Dear Civil Society Representatives,

Welcome to the 2017 Annual Meetings of the World Bank Group (WBG) and the International Monetary Fund (IMF). As in previous years, the Civil Society Teams of the WBG and the IMF have organized a Civil Society Policy Forum (CSPF), which will take in Washington, D.C., from Tuesday, October 10 to Friday, October 13, 2017.

The CSPF has become an integral part of the Spring and Annual 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.

We encourage you to attend the many events on the program, including the orientation session on the WBG which will take place on the morning of Tuesday, October 10, the 50 (mainly CSO organized) dialogue sessions that reflect the diversity of CSO policy concerns, the CSO Roundtable with WBG Executive Directors, the CSO Town Hall with WBG President Jim Kim and IMF Managing Director Christine Lagarde, and the CSO Reception in the MC Atrium following the Town Hall.

These policy dialogue sessions were selected from submissions sent to us during an open call for proposals, which ran from Monday, July 17 to Friday, August 18, 2017. Sessions are open to all participants accredited to the 2017 Annual Meetings. A full program of the CSPF is included in your welcome folder and is available online. It will also be available on a large screen at the CSO Center.

Please note that the IMF and World Bank are continuously aiming to modernize and improve 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 be an opportunity for you to provide feedback on the CSPF at a session on the Future of the CSPF Meeting, which will be hosted by the CSO Working Group and will take place on Friday, October 13 during the lunch break.

Members of the World Bank and IMF Civil Society Teams will be available in the CSO Office located at the CSO Center throughout the week to answer any questions you might have. You can also email us at civilsociety@worldbank.org (WBG team) or publicaffairs@imf.org (IMF team).

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 WBG and IMF Civil Society Teams
The WBG and 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 provides information about the CSPF, the 2017 Annual Meetings CSO Center, and logistical information to help you navigate the Annual Meetings and your stay in Washington, DC.

**WBG and 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 serves as the institutional focal point for the Bank’s engagement with civil society. As such, the team 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. For more information on the team, please visit [www.worldbank.org/civilsociety](http://www.worldbank.org/civilsociety).

Similarly, the IMF Civil Society Team serves as the institutional focal point for the IMF 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](http://www.worldbank.org/civilsociety) for more information.

**Location of the 2017 Annual Meetings and CSPF**

The 2017 WBG & IMF Annual Meetings will be held the week of October 9–15 in Washington, D.C.

The CSPF will be held from Tuesday, October 10 to Friday, October 13, 2017 in the CSO Center at the World Bank’s I Building located at 1850 I Street, N.W. Some sessions will also take place in the IMF Headquarters 2 (room 03B-838B) located at 1900 Pennsylvania Ave, N.W.

Please see the map at the end of this guide for the location of the I Building and IMF HQ2.
Program of events

<table>
<thead>
<tr>
<th>Day</th>
<th>Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesday, October 10</td>
<td>WBG Orientation Session</td>
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<tr>
<td></td>
<td>CSPF Sessions</td>
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<tr>
<td></td>
<td>CSO Roundtable with WBG Executive Directors followed by a Reception</td>
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<tr>
<td>Wednesday, October 11</td>
<td>CSPF Sessions</td>
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<tr>
<td></td>
<td>CSO Town Hall with WBG President &amp; IMF Managing Director followed by a Reception</td>
</tr>
<tr>
<td>Thursday, October 12</td>
<td>CSPF Sessions</td>
</tr>
<tr>
<td>Friday, October 13</td>
<td>CSPF Sessions</td>
</tr>
<tr>
<td></td>
<td>Future of the CSPF Session</td>
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</tbody>
</table>

A full schedule of the CSPF is available at [Civil Society Policy Forum](https://www.worldbank.org).

Participation of CSOs in the 2017 Annual Meetings

The Civil Society Policy Forum (CSPF) is open to all CSOs and other delegates who have been accredited to the 2017 Annual Meetings. CSO registration for the 2017 Annual Meetings opened on Monday, July 31 and closed on Friday, September 22. No new registration requests were accepted after that date.

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 [2017 Annual Meetings website](https://www.worldbank.org).

CSO Center at the 2017 Annual Meetings

The CSO Center is located in the World Bank I Building (1850 I St. N.W., Washington, D.C.), which is the same building where registration and badge pick-up occurs. The CSO Center is on the 2nd floor, and 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. A few sessions will also be held at IMF HQ2 Building (1900 Pennsylvania Ave.), room number 3B 838B.

Please see last pages of this guide for maps of the World Bank and IMF buildings and CSO Center.
Booking a Small Meeting Room at the CSO Center

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. Please send an e-mail to the Civil Society team at civilsociety@worldbank.org to reserve this space, and requests will be accommodated on a first-come, first-serve basis. Please note, these meetings will not be promoted and advertised on the CSPF schedule.

