



# Power of humanity

Red Cross and Red Crescent  
Statutory Meetings

22-31 October 2024, Geneva

## INTERNATIONAL CONFERENCE GUIDE

FOR STATES, OBSERVERS AND GUESTS

28-31 October 2024

The International Conference takes place at the **International Conference Centre of Geneva (CICG)**, 17 Rue de Varembé – 1211 Geneva 20 (Switzerland).

## **Fundamental Principles of the International Red Cross and Red Crescent Movement**

The [Fundamental Principles](#) – Humanity, Impartiality, Neutrality, Independence, Voluntary Service, Unity and Universality – are defined in the Preamble of the [Statutes of the International Red Cross and Red Crescent Movement](#)

### **HUMANITY**

The International Red Cross and Red Crescent Movement, born of a desire to bring assistance without discrimination to the wounded on the battlefield, endeavours, in its international and national capacity, to prevent and alleviate human suffering wherever it may be found. Its purpose is to protect life and health and to ensure respect for the human being. It promotes mutual understanding, friendship, cooperation and lasting peace amongst all peoples.

### **IMPARTIALITY**

It makes no discrimination as to nationality, race, religious beliefs, class or political opinions. It endeavours to relieve the suffering of individuals, being guided solely by their needs, and to give priority to the most urgent cases of distress.

### **NEUTRALITY**

In order to continue to enjoy the confidence of all, the Movement may not take sides in hostilities or engage at any time in controversies of a political, racial, religious or ideological nature.

### **INDEPENDENCE**

The Movement is independent. The National Societies, while auxiliaries in the humanitarian services of their governments and subject to the laws of their respective countries, must always maintain their autonomy so that they may be able at all times to act in accordance with the principles of the Movement.

### **VOLUNTARY SERVICE**

It is a voluntary relief movement not prompted in any manner by desire for gain.

### **UNITY**

There can be only one Red Cross or one Red Crescent Society in any one country. It must be open to all. It must carry on its humanitarian work throughout its territory.

### **UNIVERSALITY**

The International Red Cross and Red Crescent Movement, in which all Societies have equal status and share equal responsibilities and duties in helping each other, is worldwide.

**All participants shall respect the Fundamental Principles,  
and all discussion, statements and documents presented shall conform to them.**

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## 34TH INTERNATIONAL CONFERENCE OF THE RED CROSS AND RED CRESCENT

28 October, 14:00–19:00

29–31 October, full day

CICG and Varembe Conference Centre (CCV)

### Participants

- Members: the 196 High Contracting Parties to the Geneva Conventions, 191 National Societies, the ICRC and the IFRC
- Observers and guests (by invitation only)

### Provisional agenda of the International Conference

The Standing Commission has prepared the provisional agenda of the 34th International Conference. The Council of Delegates (meeting on 27–28 October 2024) will adopt the conference agenda.

### Debates, languages, documents and voting

#### Non-political nature of the International Conference

The 34th International Conference is a non-political forum that aims to address key humanitarian issues. It does not therefore focus on particular contexts, situations or actions that can involve specific members of the International Conference or other actors.

In order to preserve this **humanitarian forum**, participants are requested to respect the Fundamental Principles of the Movement at all times during the proceedings and to refrain from referring to specific contexts or particular actors when they speak.

The Chair of the International Conference and elected officers will ensure that none of the speakers engages in controversies of a political, racial, religious or ideological nature. The Bureau of the Conference, as defined in the Movement's Rules of Procedure, will apply the same standard to documents before authorizing their circulation.

**The International Conference is different from other multilateral fora in which States engage:** it brings together Movement components and States on equal footing (one vote per member); its purpose is strictly humanitarian, with Rules of Procedures grounded in the Fundamental Principles of the Movement; draft resolutions are developed through a negotiation process revolving around consultations led by the ICRC and/or IFRC pen holders.

#### Languages

Simultaneous interpretation will be provided in **English, French, Spanish, Arabic, and Russian** during plenary sessions, including Voices from the Conference, commission plenaries and their spotlight sessions, and in the Drafting Committee.

**Chinese** will be provided in the main plenary room (A+D).

The provision of interpretation at side events will be at the discretion of their organizers (please check the information provided on the website).

#### Right to speak

Delegations representing **members** of the International Conference have the right to take the floor in all sessions.

**Observers** may speak only at the invitation of the Chair of the session (Chair of the Conference or Chair of the Commission/spotlight session) and provided that there is no objection.

Except for the Voices from the Conference session (see section below), there will be **no list of pre-registered** speakers for the Plenaries, the Commissions, plenary and spotlight sessions, or side events. Participants can indicate their desire to speak by raising their hand after the chair/moderator opens the discussion.

Speaking time is limited to **three minutes** for individual delegations, and **five minutes** for groups of delegations (delegations that are part of the group interventions will not be given the floor for individual interventions on the same topic).

#### Working documents

The official working documents, **including draft resolutions**, have been approved by the Standing Commission and are available on the website at [Documents – 34th International Conference – Statutory Meetings \(rcrcconference.org\)](https://www.rcrcconference.org/documents-34th-international-conference-statutory-meetings). Participants are invited to refer to these documents when preparing for the Conference.

#### Consensus and votes

All member delegations to the International Conference have equal rights to vote, with each delegation having a single vote to cast (one vote per State, one vote per National Society). The Conference endeavours to adopt its resolutions by consensus, as provided in the Rules of Procedure. **Consensus is understood to mean the absence of any objection expressed by a delegation and submitted as an impediment to the adoption of the resolution in question.** If no consensus is reached, a vote can be taken in accordance with the Rules of Procedure, and resolutions are adopted by a majority of the members present and voting.

