

## HNPW Event Guide for Session Organizers

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 International Conference Center in Geneva (CICG).

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## Who can organize sessions and exhibition stands

Sessions and exhibition stands can be submitted **only by humanitarian networks and partnerships that are registered with the HNPW** (see Annex 1).

An admin account for the HNPW portal ([www.hnpw.org](http://www.hnpw.org)) is required.

*To **obtain a session admin account**, request admin rights from the HNPW secretariat at [ocha-hnpw@un.org](mailto:ocha-hnpw@un.org). Alternatively, persons with admin rights can add “session editors” to their sessions. The new editors can modify the assigned session and also register new sessions ([see guidance](#)).*

## The Venue

- Centre International de Conférences Genève (CICG)  
17 rue de Varembé, CH - 1202 Genève, Switzerland  
<https://www.cicg.ch/en>
- Coffee, lunch, and refreshments
  - o Coffee and refreshments will be provided free of charge in the breaks.
  - o A coffee shop is available at the venue (own cost).
  - o A cafeteria is available at the CICG (at own costs).
  - o Lunch coupons for participants can be arranged via the CICG catering service (at own cost) - [Guidance and contact CICG catering](#).
  - o Several restaurants are in the proximity of the CICG.
- Parking at the CICG
  - o A parking garage is available (at own cost) in the same street as the CICG (visit parking [website](#))
- Services available at the CICG
  - o Prayer room and nursery room
  - o Interpretation services provided through the CICG (at own cost) [view guidance](#).
  - o Rental of equipment (at own cost) [view guidance](#).
  - o Receptions (at own cost) [view guidance](#).
- Shipping of equipment, e.g. documents (at own cost) [view guidance](#).

## Deadlines for session registration, approvals, and outcomes

- Submission of session title, abstract, and connection details: 8 Dec 2024
- Requests for OCHA senior delegate 6 Dec 2024 ([see guidance](#))
- Revision and approval of submitted sessions by network/partnership focal points 9-13 Dec 2024
- Coordination meetings for AOCC sessions to resolve scheduling conflicts (session owners, AOCC leads, and HNPW secretariat)
  - o Accountability to Affected Populations and Organizational Culture: Mon, 9 Dec 2024 14:00-15:00
  - o Anticipatory Action: Tue, 10 Dec 2024 10:00-11:00
  - o Climate Crisis: Tue, 10 Dec 2024 14:00-15:00
  - o Inclusion: Wed, 11 Dec 2024 10:00-11:00
  - o Localization: Wed, 11 Dec 2024 14:00-15:00

- Humanitarian Security: Thu, 12 Dec 2024 10:00-11:00
- Nexus: Thu, 12 Dec 2024 14:00-15:00
- Response in a Pandemic: Fri, 13 Dec 2024 10:00-10:00
- Publication of the event program for participant registration: Fr, 20 Dec 2024
- Late session registration is possible only if there are no scheduling conflicts and rooms are still available
- Visit to the CICG for Geneva-based session organizers in the first week of March. The date will be announced to all session organizers and network focal points.
- Uploading of session outcomes within two month after the event (i.e. 30 May 2025 ([see guidance](#)))
- Exhibition stands
  - Registration/extension of physical exhibition stands: 24 Jan 2025 ([see guidance](#))
  - Registration/extension of virtual exhibition stands: 14 Mar 2025 ([see guidance](#))
  - Draft floor plan shared for verification: 3 Feb 2025
  - Physical exhibitions confirmed and floor plan published: 3 Mar 2025

## Rules for HNPW 2025 sessions

- No remote session in the face-to-face week
- Briefing and information sessions to be held in the remote week (17-21 March)
- Sessions in the face-to-face week (24-28 March) should be interactive (not information sessions)
- Only one AOCC session of the same theme per time slot
  - Scheduling conflicts are indicated in the registration form.
  - Scheduling conflicts will be resolved in consultation with session organizers, AOCC leads, and the HNPW secretariat before sessions are published.
- Avoid whole-day network meetings (thematic agenda items to be split into separate sessions to facilitate targeted participation).
- Sessions will only be published after the abstract and connection details have been approved and scheduling conflicts resolved.
- Recording of all meetings (by session organizers using their remote platform) is strongly recommended.
- Session outcomes and recordings to be uploaded in the session administration form on the HNPW portal not later than two months after the event ([see guidance](#)).
- Face-to-face and hybrid sessions (at the CICG):
  - Furniture in meeting rooms (chairs, tables) must not be moved.
  - No food or drinks allowed in the meeting rooms.
  - The session organizer is responsible to leave the room timely and clean after the session.
  - Only removable adhesive (e.g. PATAFIX or equivalent) and not sticky tape to be used to attach posters and papers on the walls.
  - Setup and testing of the remote platform in hybrid sessions as early as possible in the break before the session.