Computers and Internet Access

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

CSO Materials

There will also be a dedicated table for CSO promotional materials located in the CSO Center at the I Building. 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.

Recording Sessions

None of the sessions at the CSPF will be recorded by the World Bank. However, some sessions may be livestreamed. If you are planning to livestream or record a session for external distribution, we ask that you please give us advance notice as we are required to abide by local privacy laws and to seek permission from session presenters prior to the session.

Social Media Guidelines

The Civil Society team welcomes and encourages the use of social media by participants to the CSPF. This includes the use of social media at events, such as CSPF session and the CSO Townhall. As a courtesy to other participants, as well as to presenters and panelist at such events, we ask that you follow accepted social media etiquette.

- Please use the hashtag #AMCSO17 for CSPF-related posts.
- Be respectful in tone and content.
- Consider sitting near the back of the room if livestreaming, or live tweeting to avoid distracting session presenters or other participants.
- Mute your cellphone/laptop/tablet to avoid disruptions.
Media and Press Access

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 allow leafleting in the Annual 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.

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 quadrants: 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 quadrant you are referring 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 in Washington, DC

The Washington, D.C. area is served by three different airports. 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 nearby offers 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.

## 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 closest Metro ([www.wmata.com](http://www.wmata.com)) stations to the WBG and IMF buildings are Farragut West, Foggy Bottom or Farragut North, servicing the Orange, Blue, Silver, and Red lines.

- Please be advised, during the Spring Meetings, Metro will be conducting track work that may affect the frequency of trains. For up-to-date information on how this may impact your commute, visit [https://www.wmata.com/service/safetrack.cfm](https://www.wmata.com/service/safetrack.cfm).
- Stations Open: 5 am, Monday through Friday and 7 am, Saturday/Sunday and holidays.
- Stations Close: Midnight daily.

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 $0.50 in any case.
Other Options

There are numerous alternative transportation options throughout the city, including Capital Bikeshare and ride-hailing services such as Uber and Lyft.

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
- Capital One Bank, 1717 Pennsylvania Avenue, NW
- Bank of America, 2001 Pennsylvania Avenue, NW and 888 17th St NW

Mail Service

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
(entrance on 20th St., NW)  Saturday: 8:00AM – 2:00PM
Tel: 202-842-4654

Pharmacies

Drug stores such as CVS, which has a pharmacy on-site, sell other things in addition to medicine, such as toiletries, 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

Kramerbooks
1517 Connecticut Ave N.W., (near Dupont Circle) **Hours**: Everyday – 7:30 am – 1:00 am

Politics and Prose
5015 Connecticut Avenue N.W., (near Chevy Chase Circle) **Hours**: Monday to Saturday: 9 am - 10 pm

Restaurant options

While the CSPF will provide coffee break snacks and some sessions at the CSPF may provide a light lunch, all participants will be required to make their own arrangements for food and beverage during the Meetings. Food service outlets - including cafeterias in the WBG/IMF - will be open for normal business from Monday to Friday.

**TENTATIVE SCHEDULE - times of operation subject to change**

<table>
<thead>
<tr>
<th>LOCATION</th>
<th>SERVICE</th>
<th>HOURS</th>
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</thead>
<tbody>
<tr>
<td><strong>WORLD BANK GROUP</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>I Building</td>
<td>Coffee/Tea and Light Fare</td>
<td>7:30 am – 5:00 pm</td>
</tr>
<tr>
<td>Coffee Bar (Level 2)</td>
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</tr>
<tr>
<td>I Building</td>
<td>Breakfast and Lunch</td>
<td>7:30 am – 2:30 pm</td>
</tr>
<tr>
<td>Cafeteria (Ground floor)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MC</td>
<td>Coffee/Tea and Light Fare</td>
<td>7:30 am – 5:30 pm</td>
</tr>
<tr>
<td>Atrium Café (Level 2)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MC</td>
<td>Breakfast and Lunch</td>
<td>7:30 am – 2:30 pm</td>
</tr>
<tr>
<td>Cafeteria (Level C1)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MC</td>
<td>Reservations encouraged; walk-ins welcome</td>
<td>11:30 am – 3:00 pm</td>
</tr>
<tr>
<td>Dining Room (Level C1)</td>
<td></td>
<td></td>
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<tr>
<td><strong>IMF</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HQ2</td>
<td>Breakfast and Lunch</td>
<td>7:00 am – 2:30 pm</td>
</tr>
<tr>
<td>Café (Level 2)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HQ2</td>
<td>Coffee/Tea and Light Fare</td>
<td>7:30 am – 5:00 pm</td>
</tr>
<tr>
<td>Bistro (Level 2)</td>
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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 to 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.
Map of CSO Center

I Building: 1850 I Street, NW, Washington, DC

Elevators (2nd floor)

Meeting Room I2-440

Room I2-250

Room I2-220

Room I2-210

Café and snacks

CSO Computers and Printer

Office