As a general rule, voting is by a show of hands. If so requested by at least ten delegations, the vote can be taken by roll call or by secret ballot. The vote of each delegation will be cast by its head or by the delegate they designate as a proxy (See section below).

For more information on the Movement's Statutes and Rules of Procedure which apply to the International Conference, please refer to <https://standcom.ch/statutes-and-rules-of-procedure/>.

#### Who may vote

Votes are cast by the registered head of delegation of each member of the International Conference.

If the head of delegation is unable to vote, they can delegate their voting power to another member of their delegation using the proxy form at the end of this Guide. Proxy forms are also available on the conference website.

To be valid, proxy forms must be signed by the head of delegation and submitted in advance to the IFRC by email at [voting.meeting@ifrc.org](mailto:voting.meeting@ifrc.org), allowing enough time for the proxy to be issued with a Voter ID and password.

### Electronic voting

The heads of delegation will receive a randomly generated Voter ID and password in two separate emails a few days before the International Conference. To this end, it is important that **heads of delegation register for the International Conference with an email address they have access to so that they can receive their voting credentials.**

The Voter ID and password are required to access the electronic voting platform, which will be available in the IFRC's four working languages (Arabic, English, French and Spanish). **No new voting credentials will be issued during the International Conference.** It is therefore vital that heads of delegation make sure they have their Voter ID and password on hand before the opening of the International Conference.

Should the head of delegation fail to receive their Voter ID and/or password, they are advised to check their junk or spam mailbox. If the email is not there either, they should present themselves at the registration and information desk during the International Conference.

Heads of delegation will cast their vote **on their own electronic device** (mobile, tablet or laptop) during the International Conference. Alternatively, they may also use the tablets made available for this purpose in the plenary room. Further information, including the deadline for voter registration, will be shared at a later date by email and made available on the conference website.

## **Opening ceremony and Opening Plenary**

*28 October, 17:00 - 19:00, Room A-B-C-D (CICG)*

### **Seating arrangements**

There will be formal assigned seating. Each member of the Conference – i.e. each State and each National Society – will have a maximum of two official seats for its delegation. There will be extra space available in the balcony of Room D on the third floor of the Conference Centre that will be available on a first in, first served basis, for additional delegates.

During the opening ceremony and plenary, the Chair of the Standing Commission and the Minister of Foreign affairs of Switzerland will address the Conference. After the election of the Officers by the Conference members, the Chair as well as the Presidents of the IFRC and of the ICRC will address the Conference. The ceremony will include musical interludes, an immersive performance with voices from frontline volunteers and people affected by humanitarian crisis and the reading of the Fundamental Principles. It will be followed by a cocktail reception hosted by Switzerland and the local Geneva authorities at the conference venue.

Please note that there will be no transport provided back to the hotels.

## Plenary meetings

### Seating arrangements

There will be formal assigned seating with **two official seats per delegation**, one at the table with a microphone, and one behind.

#### a) **Starting plenary**, 29 October, 09:00–09:45, Room A-D (CICG)

The starting plenary will introduce the objectives and agenda of the International Conference and will establish its subsidiary bodies (namely the Drafting Committee and its three plenary Commissions). Other procedural matters will also be addressed by the Chair and the Secretary General of the Conference.

#### b) **Closing plenary**, 31 October, 15:00–16:30, Room A-D (CICG)

The conference rapporteur will provide a comprehensive report on the Conference, and the Chair of the Drafting Committee will report on its work and recommend the adoption of the resolutions.

## Commissions and spotlight sessions

The Commissions are open to all conference participants. There are three separate Commissions devoted to the three main pillars of the Conference:

- Commission I: Building a global culture of respect for international humanitarian law (IHL)
- Commission II: Standing by our Fundamental Principles in responding to humanitarian needs and risks
- Commission III: Enabling sustainable, locally led action.

Each Commission will start with an introductory plenary lasting one hour, followed by four one-hour-and-a-half spotlight sessions. These sessions run concurrently two at a time (except for Commission III, whose four spotlight sessions will run concurrently). Each Commission will conclude with a one-hour reconvening plenary to summarize the main outcomes of the spotlight sessions.

The spotlight sessions will be interactive, workshop-style events, designed to encourage dialogue and the sharing of experiences and ideas.

Outlines for the three Commissions can be found on the conference website at [Documents – 34th International Conference – Statutory Meetings \(rcrcconference.org\)](https://rcrcconference.org). Participants are invited to refer to these outlines when preparing for their participation in the spotlight sessions.

### Guest speakers and panellists

Information on guest speakers and panellists for each Commission (both plenary and spotlights) will be provided on the conference website ahead of the International Conference, and on the mobile application.



## **Schedule and venue**

### Commission I, 29 October

Commission introductory plenary: 10:00–11:00, Room A-D (CICG)

Spotlight sessions: 11:30–13:00 and 14:30–16:00, Room A-D (CICG), Geneva Room (CCV)

Commission reconvening plenary: 16:30–17:30, Room A-D (CICG)

### Commission II, 30 October

Commission introductory plenary: 09:00–10:00, Room A-D (CICG)

Spotlight sessions: 10:30–12:00 and 13:30–15:00, Room A-D (CICG), Geneva Room (CCV)

Commission reconvening plenary: 15:30–16:30, Room A-D (CICG)

### Commission III, 31 October

Commission introductory plenary: 09:00–10:00, Room A-D (CICG)

Spotlight sessions: 10:30–12:00, Room A-D (CICG), Room E-F (CICG), Room 4 (CICG), Geneva Room (CCV)

Commission reconvening plenary: 13:30–14:30, Room A-D (CICG)

## **Seating arrangements**

The plenary sessions of the Commissions will have assigned seating. Each delegation will have a **maximum of two official seats**.

