Civil Society Policy Forum
Guide for Participants
October 4 - 7, 2016

CSO Representatives during the 2015 WBG & IMF Annual Meetings
Dear Civil Society Representatives,

Welcome to the 2016 Annual Meetings of the IMF and World Bank Group held in Washington DC.

As in previous years, the Civil Society teams of the World Bank Group (WBG) and International Monetary Fund (IMF) have organized a Civil Society Policy Forum (CSPF), which will take place from Tuesday, October 4th to Friday, October 7th, 2016.

The CSPF has become an integral part of the IMF and WBG meetings and provides an important opportunity for Civil Society Organizations (CSOs) to foster dialogue and intellectual exchange with WBG and IMF staff, their peers, government delegations, and other stakeholders on a wide range of topics.

We encourage you to attend the many events on the program, including the orientation session on the WBG which will take place on Tuesday, October 4, a roundtable with WBG Executive Directors, a Town Hall with World Bank President Jim Yong Kim and IMF Managing Director Christine Lagarde, a CSO reception with senior management of both institutions, and 40, mainly CSO organized policy-dialogue sessions.

These policy dialogue sessions were selected from submissions during a call for proposals that ran from July 11 to August 19, 2016. The sessions will be open to all participants accredited to the 2016 Annual Meetings. A schedule has been included in your welcome folder and is available online at www.worldbank.org/civilsociety.

CSOs accredited to the meetings are also welcome to attend the many side events that are open to delegates to the Annual Meetings. More information about these can be found on the official 2016 Annual Meetings website.

Please note that the IMF and World Bank are in the process of modernizing and updating processes for the CSPF. In order to help us evaluate and improve the quality and usefulness of the CSPF and make future improvements where needed, we’d be grateful if you could take some time to complete the CSPF evaluation survey which will be sent to you at the end of the week. There will also be an opportunity to provide feedback on the CSPF at the “Future of the CSPF Meeting”, which will be held on Friday, October 7th from 12:30 to 2:00 pm in room I2-250.

Members of the World Bank and IMF Civil Society Teams will be available in the CSO Office located close to the CSO Center throughout the week to answer any questions or requests you might have. You can also send an email to: civilsociety@worldbank.org or NGOliaison@IMF.org.

We appreciate your participation in the meetings and look forward to a substantive policy dialogue and networking with you over the coming days.

Cordially,

The IMF and World Bank Civil Society Teams
ABOUT THIS GUIDE

The World Bank Group (WBG) and International Monetary Fund (IMF) Civil Society Teams created this guide to provide information to civil society organizations (CSOs) wishing to participate in the Civil Society Policy Forum (CSPF), which takes place bi-annually during the WBG/IMF Annual & Annual Meetings.

The guide will provide information about the CSPF, the 2016 Annual Meetings CSO Center, and logistical information to help you navigate the Annual Meetings and your stay in Washington DC.

ABOUT THE WBG & IMF CIVIL SOCIETY TEAMS

The CSPF is organized by the WBG and IMF Civil Society Teams.

The WBG’s Civil Society Team (CST) serves as the institutional focal point for the Bank’s engagement with civil society. As such, the CST formulates institutional strategy, provides advice to senior management, facilitates civil society engagement with staff across the institution, provides guidance, training, and technical assistance to program staff on how to consult and involve civil society in Bank operations, undertakes outreach efforts to global civil society networks, and provides civil society groups with access to Bank information, personnel, and other resources. Please see the WBG Civil Society Team’s website for more information.

Similarly, the IMF Civil Society Team serves as the institutional focal point for the Fund’s engagement with civil society and performs many of the activities that are listed above on behalf of the IMF. See the IMF Civil Society Team’s website for more information.

LOCATION OF 2016 ANNUAL MEETINGS & CSPF

The 2016 WBG & IMF Annual Meetings will be held on the weekend of October 7-10 in Washington, D.C. with the formal program, including the CSPF starting the week before. The CSPF will be held from Tuesday, October 4 to Friday, October 7 in the World Bank’s I Building located at 1850 I Street, N.W. Please see page 7 for a map of the location of the I Building.

PROGRAM OF KEY EVENTS

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>Tuesday (4 October)</td>
<td>WBG Orientation Session</td>
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<tr>
<td>Tuesday (4 October) to Friday (7 October)</td>
<td>Civil Society Policy Forum</td>
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<tr>
<td>Tuesday (4 October, 5:45pm)</td>
<td>Roundtable with WBG Executive Directors</td>
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<tr>
<td>Wednesday (5 October, 5:45pm)</td>
<td>CSO Townhall with World Bank Group President Jim Yong Kim and IMF Managing Director Christine Lagarde. Followed by Reception</td>
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<tr>
<td>Friday (7 October, 12:30pm)</td>
<td>Future of the CSPF Feedback Session</td>
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More information is available at www.worldbank.org/en/about/partners/civil-society
PARTICIPATION OF CSOs IN THE 2016 ANNUAL MEETINGS

The CSPF is open to all CSOs and other delegates who have been accredited to the 2016 Annual Meetings. CSO registration for the 2016 Annual Meetings opened on July 25 and closed on Friday, September 16, 2016. No new registration requests are accepted at this time.

