of the International Conference will be dedicated to one of the three overarching themes.

In line with the organizers’ ambitions to create a dynamic and engaging conference, the informal programme will include side events and the Humanitarian Village to complement the formal agenda. They are organized by conference participants and will take place throughout the three days of the conference.

This document provides guidelines for side events and the Humanitarian Village as well as a proposal form to be completed by conference participants who want to apply for one of these options. Please read the guidelines carefully before filling out the proposal form.

**Guidelines for side events**

**Why side events?**

While not being part of the conference’s formal agenda, side events are smaller events in the form of workshops, debates, round tables, etc. that complement the official proceedings by providing participants with time to have informal exchanges and opportunities to network, showcase successful approaches to tackling humanitarian issues, test ideas, find new partners and inform and inspire each other. **Side events should relate to one or more of the conference’s themes or subthemes.** They should be interactive, practical and action-oriented, looking at innovative ways to address humanitarian challenges.

Although side events are not subject to the Movement’s statutory requirements or procedural rules,participants should not engage in controversy of a political, racial, religious or ideological nature, and discussions must not conflict with the Movement’s Fundamental Principles (humanity, impartiality, neutrality, independence, voluntary service, unity and universality).

**A hub for exploration**

Side events are expected to be interactive platforms for sharing views, exchanging ideas and spurring inspiration. Hosts of side events should provide the most relevant information about their topic and pose challenging questions that stimulate lively debate. Concrete information, statistics and examples are highly encouraged, as they provide a useful basis for sharing ideas and best practices. The same goes for bringing in people from the field who can give voice to humanitarian realities.

**How are side events selected?**

Any conference participant interested in organizing a side event may submit a proposal by filling in the proposal form. They must list the hosts, provide a short description of the objective(s) of the event and explain how the event would contribute to one of the conference’s themes or subthemes.

The selection criteria will include the following:

* The side event should relate to at least one of the conference’s themes or subthemes.
* Joint proposals, submitted by two or more partners or participants, will be given preference.
* Consideration will be given to striking a geographic and gender balance in the choice of speakers and panellists.
* The format should be designed to actively involve the audience and ensure broad participation; preference will be given to interactive and creative formats and to events that include a diverse range of voices (within the limits of logistics and the capacity of the venue, the International Conference Centre of Geneva).

**Please note** that owing to limited space at the venue, the conference organizers will not be able to accommodate all proposed side events. The final list of side events will be determined at the discretion of the conference organizers.

**Practical information**

* + 1. Timing and rooms

As available, rooms will be provided by the conference organizers within the conference centre free of charge. Room assignments within the conference centre will be made based on logistical and organizational considerations.

**Side events should** **not run for longer than two hours** and should include time for networking. The conference organizers will draw up a final schedule of side events closer to the conference and will try to ensure that events on similar or related topics do not conflict.

* + 1. Event language and interpretation

Side events must be conducted in at least one of the conference's official working languages (Arabic, English, French and Spanish). **Simultaneous interpretation will not be provided by the conference organizers.** Event hosts are strongly encouraged to provide interpretation in at least one of the conference’s other working languages; however, they are responsible for covering interpretation costs. Hosts planning to have interpretation at their event should contact the conference organizers at conferences@rcrcconference.org to coordinate logistics.

* + 1. Participation

Side events will be open to all registered conference participants. Event hosts wishing to invite individuals not registered as conference participants should contact the conference organizers.

* + 1. Documents

Short descriptions of the selected side events will be published on the conference’s website. Descriptions should comply with the rules governing the conference, as noted above, and should include:

* the name(s)of the host organization(s)
* a short summary of the event (topic, format, objective, etc.)
* a list of panellists/speakers (if possible)
* links to additional information or reading material.

In order to hold a greener conference, we encourage event hosts to keep printed documents to a minimum. Hosts who wish to provide participants with documents (e.g. brochures, posters, pamphlets and papers) must produce them at their own cost and request advance approval from the conference organizers before distributing them.

All documents accompanying the event (e.g. background papers, reference documents and publications) must be available in at least one of the official working languages of the conference. Producing and translating the document, and the costs incurred, are the responsibility of the hosts.

It is important to note that side events do not result in an official conference decision, nor are the discussions reflected in the official conference report. However, they can lead to other outcomes from the conference, such as pledges.

* + 1. Costs

Rooms will be equipped with flipcharts and overhead projectors. Upon request and subject to availability, microphones and interpreters’ booths can be provided at no cost. The event hosts are responsible for covering all additional expenses, including interpretation, document production/translation, and rental of additional equipment.