## Submission of sessions for the HNPW 2025

Request for sessions must be submitted on the HNPW portal:

1. Login at [www.hnpw.org](http://www.hnpw.org)

2. Select “Session administration” at the top right (green button)  
**Remark:** Admin rights for the HNPW portal are required (assigned by the HNPW secretariat, [ocha-hnpw@un.org](mailto:ocha-hnpw@un.org))
3. Select “Create session or exhibition stand” on the next page (green button in the chart header)

*To obtain a session admin account, request session admin rights from the HNPW secretariat at [ocha-hnpw@un.org](mailto:ocha-hnpw@un.org).*

### Required information before session approval

Sessions must contain the following information before they are considered for approval and publication in the HNPW event program

- A meaningful title
- One or more organizing networks/partnerships or AOCCs
- Session abstract (brief description of session purpose, expected outcomes and target audience)
- Session type (briefing session, panel, interactive session, etc.)
- F2F and hybrid sessions: Expected number of f2f participants
- Remote and hybrid sessions: Meeting link and password, meeting number, etc. for the remote meeting
- Desired date and time for the sessions (the session data and time may be changed in case of scheduling conflicts or unavailability of a suitable room)
- Optional: Speakers ([see guidance](#))
- Optional: Agenda ([see guidance](#))
- Optional: Presentations and background documents ([see guidance](#))

### Considerations for face-to-face sessions

- Meeting rooms in standard configuration are provided at no cost by the CICG
  - o Theatre-style seating
  - o Audio and video
  - o Screen and computer
  - o Technical support to assist with connecting audio/video in hybrid meetings
  - o Booths for interpreters (if requested)
- The following can be **acquired from the CICG at own cost**
  - o Interpretation services ([see guidance](#))
  - o Receptions or cocktails for participants (in the proximity of the meeting room)
  - o Shipping of material such as documents, IT equipment, etc. ([see guidance](#))
  - o Additional screens or white-boards
- Session organizers are responsible to
  - o Invite participants and promote own sessions through own communication channels ([HNPW logos and graphics](#))
  - o Indicate special needs in the field “Special requirements for face-to-face session” (desired room, interpretation facility, etc.)
  - o Ensure that furniture in meeting rooms (chairs, tables) is not moved
  - o Ensure no food or drinks in the meeting rooms
  - o Ensure to leave the room timely and clean after the session
  - o Organize and cover the costs of interpreters, if required ([see guidance](#)).
  - o Optional: Participant scanning ([see guidance](#))

## Instructions for hybrid sessions

- Schedule the remote meeting on a platform of own choice (e.g. Zoom, Teams)
- Upload the remote meeting link (and password, meeting number, etc.) in the session admin form
- Manage the remote meeting during the session (e.g. sharing screens, assigning speakers and admin rights, manage breakout sessions).
- Indicate special needs in the field “Special requirements for face-to-face session” (desired room, interpretation facility, etc.)
- Setup and verification of remote meetings as early as possible in the break before the sessions
- Invite participants and promote own sessions through own communication channels ([HNPW logos and graphics](#))
- Indicate special needs in the field “Special requirements for face-to-face session” (desired room, interpretation facility, etc.)
- Ensure that furniture in meeting rooms (chairs, tables) is not moved
- Ensure no food or drinks in the meeting rooms
- Ensure to leave the room timely and clean after the session
- Strongly recommended: Recording of sessions using the remote platform
- Organize and cover the costs of interpreters, if required ([see guidance](#))
- Optional: Participant scanning ([see guidance](#))

CICG technical support is available in each room to:

- Connect the video/audio equipment in the meeting room using the connection details provided by the session organizer in the session admin form
- Connect interpreter booths in the room to language channels (if applicable)

***If the remote platform is set up as “Webinar” or equivalent, the CICG meeting room must be registered as speaker on the platform. The email address of the meeting room can be retrieved from the session administration form once the room has been assigned.***

## Instructions for remote sessions

- Schedule the remote meeting on a platform of own choice (e.g. Zoom, Teams)
- Upload the remote meeting link (and password, meeting number, etc.) in the session admin form
- Invite participants and promote own sessions through own communication channels ([HNPW logos and graphics](#))
- Upload connection details (password, meeting number, etc.) in the session admin form
- Manage the remote platform during the session (sharing screens, appointing speakers, recording, etc.)
- Organize and cover the costs of interpreters, if required ([see guidance](#)).
- Strongly recommended: Recording of sessions using the remote platform