The spotlight sessions will have free seating.

## **Drafting Committee**

*29 October at 10:00 to 31 October at lunchtime, Room B-C (CICG)*

The Drafting Committee is tasked with reviewing and consolidating draft resolutions submitted to the Conference for adoption.

**Only members of the Conference can participate in the Drafting Committee's discussions and negotiations.**

The Chair of the Drafting Committee is responsible for the organization of the work, the proper conduct of proceedings as well as the orderly and efficient progress of debates. Delegations may take the floor more than once at the Chair's discretion and time permitting. The Chair will endeavour to finalize official documents for adoption by consensus. The rules of the Conference apply to the Drafting Committee. Speakers must not engage in controversies of a political, racial, religious or ideological nature.

Documents finalized by the Drafting Committee will be submitted to the closing plenary session on 31 October for adoption in the working languages of the Conference (English, French, Spanish and Arabic). They will be submitted by the Chair as part of the report to the Conference on the work of the Drafting Committee.

## For the Record: Voices from the Conference

29 October, 10:00–18:00

30 October, 09:00–16:30, Room E-F (CICG)

The purpose of this segment is to provide a space for members and observers to deliver a formal statement at the International Conference. It is the official plenary of the Conference, and the statements delivered at this session will be captured verbatim in the official record of the Conference. Official statements can be delivered in the languages of the Conference, namely English, French, Spanish, Arabic and Russian. Simultaneous interpretation will be provided. Statements can be made by any conference participants, including observers.

Statements will be delivered from a lectern at the front of the room. Speakers are requested to kindly **arrive 15 minutes prior to their assigned speaking time**, which will be communicated in advance in the form of a speakers list posted online and displayed at the conference venue.

### Speakers list

Delegations that would like to make a statement during this segment are required to register in advance to secure a time slot. Speaker registration has started on 1 October and involves completing a registration form on this webpage.

The speakers list will be published on 23 October at the conference venue and online, and updates will be provided regularly.

### Procedure

The For the Record: Voices from the Conference segment will be chaired by the Chair of the International Conference or the Vice-chair.

Speaking time is limited to **three minutes** for individual delegations, and **five minutes** for groups of delegations.

To facilitate interpretation, speakers are recommended to share their written statements either by providing a hard copy or sending an electronic copy to [conferences@rcrcconference.org](mailto:conferences@rcrcconference.org) at least 30 minutes before the assigned speaking time. The record will only reflect the actual speech delivered.

### Seating arrangements

There will be free seating. Name plates will be available at the meeting room entrance for Delegations to take with them into the room. The room can accommodate up to 120 people.

### Side events

A total of 28 side events will be held throughout the Conference. They provide a space for informal discussions on topics related to the conference themes and objectives. They form an integral part of the conference programme but are not part of the formal agenda. The side events are under the responsibility of their organisers.

The programme of the side events can be found at [Side Events – Statutory Meetings \(rcrcconference.org\)](https://www.rcrcconference.org). Full details on the description of the Side Events are in the process of being published. In the meantime, the title of the side event, its organisers and scheduling are available.

If there is a specific interest to contact the organizers of any of the Side Events, please contact them directly if you have their contact details or through [conferences@rcrcconference.org](mailto:conferences@rcrcconference.org).

## **Pledges**

In addition to the resolutions submitted to the 34th International Conference for adoption, the participants are invited to undertake individual or collective commitments for the period 2024–2028 in the form of voluntary **pledges**.

Model texts for pledges on the conference topics are available from the pledge page on the conference website [Pledges – Statutory Meetings \(rcrcconference.org\)](https://www.rcrcconference.org). These models can be adapted according to the contexts, interests and capacities of the pledge signatories.

In addition to the pledges initiated by participants, a number of **open pledges** will be submitted for consideration prior to and during the Conference. Members can sign up to open pledges online at [Search pledges and reports – Statutory Meetings \(rcrcconference.org\)](https://www.rcrcconference.org).

During the Conference, a **pledge stand** will be open at the Conference Centre where members can ask questions and submit pledges. If there is a specific interest to organize a signing event for pledges at the pledges stand, please submit the request prior to the International Conference to: [conferences@rcrcconference.org](mailto:conferences@rcrcconference.org), and during the conference please approach the Pledge Stand.

Participants can submit pledges after the Conference via the [online pledge database](https://www.rcrcconference.org), which will be open until **30 June 2025**, and sign up to open pledges until **31 December 2025**.

For further information, please refer to the [Pledging Guidelines](https://www.rcrcconference.org).

## **Election of members of the Standing Commission of the Red Cross and Red Crescent**

The Standing Commission is the *“trustee of the International Conference between two Conferences, carrying out the functions laid down in Article 18”* of the Statutes of the Movement.

### **Composition of the Standing Commission**

The Standing Commission comprises nine members, namely:

- a) five representatives of different National Societies, *each elected in a personal capacity* by the International Conference
- b) two representatives of the ICRC, one of whom is the ICRC President
- c) two representatives of the IFRC, one of whom is the IFRC President.

