



## A GUIDE FOR PARTICIPANTS - UNHCR ANNUAL CONSULTATIONS WITH NGOs

*The Annual Consultations (AC) between UNHCR and NGOs are one of the largest annual gathering of humanitarian professionals working in the field of forced displacement. An unparalleled event, the AC have been held for over 30 years and have grown significantly over time. They offer a stimulating environment for exchanging on challenges and new ideas, as well as networking.*



The Annual Consultations are co-organized by UNHCR and the International Council for Voluntary Agencies (ICVA). Participants include representatives from a diverse range of NGOs, international and UN organisations, community-based organizations, UNHCR operational partners, human rights groups, private sector, humanitarian agencies. In recent years, there has also been a welcomed increase in the number of refugees attending the event and providing valuable insights.

### CRITERIA AND ACCESS

NGOs who wish to participate must register online and have their participation validated by the Partnership Section. They should meet at least one of the following criteria:

- Be a **member of ICVA** (International Council of Voluntary Agencies) – please refer to <https://icvanetwork.org/>;
- **Have Consultative status with ECOSOC** (Economic and Social Council) **with a demonstrated interest in the solution to the problem of refugees and other persons of concern to UNHCR** and with expertise or work pertinent to at least one topic of the sessions and in particular with the overall theme. For more details, refer to <http://esango.un.org/civilsociety>
- Be an **implementing partner** for UNHCR in the preceding or current year;
- Be an **operational partner** of UNHCR (with a written recommendation from the UNHCR Field Office concerned, sent to the Partnership Section: [partnership@unhcr.org](mailto:partnership@unhcr.org)).

### HOW TO REGISTER

All participants, including those who already possess a UN security badge, are required to register online on Indico, our conference management tool. The link to register is: <http://reg.unog.ch/e/UNHCRNGOs>

- **If you already have a profile on Indico**, you just have to log in and register for the Annual Consultations
- **If you don't have a profile**, you must first one and then only, you can register for the conference. **Don't worry, you only need to create a profile once.**

You must complete the registration form online, and send a credential letter from your organization to the Partnership Section. You will also be asked to provide information about your position and the work of your organization. This is

intended to know better the NGOs that attend the Consultations and collect up-to-date information.

### WHEN AND WHERE TO COLLECT MY BADGE

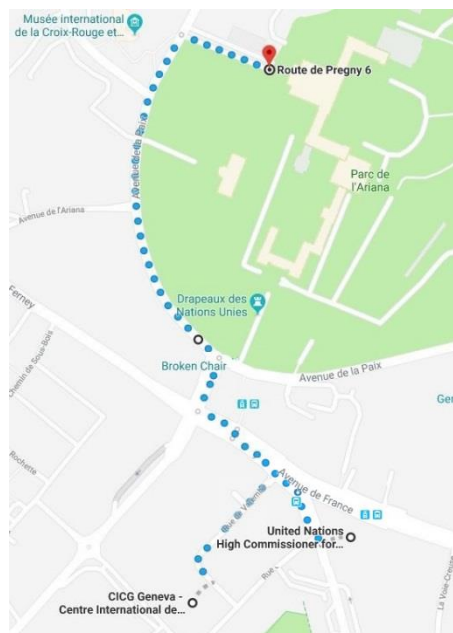
Badges **will not be distributed** at UNHCR HQ and CIGC buildings. Security badges will be available for collection from the UNOG Pass and Identification Unit at the Pregny Gate entrance of the Palais des Nations (opposite to the ICRC building), Avenue de la Paix (map from: <https://goo.gl/nTb2GP>), as of Monday 25 June 2 p.m. The office is open every day from 8 a.m. to 5 p.m.

Please ensure that you collect your badge well in advance at the Pregny Gate to be on time for the opening of the meeting on 27 June, at 10 a.m. (CIGC building, 17, rue de Varembé, Geneva). It takes 20 minutes by walk from the Palais des Nations to the CIGC building.

Kindly note:

- ⚠ Even though the meeting does not take place at UNHCR HQ or at the Palais des Nations, participants are subjected to the same security requirements has any other UN meeting.
- ⚠ **To avoid frustrations and misunderstandings**, do not show-up unregistered or without your badge at the CIGC.