## Invitations, visa support, and session promotion

***The HNPW secretariat does not invite participants, send nominal invitations, visa support letters, or promote sessions. This is the responsibility of session organizers.***

***Nominal invitations for visa support are optional and should be sent to invited panellists, board members, speakers, etc. as needed***

***Do not send nominal invitations to persons you do not know.***

***Use the [template nominal invitation](#) and [view guidance](#)***

- Networks and partnerships are responsible to invite their stakeholders and speakers and promote the event. The invitations should include:
  - o Session title
  - o Date and time
  - o Connection details (if applicable)
  - o Meeting room (if applicable)
  - o Registration shortcuts ([view guidance](#))
  - o If applicable, information about nominal invitations, visa support, and funding of participant travel and accommodation as per own policy
  - o HNPW Guide for Participants [download here](#)
- Promote own sessions and the HNPW 2025 through own communication channels (newsletters, social media, websites, etc.). HNPW logos, banner, and media card are available at [this link](#)
- Hashtags: #HNPW, #HumanitarianWeek
- Participant reminders prior to session should be considered containing finalized agenda, speakers, and the connection details (if applicable)
- **Optional:** Request for senior OCHA delegates (e.g. for opening remarks) ([see guidance](#))

## Session participants

### Participant registration

- One-click registration when logged in at [www.hnwp.org](http://www.hnwp.org) (remote attendance, face-to-face attendance, bookmark, or registration cancellation)

### Participant e-badge

- E-badge can be downloaded **upon login** from the top right page at [www.hnwp.org](http://www.hnwp.org)
- Registration upon arrival is possible
- Printing of “plastic” badge on demand at the HNPW reception desk

### Viewing and managing session participants

- An overview of registered participants can be retrieved in the session admin form ([see guidance](#))

## Exhibitions stands

It is recommended to re-use exhibition stands of previous HNPW.

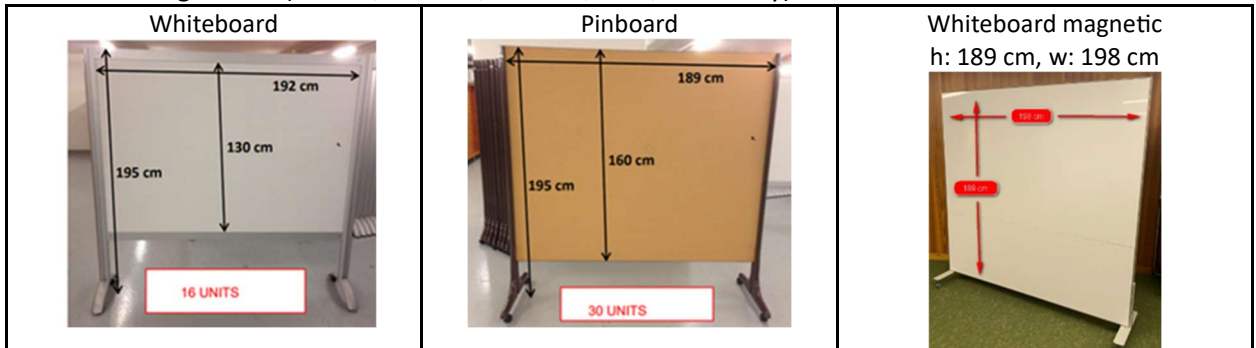
- Exhibition stand registration at [www.hnpw.org](http://www.hnpw.org)
  - o Login and select “Session administration” at the top right
  - o Select “New session/exhibition” in the chart header on the next page
- Re-use exhibition stands from previous HNPW:
  - o Select “Request extension”
  - o Select the left menu “Session abstract” and update the abstract (text, photos, video) of virtual/hybrid stands and the “description” of hybrid/physical stands.
- Create a new exhibition stand only if no stand from the previous HNPW is available or can be used.
  - o Select “Create new exhibition stand”
  - o Select the session format (physical, virtual, or hybrid)
  - o Virtual stands require an abstract (text, photos, video)
  - o Physical stands require a brief description
  - o Hybrid stands require both above