## **Nomination of candidates**

Information on nominations, including the nomination form together with its Annexes, the Guidelines for Candidates for Election to the Standing Commission of the Red Cross and Red Crescent adopted by the Council of Delegates in 2019 (Resolution 4) and the list of candidates are available on the conference website at [Election of the Standing Commission of the Red Cross and Red Crescent – Statutory Meetings \(rccrcconference.org\)](https://www.rccrcconference.org)

All nominations submitted prior to the Conference will be published in Arabic, English, French, and Spanish on the [conference website](#).

Nominations for the Standing Commission may be submitted in a sealed envelope, including the candidate's CV, to the Chair of the Conference Bureau up to 48 hours before the opening of the meeting at which the election will take place, **tentatively scheduled for 16:45 on 30 October 2024**. The Bureau will circulate the CVs of all the candidates 24 hours before the election.

## **Meet the candidates for election**

At 17:45 on the evening of Tuesday, 29 October 2024, an **informal meeting** with the candidates running for election to the Standing Commission will take place in Room A at the CICG.

## **Election process**

The International Conference will elect the members of the Standing Commission referred to in Article 17(1)(a) of the Statutes in a personal capacity, taking into account personal qualities and the principle of fair geographical distribution. In addition, delegates are strongly encouraged to take gender balance into account.

The members of the Standing Commission are elected by secret ballot by the members of the Conference. The election will be held using an electronic voting platform on Wednesday, 30 October during the day's plenary session starting at 16:45. The voting will start immediately after the roll call, which will determine the absolute majority required for election in the first ballot.

If five candidates obtain an absolute majority in the first ballot, they are declared elected. If fewer than five candidates obtain an absolute majority in the first ballot, a second ballot will be held in which the candidate(s) obtaining the largest number of votes will be elected.

## **Who may vote**

Votes are cast by the registered head of delegation to the International Conference of each National Society, the States Parties to the Geneva Conventions, the ICRC and the IFRC.

If the head of delegation is unable to vote, they can delegate their voting power to another member of their delegation using the proxy form at the end of this Guide. Proxy forms are also available on the conference website.

To be valid, proxy forms must be signed by the head of delegation and submitted in advance to the IFRC by email at [voting.meeting@ifrc.org](mailto:voting.meeting@ifrc.org), allowing enough time for the proxy to be issued with a Voter ID and password.

## **Electronic voting**

The heads of delegation will receive a randomly generated Voter ID and password in two separate emails a few days before the Statutory Meetings. To this end, it is important that heads of delegation register for the International Conference with an email address they have access to so that they can receive their voting credentials. If the head of delegation for the International Conference is the same as for the General Assembly and Council of Delegates, the same Voter ID and password will be used.

The Voter ID and password are required to access the electronic voting platform, which will be available in the IFRC's four working languages. No new voting credentials will be issued during the International Conference. It is therefore vital that heads of delegation make sure they have their Voter ID and password on hand before the opening of the International Conference.

Should the head of delegation fail to receive their Voter ID and/or password, they are advised to check their junk or spam mailbox. If the email is not there either, they should present themselves at the registration and information desk before the opening of the International Conference.

Heads of delegation will cast their vote in secret **on their own electronic device** (mobile, tablet or laptop) during the International Conference. Alternatively, they may also use the tablets made available for this purpose in the plenary room. Further information, including the deadline for voter registration, will be shared at a later date by email and made available on the conference website.

## **Enquiries**

For any enquiries, please contact the Secretariat of the Standing Commission at [contact@standcom.ch](mailto:contact@standcom.ch).

## **Closing ceremony**

*31 October, after the final plenary session, Room A-D (CICG)*

The closing ceremony will take place on 31 October. It will be an opportunity to recognize and thank the volunteers who have helped to make the Statutory Meetings run smoothly.

## **EXHIBITIONS AND THE HUMANITARIAN VILLAGE**

### **Inside the Conference Centre**

*22–31 October, ground floor and Level 1 (CICG)*

The organizers will provide artistic and interactive installations to bring the reality of humanitarian action to the participants, encouraging them to step out of their comfort zone.

Exhibition areas will showcase projects, including participatory experiences, displays of materials and interactive audiovisual content.

The ICRC and the IFRC will have exhibition areas on Level –1 and Level 1.

A map and brief description of the exhibition areas will be available on the website.

## **Spaces for networking**

Because of the limited space, it is not possible to assign specific rooms or offices for bilateral meetings . Nevertheless, there will be several open networking areas in the venue adapted and available for this purpose.

## **Humanitarian village**

*22–31 October, Level –1 and Level 2 (CICG)*

The Humanitarian Village aims to be an interactive multimedia space inside the Conference Centre that will bring a hands-on, experimental and participatory aspect to the Conference. It will create a warm and lively atmosphere at the venue, enabling participants to explore and test new ideas, share knowledge and experiences and look at innovative ways to address humanitarian challenges.

The Humanitarian Village, featuring an array of exhibition booths, will be open for the whole meeting period from 22 to 31 October. Its main objective is to encourage partnership and provide a space for conference participants to showcase their work and engage in discussion and networking. The topics presented at the booths will be related to the International Conference themes and must be in keeping with the Movement’s Fundamental Principles.

There will be a total of 33 booths at the Conference Centre.

## HUMANITARIAN TRAIL

26 October, Geneva



Discover the amazing story of the International Red Cross and Red Crescent Movement which began right here in Geneva!

Two guided walking tours will be offered to participants; places are limited so sign up online by 15 October using the [guided tour registration form](#):

- on 22 and 26 October: the Red Cross and Red Crescent Promenade combining visits to the IFRC HQ and Park and the International Red Cross and Red Crescent Museum
- on 26 October only: the Old Town Humanitarian Trail which traces the origins of humanitarian action and law in Geneva's historical Old Town, taking in landmark buildings that will be opened especially for the occasion.