**Guidelines for the Humanitarian Village**

**What is the Humanitarian Village?**

The Humanitarian Village complements the official proceedings by giving participants an opportunity to have informal exchanges and tackle humanitarian challenges from fresh angles.

The Humanitarian Village will be a lively and interactive multimedia space inside the conference centre that will bring a hands-on, experimental and participatory aspect to the conference. Participants will be able to explore, test new ideas, share knowledge and experiences, and reach a deeper understanding of humanitarian issues and potential solutions.

The Humanitarian Village will include four main spaces:

* a projection space for showing films and engaging in meaningful discussions on the subject matter
* a speakers’ corner, where participants can speak for up to 15 minutes on topics relevant to the conference’s main themes
* a living library where participants can display written material on their work – leaflets, reports, etc.
* an exhibition space with stands showcasing audiovisual material, interactive installations, etc.

**How are contributions to the Humanitarian Village selected?**

The conference organizers will review proposals for the Humanitarian Village using the same criteria as for side events. Please note that there is limited space within the conference centre, so not all proposals can necessarily be accommodated.

Consideration will be given to contributions that:

* are relevant and connect to the conference’s main themes
* have exploratory and interactive elements
* raise awareness of important topics
* showcase new ideas and share experiences.

**Practical information**

The conference organizers will provide facilities for the four main spaces comprising the Humanitarian Village. Upon request, booths or tables for stands can be provided at no cost.

Hosts are responsible for covering all additional expenses, including interpretation, document production/translation, and rental of any additional equipment they need.

**Deadline & contact information**

**The deadline for submitting the completed form is 31 July 2019.** All proposals should be sent by email to conferences@rcrcconference.org. They will be reviewed in the following weeks, and the hosts of the chosen events will be informed in due course. For any questions, please contact the conference organizers at the same address.



**33rd International Conference of the Red Cross and Red Crescent**

**SIDE-EVENT AND HUMANITARIAN VILLAGE PROPOSAL FORM**

*If you are not sure whether the activity you have in mind would be more appropriate as a side event or as part of the Humanitarian Village, feel free to leave the section below blank, and the conference organizers will programme the activities as they see fit.*

**Type:** [ ]  **Side event** [ ]  **Humanitarian Village**

**Title:**

1. **Host(s)**

|  |  |
| --- | --- |
| Host 1 | Name: |
| Title: |
| Email: |
| Tel.: |
| **Host 2** (if applicable) | Name: |
| Title: |
| Email: |
| Tel.: |
| **Host 3** (if applicable) | Name: |
| Title: |
| Email: |
| Tel.: |
| **Host 4** (if applicable) | Name: |
| Title: |
| Email: |
| Tel.: |
| **Host 5** (if applicable) | Name: |
| Title: |
| Email: |
| Tel.: |
| **Additional hosts** |  |
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|  |

1. **Brief description of proposed event or activity**

Please briefly explain the proposed event or activity, including its main objectives, and why it would be an essential part of the 33rd International Conference. Be sure to explain how it connects to one or more of the conference’s themes. Max. 250 words.

NB This description may be published online.

1. **Objectives for proposed event or activity**

[ ]  Exploring topics and new ideas

[ ]  Encouraging participation or interaction

[ ]  Raising awareness

[ ]  Showcasing initiatives/sharing experiences

[ ]  Networking

1. **Panellists/Speaker(s)** (if applicable)

Please list the panellists/speaker(s) you intend to include in the event, i.e. name (if known; not mandatory at this time), title, organization.

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| --- |
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|  |

1. **Languages**

The side event will be conducted in the following language(s):

[ ]  English

[ ]  French

[ ]  Spanish

|  |
| --- |
|  |

[ ]  Arabic

[ ]  Other (please specify):

1. **Equipment and facilities for side events**

Upon request and subject to availability, the conference organizers may provide the following equipment and facilities free of charge. Please indicate what is required:

[ ]  Meeting room – requested capacity:

[ ]  Flipchart

[ ]  Overhead projector

[ ]  Microphones – fixed: roving:

[ ]  Interpreters’ booths (please note that availability is limited and side-event organizers are responsible for covering the costs of hiring interpreters).

1. **Equipment for Humanitarian Village**

Upon request and subject to availability, the conference organizers may provide the following items free of charge. Please indicate what is required:

[ ]  Booth

|  |
| --- |
|  |

[ ]  Table

[ ]  Other (please specify):

|  |
| --- |
|  |
| (Name, title) |

**Submitted by:**

**Date: Signature:**