CSO MEETING SPACE DURING THE 2016 ANNUAL MEETINGS

CSO representatives registered for the Annual Meetings will have a CSO Center available from Tuesday, October 4 to Friday, October 7.

The CSO Center is located in the World Bank I Building (1850 I St. N.W.), which is the same location where registration and badge pick-up occurs. The CSO Center is located on the 2nd floor, which is comprised of three large conference rooms (I 2-210, I 2-220, I 2-250), and a meeting room (I 2-440) for smaller meetings. There is also a CSO office where you can liaise with members of the World Bank and IMF Civil Society Teams.

The three large conference rooms will be used for the Civil Society Policy Forum sessions. The meeting room can be used by CSO representatives for smaller meetings on a first-come, first-serve basis. To reserve the meeting room, please send an e-mail to Sabina Grenaderova (sgrenaderova@worldbankgroup.org). These meetings will not be advertised on the schedule.

There will be multiple desktop computers with Internet access available in the CSO Space, as well as a copy machine. In addition, there is Wi-Fi connectivity throughout the building. This year, we will also provide a Satellite Lounge for CSOs in the IMF HQ2 Building (1900 Pennsylvania Ave) room number 3B 948. This room will be equipped with a few laptops and is on the same floor as the Annual Meetings Press Center.

Please see pages 7 & 8 of this guide for maps of the World Bank and IMF buildings and CSO Center.

MEDIA ACCESS AND CSO PROMOTIONAL MATERIALS

The CSPF and the CSO Center is open to media and Journalists. CSOs will also have access to the Press Center in the IMF HQ2 Building. However, in order to be considerate of the journalist’s workspace and independence, we do not allow leafleting in the Annual Meetings pressroom. There will be a table just outside the pressroom for CSO materials. We are unable to share a list of media who have registered for the meetings. While CSO representatives are not allowed in the official press conferences, as these are reserved for journalists, they will be able to follow press events via a live TV feed located in the Press Center.

There will also be a dedicated table for CSO promotional materials located in the CSO Center. CSOs are responsible for delivering, displaying and replenishing the relevant materials themselves during the week of the Forum. Please note that for branding reasons, the display of posters and flyers is restricted for both internal staff and external participants during the Spring and Annual Meetings, and leafleting is not allowed inside World Bank and IMF buildings. We kindly request that you respect these restrictions.
If you are planning to film or record a session for external distribution, we ask that you please give us advanced notice as we are required to abide by local privacy laws and seek permission from panel members and participants prior to the session.

**BRIEF INTRODUCTION TO WASHINGTON, D.C.**

Washington occupies 69 square miles (178 square kilometers) of the District of Columbia – the federal zone carved from the states of Maryland and Virginia nearly 200 years ago. The layout of the city was designed by French engineer, Major Pierre L’Enfant.

The city is divided into four sections: Northeast (N.E.), Northwest (N.W.), Southeast (S.E.) and Southwest (S.W.). The Capitol, the building that houses the United States Congress, is the geometric center of the city. If you are asking for directions, it is important that you know exactly which section is referred to, so that you do not go, for instance, to 9th and G Streets, Southeast, if you are supposed to go to 9th and G Streets, Northwest.

**ARRIVING TO WASHINGTON, D.C.**

The Washington, D.C. area is served by three different airports\(^1\). Below you will find a summary of some of the main differences of each airport.

**Washington National Airport (DCA)**

Ronald Reagan Washington National Airport, commonly known as National Airport, is located in Arlington County, Virginia and is the closest airport to downtown Washington, D.C. National Airport is the most convenient of the area airports for visitors staying in the heart of the city and residents who live in the downtown area. The airport is accessible by Metro via the blue or yellow line.

**Dulles International Airport (IAD)**

Dulles International Airport is located 26 miles from Washington, D.C. in Chantilly, Virginia. The airport is about a 40-minute drive from downtown Washington, D.C. in non-rush hour traffic. The Dulles Airport Access Road makes the airport easy to get to once you get off of I-495. There are plenty of shuttles and taxis to transport visitors around the region. Since Washington, D.C. traffic is often congested, you should plan ahead and try to avoid flight times near rush hour.

**Baltimore-Washington International Airport (BWI)**

Baltimore/Washington International Thurgood Marshall Airport, commonly known as BWI Airport, is located south of Baltimore. It is located 35 miles from downtown Washington, DC. The MARC and Amtrak train station is nearby offering train service to Union Station in Washington, DC.