Participants can also experience the two Humanitarian Trail walks at their own pace and at any time by following the digital map that can be found at [www.humanitariantrail.ch](http://www.humanitariantrail.ch).

## INTERNATIONAL RED CROSS AND RED CRESCENT MUSEUM

In a generous gesture, the [International Red Cross and Red Crescent Museum](#) will offer conference members wearing an International Conference badge free admission to the Museum's exhibitions.

Address: 17 Avenue de la Paix · 1202 Geneva

## MOBILE APPLICATION

A mobile app will provide participants with up-to-date information, notifications and alerts. It will include the following features:

- Activity feed (homepage): see the latest updates from the Schedule and announcements in a single information feed
- Announcements: broadcast in-app messages to all attendees
- Schedule: a complete listing of scheduled sessions and events with detailed overviews
- Documents: links to all official documents will be available
- Session mapping: locate the session room on an interactive map
- Info booth: share useful information, such as event logistics details, local maps, services, Wi-Fi login, lost and found and transportation
- Photo gallery: photos of events and proceedings shared on a daily basis
- Daily bulletin: a summary report of proceedings for each day.

How to log in to the mobile app: download the app RCRC24, which will be available from the Google Play/Apple App Store a week before the start of the meetings, to your mobile phone. Your user name is the email you registered with, and the password is your registration confirmation number. The password only needs to be entered when you first install the app.

## MEDIA

Invited Geneva-based media correspondents who wish to attend the events or conduct interviews with any of the delegates are required to register in advance for press accreditation by **17:00 CET on Thursday, 17 October 2024**.

Accredited media will have access to the International Conference, except for the **Drafting Committee**.

### Accompanying journalists

Delegations attending the Statutory Meetings may bring journalists with them. These accompanying journalists will have to register separately for press accreditation. Once approved, they will be granted the same access as other journalists. The journalists themselves will be responsible for applying for a visa to enter Switzerland.

### Accreditation

For the accreditation and registration process, please email [media@ifrc.org](mailto:media@ifrc.org) with the following information about the journalist(s):

- Full name of the journalist (as shown on ID)
- Email address
- Mobile phone number
- Name of media organization
- For journalists based in Geneva, a scanned copy of their UN-issued press card



- For delegations with accompanying journalists, a scanned copy of the journalist's national press card or certification and of the personal details page of their passport.

On arrival at the CICG, all media personnel need to check in at the registration desk to receive their press badge. The Red Cross and Red Crescent Statutory Meetings registration desk will be clearly signposted. Journalists will be accompanied by a member of the IFRC or ICRC press teams at all times.

### Proactive media outreach

In addition to inviting some Geneva-based correspondents to the Statutory Meetings, the IFRC and ICRC communications teams will explore opportunities to engage with global media around the Conference. This may include issuing multilingual press releases, utilizing social media and conducting targeted media pitches and briefings on key themes and newsworthy topics, as appropriate and based on the current global context.

All media requests for interviews or information about the meetings should be forwarded to the IFRC or ICRC media teams at [media@ifrc.org](mailto:media@ifrc.org) or [press@icrc.org](mailto:press@icrc.org).

## SOCIAL MEDIA

Delegates at the Statutory Meetings are encouraged to use social media to help build a global conversation around their overarching themes. The International Conference is a unique non-political forum that brings together States and humanitarian actors on an equal footing with the sole aim of discussing and addressing humanitarian issues. Given today's highly polarized and unpredictable environment, the International Conference is a critical opportunity for us to reaffirm our principled humanitarian action, founded on the Movement's Fundamental Principles – especially the humanitarian principles of humanity, impartiality, neutrality and independence – and to showcase their relevance in enabling effective humanitarian response. We need to ensure that the humanitarian nature of the Conference remains foremost and that the Movement or the meeting are not used to advance a political agenda. The International Conference offers a unique opportunity to remind stakeholders of the need to preserve the humanitarian space required today to protect and assist people in need.

### Posting and tweeting

Here are some tips and suggestions to help engage your online communities in the global conversation on the Statutory Meetings:

- include **#RCRC24**, the official hashtag of the 2024 Statutory Meetings, in all your social media posts
- focus on the humanitarian themes of the Conference that are of interest to your context and online communities
- share insights supporting the humanitarian objectives of the Conference

- share relevant and inspirational stories from your own context and how the decisions taking place can support people in vulnerable situations
- follow the [IFRC](#) and [ICRC](#) official social media channels and like, comment and share content from their posts and tweets
- Direct people to the [official conference website](#) or to the [IFRC](#) and [ICRC](#) websites

#### Internet access

There will be wireless internet available throughout the venue for the Statutory Meetings. Delegates will be able to use their own laptops or mobile devices to access the internet. Alternatively, there will be computer pods available at the venue that delegates can use to access their online channels.

## PRACTICAL INFORMATION

### Meeting venue

The IFRC General Assembly, the Council of Delegates and the 34th International Conference will take place at the International Conference Centre of Geneva (CICG) and Varembe Conference Centre (CCV), which are located at 17 Rue de Varembe. The CICG has kindly been made available by the Swiss Confederation. For access for people with disabilities, please see section below.

### Meeting rooms

The locations of the events are indicated in the official programme. They are, however, subject to change, and we recommend you check the screens in the CICG entrance hall and the mobile application for the meeting.