### Deadlines for exhibition registration

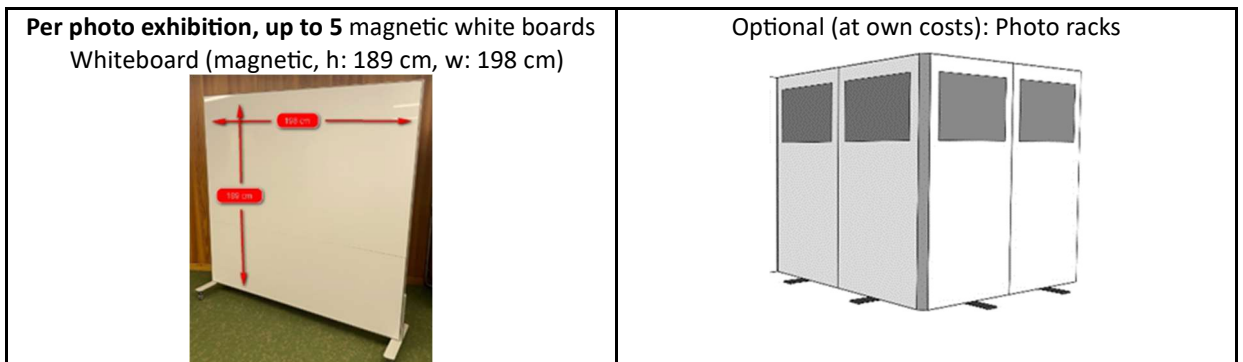
- Physical exhibition stands: 24 Jan 2025 ([see guidance](#))
- Virtual exhibition stands: 14 Mar 2025 ([see guidance](#))
- Draft floor plan for physical exhibition will be shared for verification: 3 Feb 2025
- Physical exhibitions confirmed and floor plan published: 3 Mar 2025

### Standard equipment for exhibition stands (provided at no cost by the CICG)

- Standard configuration (1 table, 1 board, 2 chairs, WiFi, electricity)



### Equipment for photo exhibition stands



## Annex 1 Registered HNPW networks

**Definition:** A HNPW network or partnership is a consortium of Member States, NGOs and/or regional or humanitarian organizations that work towards a common humanitarian goal.

To register a new humanitarian network or partnership, contact the HNPW secretariat at [ocha-hnpw@un.org](mailto:ocha-hnpw@un.org)

### Overview of networks and partnerships that are registered with the HNPW

Open the tab “Networks and partnerships” on the HNPW portal at [www.hnpw.org](http://www.hnpw.org).

### Network and partnership focal points (only session organizers and network/partnership focal points)

- Login at [www.hnpw.org](http://www.hnpw.org)
- Select “Session administration” in the top right page
- Select  in the chart header.

## Annex 2 Responsibilities

### Responsibilities Session organizers (and co-editors)

- Submit and update registrations for sessions and exhibition stands
- Support respective network/partnerships and AOCCs in organizing the sessions (agenda, presentation material, background documents, etc)
- In remote and hybrid sessions, schedule remote meetings on the platform of own choice (e.g. Zoom) and upload the connection details
- Invitation of participants and speakers to own sessions.
- Promote own sessions through own communication channels (social media, newsletters, websites, etc.) **It is not recommended to share links to remote meetings on social media.**
- Upload session outcomes within two months after the event.

### Responsibilities Network and partnership focal points

- Approve submitted sessions and exhibition stands of the own network ([see guidance](#))
- Ensure that network/partnership members and stakeholders are invited to own sessions
- Ensure the event is promoted through own communication channels (social media, newsletters, websites, etc.)
- Issue nominal invitations and/or visa support letters for invitees, if needed ([download template](#))
- Provide support for travel and accommodation for invitees as per own policy.
- Ensure that session outcomes are uploaded within two months after the event.

### Responsibilities AOCC leads

- Approve submitted sessions and exhibition stands for the respective AOCC ([see guidance](#))
- Coordinate scheduling conflicts together with HNPW secretariat and session organizers to ensure only one AOCC session of the same theme is held at the same time.



## Responsibilities HNPW Secretariat

- Coordinate the overall organization of the event.
- Liaise with the CICIG to ensure adequate admin and logistics support.
- Assign rooms and physical exhibition stands.
- Provide support to networks/partnerships, AOCC leads and session organizers, as required.
- Manage the event portal (admin rights, configuration, etc.)

## Annex 3 Contacts


**HNPW Secretariat:** ocha-hnpw@un.org

**CICG:**

- Centre International de Conférences Genève (CICG)  
17 rue de Varembé, CH - 1202 Genève, Switzerland  
<https://www.cicg.ch/en>

**Network and partnership focal points**

(only session organizers and network/partnership focal points)

- Login at [www.hnpw.org](http://www.hnpw.org)
- Select “Session administration” in the top right page
- Select  in the chart header.