United for humanity

Red Cross and Red Crescent Statutory Meetings

29 November - 4 December 2026, Geneva

Networking Space Guidelines

(revision 6 November 2026)

The IFRC General Assembly and the 2026 Council of Delegates provide valuable opportunities to connect, exchange ideas and strengthen collaboration. A range of networking spaces, with and without reservation, will be available for you to meet and engage with representatives of other National Societies, the IFRC and the ICRC.

TYPES OF NETWORKING SPACES

1. **#Connect – Meet-and-greet area**
   Open space. No reservation required.

2. **Reserved networking lounge**
   A semi-private space for meetings of up to 12 people. Advance reservation required.

3. **Private meeting room**
   Suitable for larger group meetings of 12 to 60 people. Advance reservation required.

1. #Connect – Meet-and-greet area

It is an informal, flexible and welcoming networking space in an open area, with no advance reservation required.

- **Set-up:** Various sizes and formats (table with chairs, high tables, sofa, etc.).
- **Seating capacity:** 2 to 8 people.
- **Opening times:** 29 November to 3 December – 08:00 to 19:30; 4 December – 08:00 to 18:00.
- **Reservation:** No advance reservation required. First come, first served.

IMPORTANT

Out of respect for other users, please:

- do not leave any personal belongings unattended; any such items will be disposed of
- keep the lounge area clean and tidy
- do not alter the set-up
- do not remove any furniture.

2. Reserved networking lounge

It is an organized meeting space with temporary semi-private booths for bilateral meetings and meetings between members of the IFRC (29 November to 2 December) and members of the Council of Delegates (3 to 4 December), offering a more private and confidential setting.

- **Set-up:** The networking lounges will be located on the 1st floor and 2nd floor of the conference venue. Each lounge will have one big table accommodating up to 12 participants and will be semi-enclosed with partitions to provide a comfortable setting for discussions.

- **Seating capacity:** 2 to 12 people.

- **Time slots:** To allow delegates to focus on the official proceedings of the IFRC General Assembly and the Council of Delegates, time slots for the reserved networking lounges will be primarily allocated outside official session times, specifically:
  - early morning before the official sessions start
  - during the lunch hour
  - late afternoon after the official sessions are over.

- **Duration:** Up to 45 minutes per time slot.

- **Reservation:** Advance reservation is required. Please see the "How to reserve a space" section below for more detailed information.

- **Number of reservations allowed:** Up to two time slots can be reserved per delegation.

- **Reservation confirmation:** Reservation requests will be accepted on a first-come, first-served basis while also taking into account time slot availability and geographical representation to ensure that National Societies from all regions have equal opportunities to use the lounges.

  Please wait for the confirmation message for the exact meeting date, time and location. Every effort will be made to assign a networking lounge according to your preferences, subject to availability.

- **Catering service:**
  - no catering service will be provided
  - food is not allowed in the lounge areas.

- **Modification of reservations (date and time):** Any changes are subject to availability.

IMPORTANT

Out of respect for other users, please:

- respect the time slot assigned
- do not leave any personal belongings unattended; any such items will be disposed of
- keep the lounge area clean and tidy
- do not alter the set-up
- do not remove any furniture or equipment
- do not eat in the lounge area.

3. Private meeting room

Private meeting rooms of various sizes with a pre-defined set-up suitable for bigger group meetings will be available for members of the IFRC (29 November to 2 December) and members of the Council of Delegates (3 to 4 December).

- **Set-up:**
  - Meeting rooms for 12 to 60 people (classroom style) with a head table for 6 people
  - Meeting room for up to 24 people with a rectangular set-up.
- **Audiovisual facilities:** Overhead projector and screen *(organizers are required to provide their own laptop computer for projections)*. Please note that live streaming and hybrid participation will not be available.
- **Time slots:** To allow delegates to focus on the official proceedings of the IFRC General Assembly and the Council of Delegates, time slots for private meeting rooms will be primarily allocated outside official session times, specifically:
  - early morning before the official sessions start
  - during the lunch hour
  - late afternoon after the official sessions are over.
- **Duration:** Up to 60 minutes.
- **Reservation:** Advance reservation is required. Please see the "How to reserve a space" section below for more detailed information.
- **Number of reservations allowed:** One space can be reserved per delegation.
- **Reservation confirmation:** The request will be reviewed and accepted taking into consideration time slot availability and geographical representation to ensure that National Societies from all regions have equal opportunities to use the private meeting rooms.

  Please wait for the confirmation message for the exact meeting date, time and location. Every effort will be made to assign a private meeting room according to your preferences, subject to availability.
- **Modification of reservations:** Bookings cannot be changed once the confirmation has been issued.

IMPORTANT

Out of respect for other users, please:

- do not make any changes once the reservation has been confirmed
- respect the time slot assigned
- keep the room clean and tidy
- do not alter the set-up or remove any furniture or equipment

HOW TO RESERVE A SPACE (RESERVED NETWORKING LOUNGE OR PRIVATE MEETING ROOM)

Requests for networking spaces (reserved networking lounge or private meeting room) can be made from **1 October**.

Delegations interested in booking meeting spaces are asked to submit an **online request form**.

Each delegation can request **up to two networking lounge spaces and one private meeting room**.

To prevent double bookings, only the delegation initiating the meeting should submit a request. If there are several delegations involved in the meeting, please designate a single focal point to submit the request on behalf of all parties and include the names of all participating delegations in the request form.

Requests will be reviewed once every two weeks, and spaces and time slots will be allocated according to availability, the guidelines and your preferences. Please wait for the confirmation message for the exact meeting date, time and location.

The online request form will close on 28 November.

From 29 November onwards, requests should be submitted directly at the Networking Space Desk on site at the conference venue (CICG) before 17:00 on the day prior to the meeting. Every effort will be made to assign a time slot on the basis of the spaces available at that time.

CONTACT US

1 October to 28 November

By email

Delegations requiring further information regarding networking spaces should send any questions or enquiries to mcs.geneva@ifrc.org.

29 November to 4 December

In person

Networking Space Desk (on site)

All enquiries, requests and modifications will be handled in person at the Networking Space Desk on site at the conference venue (CICG).

Opening hours: 07:45 to 20:00