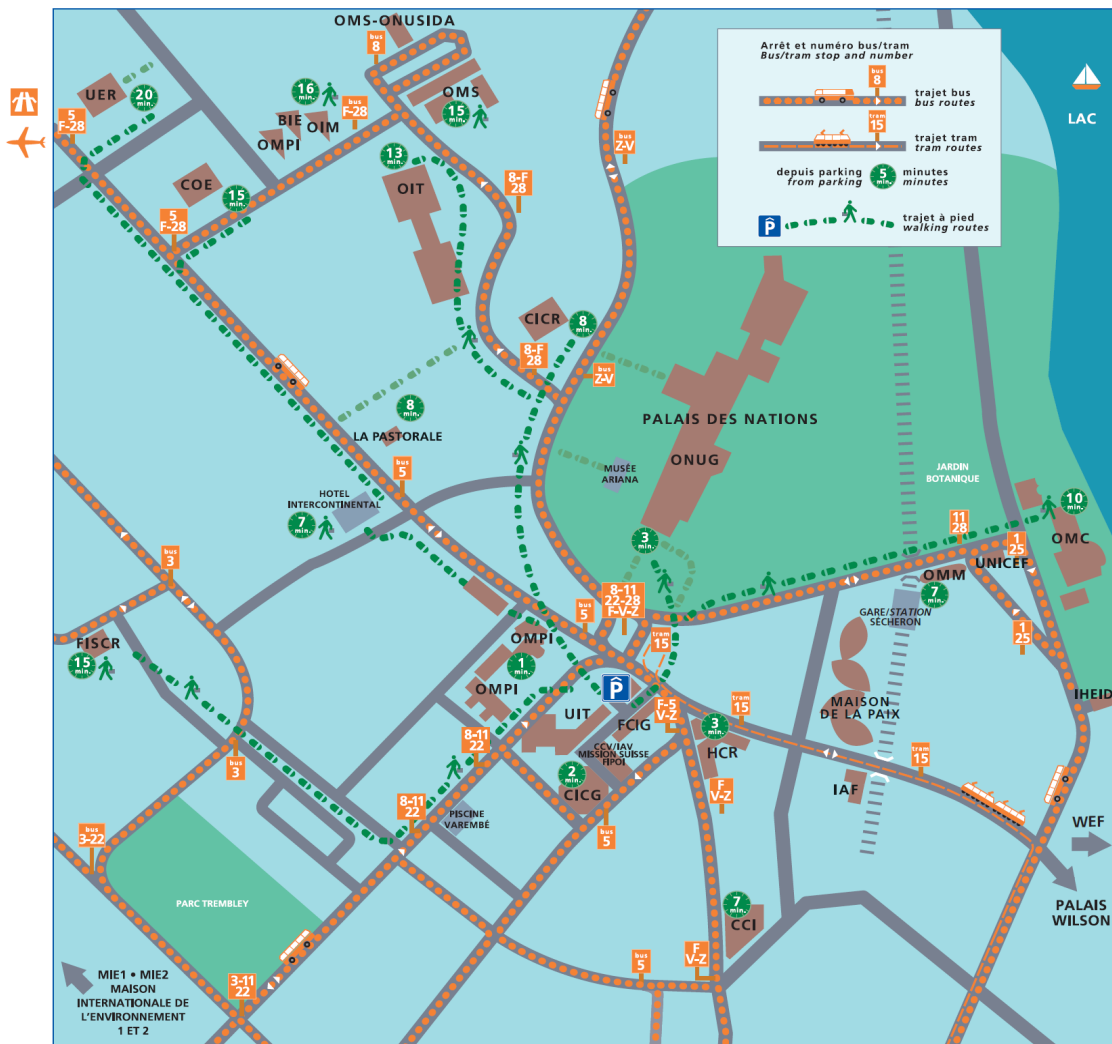
A map showing meeting rooms, elevators and accessible toilets will be available at the accessibility information desk. Wheelchair-accessible seating is available only in the designated sections in some of the plenary meeting rooms.

For presenters and speakers with restricted mobility, a ramp/lift will be available to access the stage/speaking platform in the plenary meeting rooms. Requests for wheelchair-accessible seating and the ramp/lift to access the stage must be submitted to [event.support@ifrc.org](mailto:event.support@ifrc.org) at the accessibility information desk no later than one day before the session in question.

Please note that all CICG and CCV facilities are non-smoking.

All participants are requested to comply with the CICG and CCV policy of no food or drink (except water) in their meeting rooms.

## Map of the CIGC area



28 ◀ CICR, OIT, OIM-BIE, COE, ICRC, ILO, IOM-IBE, WCC  
8 ◀ CICR, OIT, OMS  
ICRC, ILO, WHO



5 ▶ La Pastorale, COE, UER  
La Pastorale, WCC, EBU  
F ou/ou VZ ou/ou 5  
CCI  
ITC



11 ou/ou 22, puis/then 3 ◀ FISCR  
IFRC  
22 ▶ MIE1, MIE2  
IFRC, IEH1, IEH2  
tram 15 ▶ IAF

graphisme:  
www.bip-bip.ch - Genève  
août 2015

## Transportation

### Transportation and welcome desk at Geneva airport

The conference organizers will provide transportation from the airport to the recommended hotels listed in the practical information note. Should you wish to use this service, please make sure that you have registered using the Cvent online registration system and entered all the necessary information about your flight and arrival time.

