



Administrative instructions for HNPW participants

The HNPW 2025 will be held in a hybrid format from 17 to 28 March 2025. The first week (17-21 March) will be held remotely, the second week (24-28 March) will be held face-to-face at the CICIG in Geneva.

More than 50 humanitarian networks and partnerships organize meetings and sessions at the HNPW to which they invite their members and stakeholders to attend remotely or in-person. The HNPW secretariat does not send invitations to sessions participants.

Participant registration

HNPW invitees receive session information (title, dates/time, agenda, and remote meeting links/passwords) from the inviting networks or partnerships. This information is sufficient to attend these sessions.

The registration on the HNPW portal to attend sessions is not mandatory. **However, we kindly requested all participants to register for the sessions they plan to attend (remotely or in-person) for the following reasons:**

1. To provide session organizers an indication of remote vs face-to-face attendance
2. To support logistics planning for the event (assigning of rooms and catering).
3. To obtain connection details for remote attendance in sessions of other networks to which an invitation has not been received.

Registration process

1. Login to the event portal (same account as previous HNPW or Virtual OSOCC) or create a new account. Please use "Forgot password" in case you forgot your credentials.
2. The e-badge for in-person attendance can be downloaded at the top right upon login.
3. To register for sessions of interest:
 - a. Once logged in, open the tab "Event Program"
 - b. Use the filter to find sessions of interest (by network, keyword, day, etc.)
 - c. Register for sessions of interest using the blue "Register" button.
4. Use "Your registered sessions" in the session filter to review, change or cancel session registrations.
5. Use "Download as DPF" in the form header to export your selected sessions as pdf.

Connection details for remote attendance

- Connection details (for public and private sessions) will be provided by the organizing networks or partnerships in the invitation to their invitees.
- The connection details for remote and hybrid public sessions are also available in the event program (login required).
- Upon registration, participants receive an automatic confirmation by email containing connection details and a calendar invite (as invite.ics attachment).

Address of the HNPW conference venue (CICG)

- Centre International de Conférences Genève (CICG)
Rue de Varembe 17, 1202 Geneva, Switzerland
Website : <https://cicg.ch>

Costs for travel and accommodation of participants

- Participants are responsible to cover the costs for their travel and accommodation and to make their own arrangements for accommodation.
- The inviting network or partnership may support travel and accommodation for invitees (speakers and board members) as per the organization's internal policy.
- The HNPW secretariat does not provide financial support to participants.

Visa support for face-to-face attendance

- Nominal invitations (for visa support) must be requested from the inviting network or partnership. For hybrid and face-to-face sessions, nominal invitations will usually be provided to speakers and key delegates (e.g. Board members), who's presence is required at the venue. Hybrid sessions can be attended remotely by those who did not obtain visa support.
- The HNPW secretariat does not issue nominal invitations and visa support letters to event participants.

Participant badges

- The confirmation message after registering for sessions contains a link to download the e-badge for in-person attendance.
- The participant e-badge can also be downloaded at www.hnpw.org at the top right page upon login.
- On request, participant (plastic) badges can be printed at the venue for those not concerned about the environment.
- Participants who are concerned about visibility may consider using their own organization's badge.

Coffee and lunch

- Coffee and refreshments are provided in the breaks by the event organizer at the venue.
- Lunch is at the cost of participants. A cafeteria is available at the venue. Restaurants are nearby.

Nursery

- A nursery (for breast-feeding mothers) is available at the venue.

Prayer room

- A prayer room is available at the venue.

Parking

- A parking garage is available (at own costs) in the proximity of the venue. Visit the parking garage [website](#) for more information.