

Civil Society Policy Forum

Guide for Participants

April 11-15, 2016



CSO Representatives during the 2015 WBG & IMF Annual Meetings



WELCOME NOTE

Dear Civil Society Representatives,

Welcome to the 2016 Spring Meetings of the IMF and World Bank Group being 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, which will take place from April 11 – 15, 2016.

The CSPF has become an integral part of the IMF and WBG meetings, **offering an important opportunity for Civil Society Organizations (CSOs) to dialogue and exchange views with WBG and IMF staff, their peers, government delegations, and other stakeholders on a wide range of topics**, including efforts to tackle poverty reduction, boost shared prosperity, secure financial stability, deepen social accountability and citizen engagement, and promote high employment and sustainable economic growth around the world.

We encourage you to attend the **many events on the program**, including the **orientation session** on the WBG which will take place on Monday, April 11, a **round table with WBG Executive Directors**, a **CSO reception** with senior management of both institutions, and **42 (mainly CSO organized) policy-dialogue sessions** that reflect the diversity of CSO policy concerns.

These policy dialogue sessions were selected from submissions sent to us during a call for proposals, which ran in February 2016, and will be open to all participants accredited to the 2016 Spring Meetings. **A schedule has been included in your welcome folder and is available, with session descriptions, 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 Spring Meetings. More information about these can be found on the official [2016 Spring Meetings website](http://www.worldbank.org/civilsociety).

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 over the week to complete the CSPF evaluation survey** which will be available in the CSO Center and online. There will also be an opportunity to **provide feedback** on the CSPF at this year's **CSPF Revamp Meeting**, which will be held on **Friday, April 15th 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 at the 2016 Spring Meetings CSO Center throughout the week to answer any questions you might have. You can also email us at: civilsociety@worldbank.org (World Bank) or NGOliaison@IMF.org (IMF).

We appreciate your participation in these 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 & Spring Meetings.

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

ABOUT THE WBG & IMF CIVIL SOCIETY TEAMS

The Civil Society Policy Forum 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 SPRING MEETINGS & CSPF

The 2016 WBG & IMF Spring Meetings will be held on the weekend of April 15-17 in Washington, D.C. with the formal program starting the week before. As in previous years, the Civil Society Policy Forum (CSPF) will be held between April 11 and April 15, 2016. The CSPF will be held 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 EVENTS

Monday (11 April)	WBG Orientation Session
Tuesday (12 April) to Friday (15 April)	Civil Society Policy Forum
Tuesday (12 April, 5:45pm)	Roundtable with WBG Executive Directors
Thursday (14 April, 5:45pm)	CSO Reception
Friday (15 April, 12:30pm)	CSPF Feedback Session

A full schedule of the CSPF is available at www.civilsociety.org/worldbank

PARTICIPATION OF CSOS IN THE 2016 SPRING MEETINGS

The Civil Society Policy Forum (CSPF) is open to all CSOs and other delegates who have been accredited to the 2016 Spring Meetings. CSO registration for the 2016 Spring Meetings opened on February 17 and closed on Friday, April 1st, 2016. **No new registration requests will be accepted at this time.**

CSO MEETING SPACE DURING THE 2016 SPRING MEETINGS

CSO representatives registered for the Spring Meetings will have a CSO Center available from Monday, April 11 to Friday, April 15.

The CSO Center will be 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, which were allocated through a call for proposals that ran in February 2016. The meeting room can be used by CSO representatives for smaller meetings on a first-come, first-serve basis. Please send an e-mail to Aisha Agily (aagily@worldbankgroup.org) if you would like to reserve this space for smaller meetings. 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 additional laptops and is on the same floor as the Spring Meetings Press Center.

Please see pages 6 & 7 of this guide for maps of the World Bank and IMF buildings and CSO Center.

MEDIA ACCESS AND CSO PROMOTIONAL MATERIALS

The CSPF is open to media, and journalists do not require a World Bank/IMF staff escort to access the CSO Center. CSOs will also have access to the Press Center in the IMF HQ2 Building. In order to be considerate of the journalist's workspace and independence, however, we do not permit the circulation of promotional materials in the Spring Meetings pressroom. However, there will be a table just outside the pressroom for CSO press 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.

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 inform session participants before the session starts.

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 airports¹. 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>

TRANSPORTATION

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 Week Days: 8:00AM – 5:00PM
(entrance on 20th St., NW) 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

MAP OF WBG AND IMF BUILDINGS



HEADQUARTERS
 1818 H Street, N.W.
 Washington, D.C. 20433, U.S.A.
 Telephone (202) 473-1000

Letter	Address
Main Complex	
MC (North)	1818 H Street, N.W.
MC (East)	700 18th Street, N.W.
MC (South)	1809 G Street, N.W.
MC (West)	701 19th Street, N.W.
C	1225 Connecticut Ave, N.W.
F	2121 Pennsylvania Ave, N.W.
G	1776 G Street, N.W. (Floors 2 through 8)
H	600 19th Street, N.W.
I	1850 I Street, N.W.
J	701 18th Street, N.W.

Letter	Address
M	1900 Penn. Ave. N.W. (Floor 9)
P	900 19th Street, N.W. (Floors 3, 6)
U	1800 G Street, N.W. (Floors 3, 11, 12)
IMF HQ1	700 18th Street, N.W.
IMF HQ2	1900 Penn. Ave. N.W.
CU	1750 H Street, N.W. (Floors 2, 3)
Auditoriums	
MC-1	Preston Auditorium
F-B2	IFC Building Auditorium
H-B1	Eugene Black Auditorium

MAP OF CSO SPACE

(2nd Floor- I Building [1850 I Street N.W.])