A welcome desk will be open from 07:00 to 00:00 in the main arrival hall (next to the airport information stand) from 20 to 27 October and on 28 October from 07:00 to 14:00, where a volunteer team will be happy to assist with any questions you may have. Please check in with them even if you have arranged your own transportation.

## Transport to the conference venue (CICG)

Please note that there will be no shuttle service available between hotels and the CICG. As part of greening efforts, Statutory Meeting participants are encouraged to use the highly efficient public transportation system (bus, tram and rail) to get around Geneva and neighbouring areas.

### Public transport

Public transport from Cornavin main railway station	Public transport from Geneva International Airport
<ul style="list-style-type: none"><li>▪ <b>Bus No. 5:</b> "Vermont" bus stop</li><li>▪ <b>Bus No. 8:</b> "Nations" bus stop</li><li>▪ <b>Tram No. 15:</b> "Nations" tram stop</li></ul>	<ul style="list-style-type: none"><li>▪ <b>Bus No. 5:</b> "Vermont" bus stop</li><li>▪ <b>Bus No 28:</b> "Nations" bus stop</li></ul>

All Geneva hotels provide their guests with a free bus pass for the duration of their stay. You will receive this via email a few days before your arrival. If you do not receive it, you can request one at the hotel reception when you arrive. You will find information and maps at the CICG reception desk and on Geneva's [public transport website](http://www.tpg.ch/en/web/site-international)<http://www.tpg.ch/en/web/site-international>.

Public buses and trams in Geneva are accessible to people with mobility impairments. The closest bus and tram stops are at Nations and Vermont, which are approximately 300 metres from the CICG.

### Taxis

Taxis charge according to their taximeter (minimum fare is CHF 6.30, and each additional kilometre is charged at a rate of CHF 3.20 or CHF 3.80 at night, on Sundays, on public holidays, outside Geneva or for four passengers or more). Fares between lakefront hotels (Pâquis area) and the CICG are around CHF 20, while fares between hotels near the airport and the CICG are around CHF 30. Waiting time is charged at CHF 60 per hour, small pieces of luggage at CHF 1.50 each and larger ones at CHF 3.00 each. Taxis can be called on +41 (0)22 33 141 33 or +41 (0)22 320 22 02 and are available at taxi stands.

## **Access to the conference venue (CICG) and security**

For security reasons, access to the CICG will be restricted solely to people attending the Movement meetings from 22 to 31 October 2024. It is strictly forbidden to park cars on the esplanade in front of the CICG entrance. Chauffeur-driven cars must leave the esplanade once passengers have been dropped off.

Only registered participants with a conference badge can access the meeting venue. All participants must be registered via Cvent, the official meeting registration site. The same badge provided can be used to access all the rooms at the Conference Venue.

**State representatives are kindly reminded that UN badges will not be valid for the Conference.**

Security staff will control access to the building. All participants are kindly reminded that the conference organizers have a no weapons policy.

An unsupervised cloakroom is available at the CIGC. The meeting organizers cannot be held responsible for the loss or theft of valuables at the CIGC. Please do not bring luggage to the conference venue as there is no storage space available for large items.

Any security-related questions should be addressed to Mr Lars Tangen, Global Head of Security. He can be reached 24 hours a day on the following mobile number: +41 79 217 33 71.

Switzerland is considered one of the safest countries in Europe. Nevertheless, the crime rate is rising in Geneva, and pickpocketing and bag snatching are becoming increasingly frequent on public transport and at shopping centres, bus stops, railway stations, restaurants, etc. We strongly recommend that you pay special attention to your personal belongings. Never carry large amounts of money on you and, if possible, leave your valuables (jewellery, ID, credit cards, travel tickets, etc.) in your hotel safe.

### **On-site registration and access badges**

To gain admission to the CIGC, you must be wearing a badge with a photo issued by the conference organizers. You should wear this badge at all times when in the CIGC to facilitate security checks and foster communication among participants. Should you lose your badge, please alert the reception desk immediately.

To avoid long waits at the CIGC entrance, if possible, please register and collect your badge prior to the start of the 34th International Conference on 28 October. You will be able to register and collect your badge at the following places and times:

- **10 October** 10:00–16:00 at the IFRC Secretariat (*17 chemin des Crêts*)
- **11 October** 10:00–17:00 at the IFRC Secretariat (*17 chemin des Crêts*)
- **22 October** 07:30–18:00 at the CIGC (*17 rue de Varembe*)
- **23 October** 07:30–18:00 at the CIGC (*17 rue de Varembe*)
- **24–25 October** 07:30–18:00 at the CIGC (*17 rue de Varembe*)
- **27 October** 07:30–18:00 at the CIGC (*17 rue de Varembe*)
- **28 October** 07:30–20:00 at the CIGC (*17 rue de Varembe*)
- **29 October** 07:30–20:00 at the CIGC (*17 rue de Varembe*)
- **30–31 October** 07:30–18:00 at the CIGC (*17 rue de Varembe*)

*Please note that you must go in person to collect your badge (photo taken on site) and present a photo ID (official document with your picture on it).*

### **Document distribution**

The official working documents are available online. They can be accessed on <https://rcrcconference.org/>. Please note that, in line with our continued commitment to making the Conference green, no printed document packs will be available at the conference venue. If you require printed material, please be sure to bring it with you.

Any new documents will be distributed in the meeting rooms and via delegation pigeon holes in the working languages of the meetings.

Your badge will indicate the language of your choice according to the following colour code: red = English; blue = French; yellow = Spanish; green = Arabic.