### HOW TO GO TO THE PREGNY GATE...





## HOW TO GO TO THE INTERNATIONAL CONFERENCE CENTRE GENEVA (CICG)?

In public transports:

- From the main train station, Cornavin:
  - Bus **5** (direction: Aéroport): Stop: Vermont
  - Bus **8** (direction: OMS): Stop: UIT
  - Tram **15** (direction: Nations): Stop: Nations
- Public transport from Geneva International Airport to the CICG (International Conference Center): you can get a free bus ticket valid for 80 minutes at the airport from a machine to the left, in the baggage reclaim area, before you pass through customs.
  - Bus **5** (direction: Thônex-Vallard): Stop: Vermont
  - Bus **28** (direction: Jardin Botanique): Stop: Nations

## SITTING ARRANGEMENTS AND NAMEPLATES

There is no assigned seating in the Opening and Closing plenary sessions of the Annual Consultations. Due to space limitations, each NGO is assigned only one seat with a microphone. If your NGOs have more than one participant, one of you will sit in the front with the name tag and the rest will sit behind him or her.

Only one nameplate will be prepared for each NGO and it will be distributed to the first representative of a given NGO that will arrive in the morning. Name tags will be used only for the opening and closing ceremony (not for the thematic or the regional sessions). The Partnership Section does not have the capacity to replace lost nameplates.

## LANGUAGES – INTERPRETATION AND DOCUMENTS TRANSLATION

Under standard UN procedure, all formal UNHCR documents are provided in **English** and **French**, and translated into other UN languages according to need.


Interpretation is provided for all sessions in **English**, **French**, **Spanish** and **Arabic**. In addition, **Russian** will be available during the opening and closing sessions of the Annual Consultations and during the Europe regional session.

Thematic sessions and Food for Thought events have **English**, **Spanish**, **Arabic** and **French** interpretation.


## HOW TO ASK A QUESTION

If you have a question:


- During opening and/or closing sessions: Simply place your nameplate upright in front of you;
- During Regional/Thematic sessions: Raise your hand.
- In some sessions, you can use the interactive platform **Pigeonhole** to ask a question, make a comment or vote


for other participants' questions. The sessions that use Pigeonhole will be announced in due time and indicated with this symbol  in the summary agenda

## SOCIAL MEDIA

 The event's dedicated hashtag is **#UNHCRNGOs**. Hashtags allow to denote a topic of conversation or participate in a larger linked discussion, they help spread information on Twitter and organise the discussion. The use of hashtags allow other participants to find and read your tweets in real time based on specific topics. A list of session-specific hashtags will be made available online on UNHCR and ICVA websites before the Annual Consultations starts.

**Tweet!** Follow [@UNHCRPartners](#), [@ICVANetwork](#), [@ICVA\\_Displaced](#), [@ICVARefugee](#) and [@ICVATalks](#) and use the hashtag **#UNHCRNGOs** in your tweets that are relevant to the Consultations. Encourage your colleagues and participants to do the same.

 **YouTube** The Opening and Closing plenary sessions will be livestreamed

 The Partnership Section encourages participants and colleagues who cannot attend to post rich content on its blog: [unhcrngos.tumblr.com](http://unhcrngos.tumblr.com). Do you have a video, a report, photos that you would like to share? There is the place. If you need assistance, please contact us at [partnership@unhcr.org](mailto:partnership@unhcr.org).

## HOW TO MAKE CONTACTS AND ARRANGE INFORMAL MEETINGS

If you wish to arrange a meeting with UNHCR staff members, get in touch with the Partnership Section. They will help you to organise meetings with relevant UNHCR staff during your stay in Geneva. There are several opportunities for you to identify people whom you may wish to meet. UNHCR's reception, usually held in UNHCR's Cafeteria on the first night of the Consultations, provides a great opportunity to mingle with UNHCR staff.

To get an idea of who attends the Annual Consultations, consult the participants list which is available online at <http://www.unhcr.org/ngo-consultations>.

## AFTER THE CONSULTATIONS

Over the years, your comments and suggestions have shaped the Annual Consultations, transforming them from a half-day event into a three-day major forum. This is why your opinion is important! **PLEASE FILL** the General Evaluation Form that is distributed prior to the Closing Session, and the Individual Session Evaluation Forms available online after the Consultations ([www.unhcr.org/ngoeval](http://www.unhcr.org/ngoeval)).