We suggest that you refer to the Metropolitan Washington Airports Authority website for detailed information on transportation options from Washington DC area airports to your hotel.

\(^1\) [http://dc.about.com/od/transportation/a/WashDCAirports.htm](http://dc.about.com/od/transportation/a/WashDCAirports.htm)
**Public Transportation**

In Washington, DC there are two major forms of public transportation: the Metrobus and the Metrorail, often simply called “the Metro.” The Metrorail is the underground subway system, and the Metrobus is the public bus system. The Metro rail stops closest to the World Bank buildings are Foggy Bottom Metro Station (orange and blue lines), Farragut West (orange and blue lines), and Farragut North (red line).

In order to facilitate your travel on both the Metrobus and Metrorail, you can purchase a SmarTrip card, which is a permanent, rechargeable card that allows you to pay your fare without having to carry cash. The SmarTrip card can be purchased at some Metro stations and CVS locations.

**Taxis**

Another convenient way to get around the city is by taxicab. Authorized taxicab drivers must have their credentials (certification, license) visible in the taxicab. Effective since May of 2008, the prices in Washington, DC are based on meter readings with an initial charge of $3.25, with an additional $0.27 for each 1/8 of a mile. There are additional charges for extra passengers, long waiting times, luggage handling, telephone dispatch, etc. Taxi drivers also charge an additional dollar during evening rush hour (4:00 to 6:30 PM). The taxi driver should be given a tip of 10-15% of the total fare, and no less than $0.25 in any case.

**BANKING**

There are a number of commercial banks throughout the city that can provide you with regular banking services, if needed. Some of these are the following, usually open between 8:30 AM and 3:30 PM, Monday through Friday:

- Citibank, 1775 Pennsylvania Avenue, NW
- Chevy Chase Bank, 1717 Pennsylvania Avenue, NW
- Bank of America, 2001 Pennsylvania Avenue, NW
- First Union, 1100 Connecticut Avenue, NW

**MAIL SERVICES**

There are two Post Offices located close to the World Bank Main Complex Building:

- 1750 Pennsylvania Ave NW
  Week Days: 9:00AM – 5:00PM
  Tel: 202-523-2394

- 2001 M St., NW (Entrance on 20th St., NW)
  Week Days: 8:00AM – 5:00PM
  Saturday: 8:00AM – 2:00PM
  Tel: 202-842-4654
**DRUG STORES (PHARMACIES)**

Drug stores such as CVS, which has a pharmacy on-site, sell other things in addition to medicine, such as toiletries and cosmetics, household products, etc.

**CVS Locations**
- Dupont Circle (open 24 hours)
- 19th St. and Pennsylvania Ave., NW
- 20th St. at the corner of K Street, NW

**BOOK STORES**

**The World Bank Book Store**
“J” building, entrance on Pennsylvania Ave., NW (corner of 18th Street, NW) **Hours**: Mon-Fri – 9:30am - 5:30pm

**Kramerbooks**
1517 Connecticut Ave N.W., Dupont Circle, N.W. **Hours**: Everyday – 7:30 am –1:00 am
CIVIL SOCIETY POLICY FORUM

Engagement Rules

The Civil Society Policy Forum (CSPF or the Forum) brings together hundreds of representatives from civil society organizations (CSOs) and provides an open space for dialogue and to exchange views with World Bank Group and IMF staff, their peers, government delegations and other stakeholders on a wide range of development issues.

The World Bank Group and IMF want the CSPF be a safe and productive environment for everyone. To that end, this document spells out the behavior we support at the Forum. All participants at the CSPF are required to comply with these engagement rules. Organizers will enforce these rules throughout the Forum. We expect cooperation from all participants to help ensure a safe environment for everybody.

- All accredited CSO representatives are given equal opportunity to participate in the CSPF. We are committed to having a diverse representation of views and rich discussions founded in plurality and respect.

- We invite all participants to make the CSPF a place that is welcoming and respectful to all participants, regardless of national origin, ethnicity, religion, gender, gender identity and expression, age, sexual orientation, disability and physical appearance.

- We will not tolerate harassment in any form towards CSPF participants and/or staff members. Examples of harassment include offensive comments, verbal threats, intimidation, stalking, harassing photography or recording, disruptive behavior at sessions or events, and unwelcome physical contact or sexual attention.

We expect all participants to follow these engagement rules at all times, including during sessions and related social events. Participants asked to stop any harassing behavior are expected to comply immediately.

Participants violating these rules may be expelled from the Forum and barred from future attendance to forthcoming CSPFs. Individual sanctions will be determined at the discretion of the organizing team.

We appreciate your participation and thank you for keeping the CSPF welcoming and respectful to all participants and staff. Please bring any concerns to the immediate attention of the CSPF staff, or contact us by email at civilsociety@worldbank.org.