### **Accessibility and support services**

We are committed to supporting all individuals with disabilities participating in the Statutory Meetings, including by providing financial assistance if needed. If you have specific accessibility needs, such as sign language interpretation, accessible official documents or mobility assistance, please reach out in advance to the organizing team so that we can arrange adapted access according to your needs.

To ensure a fully inclusive experience, designated focal persons will be available throughout the event to provide information on accessibility, universally accessible areas and inclusive communication materials at the Statutory Meetings and on the Humanitarian Trail. These focal persons will assist with any accessibility-related inquiries and ensure a safe, inclusive and accessible statutory process.

Any requests for accessibility services, including transportation to/from the airport, support for service or other needs, should be submitted to [event.support@ifrc.org](mailto:event.support@ifrc.org) as soon as possible..

### **Green meetings**

The Movement recognizes the environmental impact of its large-scale meetings, including the related carbon emissions, consumption of resources and waste generation. In alignment with the second commitment of the [Climate and Environment Charter for Humanitarian Organizations](#), the Movement is committed to continuously reducing the environmental consequences of its meetings and setting a positive example for others in the sector.

### **Wi-Fi connection**

Wi-Fi for internet access will be available to participants using their own laptops throughout the CICG facilities.

Wi-Fi name: RCRC24

Password: **welcome24**

### **Catering (restaurant/bar)**

The conference organizers will not be providing any meals, snacks or coffee/tea during the Conference. The CICG has a self-service restaurant on the first floor, which is open from 11:30 to 14:30. There is also a snack bar on the ground floor open from 07:00 to 18:00.

Please note that food and drinks may only be consumed in the areas designated for this purpose. It is strictly forbidden to take drinks (except water provided by the CICG) or food into the meeting rooms and offices.

## Souvenirs

Feel free to pay a visit to the souvenir stand on the ground floor, where a wide range of souvenirs and other items are available for purchase.

## Business Centre

Computers with free unlimited internet access will be at your disposal at the Business Centre located on Level –1. As a courtesy to other users, please limit computer use to 20 minutes at a time.

## Event support team

Delegates requiring assistance with their hotel reservation, visa or registration on Cvent can contact the event support team via email at [event.support@ifrc.org](mailto:event.support@ifrc.org).

## Insurance

Participants must have valid personal accident and health insurance for Switzerland. Delegates are also recommended to ensure that they have adequate travel insurance.

## First aid

There is a first aid post at the CICG infirmary on Level –1, next to the Business Centre, which can be reached on 9302 when phoning from a CIGG landline or on +41 (0)22 791 9302 when calling from a mobile phone. Report any medical emergencies to the infirmary for immediate assistance and first aid. If required, the patient will be referred to relevant medical facilities outside the CIGG.

## Prayer space

A prayer space is available on Level –1. Please be respectful of people using this area by keeping quiet.

## Geneva – general information

- Climate: In late October, temperatures usually range between 7 °C and 15 °C during the day. It is recommended to pack warm clothes, comfortable shoes and an umbrella.
- Electricity The voltage in Switzerland, as in most of Europe, is 230V/50 Hz. Switzerland uses type C (two-round-pin) and type J (three-round-pin) plugs.
- Languages French (other languages spoken: English and German).
- Currency Swiss franc (CHF) which is divided into 100 centimes.
- Time zone From late March to late October (27 October in 2024), it is Central European Summer Time (CET +1 hour), and after 27 October, it is Central European Time (CET).
- Smoking Since 1 May 2010, smoking has been banned in Switzerland in all enclosed places open to the public or serving as a workplace for more than one person. It is therefore forbidden to smoke in restaurants, public buildings, offices and public transport. Smoking is permitted in separate smoking rooms, outdoors and in private homes.



- Shopping Except when there is a bank holiday, the usual working week is five days, from Monday to Friday (public administration, companies, banks, etc.), but stores are also open on Saturdays.
- Tipping Prices in hotels and restaurants, taxi fares, etc. are calculated to include taxes and service. A tip is not therefore obligatory but can be given in appreciation of good service (usually up to 10%).

**Important phone numbers**

Police: 117	Duty Pharmacy Service: 1811/144
Fire Brigade: 118	SOS Doctor Home Visits: +41 (0)22 748 49 50
Ambulances: 144	Lost and Found: +41 (0)22 327 60 00
Poisons Information: 145	Taxis: +41 (0)22 33 141 33 or +41 (0)22 320 22 02

In case of emergencies concerning logistics-related matters or if you have any further questions, please contact Ms Helena Pantelic from the IFRC on +41 79 245 70 45 or Ms Muriel Dominguez from the ICRC on +41 79 711 46 59.

**PROXY FORMS**

Proxy Form for Non-Election Votes

I, \_\_\_\_\_  
(name of Head of Delegation)

of the \_\_\_\_\_ hereby delegate to  
(name of National Society or Government)

\_\_\_\_\_  
(member of my delegation)

the authority to vote on behalf of my delegation in any vote that may take place during the  
[*delete as appropriate*: IFRC General Assembly/Council of Delegates/International  
Conference].

The new voter's email is:  
\_\_\_\_\_

\_\_\_\_\_  
Signature

**Date:**

**Election of the Standing Commission  
Proxy Form**

I, \_\_\_\_\_  
(name of Head of Delegation)

of the \_\_\_\_\_  
(name of National Society or Government)

hereby delegate to

\_\_\_\_\_  
(member of my delegation)

the authority to vote on behalf of my delegation in the election of the members of the Standing Commission.

The email of the above-mentioned member of my delegation is:

\_\_\_\_\_

\_\_\_\_\_  
Signature

Date: