



**JOINT CPA UK/BG IPU INTERNATIONAL PARLIAMENTARY CONFERENCE
ON GENDER AND POLITICS (6-8 NOVEMBER 2012)**

CONFERENCE INFORMATION FOR NOMINATING PARLIAMENTS AND DELEGATES

1. INTRODUCTION

From **6-8 November 2012** the United Kingdom Branch of the Commonwealth Parliamentary Association (CPA UK) and the British Group of the Inter-Parliamentary Union (BGIPU) will host a *Conference on Gender and Politics* at the Houses of Parliament, London.

Each CPA UK and/or BGIPU member legislature is invited to nominate **one Member of Parliament** to attend the Conference. The total number of delegate places is **120**.

Important note: Demand for Conference places is expected to exceed those available therefore legislatures are encouraged to submit their nominations **as soon as possible**.

This document includes:

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| • Information about the Conference for Nominating Parliaments and Delegates | Pages 1-7 |
| • Delegate Biographical Details Form | Pages 8-9 |
| • Delegate Travel & Accommodation Details Form | Pages 10-11 |

2. CONFERENCE SECRETARIAT

All correspondence regarding the Conference should be sent to: Genderconference2012@parliament.uk

Telephone: +44 (0)20 7219 5373/ Fax: +44 (0)20 7233 1202

Conference Website: www.parliament.uk/genderconference2012

Gender and Politics Conference Team:

Joint Project Managers: Helen Haywood and Ann Hodkinson (job share)

Deputy Project Manager: Sophia Ostler (programme)

Conference Officers: Gabriella Liberotti (logistics) / Rachael Cox (fringe events)

Conference Assistant: Fiona Richards (delegate registration)



3. PROGRAMME

A copy of the Conference aim and objectives is enclosed and details of the Conference programme will be distributed to delegates in advance of the Conference. The programme will facilitate wide and varied dialogue and knowledge-sharing through briefings, presentations, plenary discussions, workshops, working groups and fringe events in themes around gender and equality, including representation & political life, economic empowerment, education, culture and the media.

The programme format will be as follows:

Tuesday 6 November		
Morning & Afternoon sessions (0900-1800)	<i>Lunch</i> – included	Evening Event
Wednesday 7 November		
Morning & Afternoon sessions (0900-1800)	<i>Lunch</i> – included	Early evening event
Thursday 8 November		
Morning & Afternoon sessions (0900-1800)	<i>Lunch</i> – included	Evening Event

4. CONFERENCE VENUE

The Conference will take place in the Houses of Parliament, London, UK.

It is likely that some of the evening fringe events may be held in other venues in London.

5. LANGUAGES

The Conference will be conducted in English. There will be interpretation provided in the **main conference room only** in:

- **French**
- **Spanish**
- **Arabic**



Interpretation will only be available during plenary sessions and certain workshops which are held in the main conference room.

Official Conference materials (programme and delegate information) will also be available in these three languages.

Regretfully, interpretation will not and cannot be provided at any of the fringe events.

6. DELEGATE NOMINATIONS

To apply for a delegate place at the **International Parliamentary Conference on Gender and Politics**, nominating parliaments should complete the enclosed **Delegate Nomination Form** and return it to the Gender & Politics Conference Team as soon as possible, and by no later than:

Friday 27 July 2012

Nominations for places received after the **27 July** deadline are unlikely to be automatically accepted.

If a nominating parliament **has not selected its delegate by the deadline**, the form should still be returned, indicating this, to ensure that a place is allocated.

The Conference Team will send out notification of confirmed places during **the week beginning 30 July**.

Nominating parliaments/nominated delegates should please consider the following:

- Delegates should have a reasonable expectation of continuing in their parliamentary careers so that their participation in the conference is worthwhile both to themselves and to their parliament.
- Delegates are expected to arrive for the start of the programme and to participate fully to its conclusion. Nominations will only be accepted for delegates who will attend the entire programme (including evening events).
- As the conference days are long and include evening events, delegates must possess the stamina required to participate fully.

Travel arrangements for delegates should not be made until receiving notification of a confirmed place.



7. ADDITIONAL PLACES

In the unlikely event of all Conference places not being filled, additional places will be allocated to parliaments which have expressed an interest in nominating more than one delegate. A reserve list will be established and additional places will be allocated once selection criteria have been applied (size of parliament, no. of women in parliament, political party representation in parliament, region).

Wherever possible and relevant, additional delegates should be from a different political party from the first nomination and in the case of bicameral parliaments, from the other chamber.

Parliaments allocated a second place on the Conference will be invited to nominate an additional delegate at the earliest possible opportunity.

8. VISAS

8.01. For countries whose nationals require a visa to enter the UK, it is advisable to apply for it **as soon as possible** *after receiving notification of a confirmed place*. Please check the visa processing times and ensure applications are submitted in good time before planned travel to the UK.

Information is available from the UK Border Agency about entry requirements for the UK. www.ukba.homeoffice.gov.uk/visas-immigration/

9. SUBMISSION OF DELEGATE REGISTRATION FORMS

Delegates **will be required to submit biographical details, a digital photo and travel / accommodation details**. Please complete the enclosed forms and note the requirements for photographs before sending with your registration forms:

Picture Size: Passport sized, 45mm high by 35mm wide

Resolution: 300dpi (Dots per inch)

File format: Windows JPG (Also known as JPEG)

Filename format: Forename_Surname_DOB

The photograph should be on a white background, showing head and shoulders only.

There should only be one image per file.

The deadline for submitting these details is **Monday 8 October**.



10. ACCOMMODATION

All nominating parliaments/delegates to the International Parliamentary Conference on Gender and Politics will be responsible for booking **and paying for** accommodation in London.

Delegates should expect to book accommodation for 4 nights: **Monday 5 November to Thursday 8 November** inclusive.

During the Conference dates, the following rates are available for Conference delegates:

The Doubletree by Hilton Hotel London - Westminster (4 Star)

http://doubletree1.hilton.com/en_US/dt/hotel/LONWMDI-DoubleTree-by-Hilton-Hotel-London-Westminster-/index.do

30 John Islip Street, London SW1P 4DD

Tel: +44 (0)207 630 1000 Fax: +44 (0)207 233 7575

Conference Rate: £215 per night *including VAT and breakfast*

For reservations please email: LONWMReservations@hilton.com **STATING THE FOLLOWING REFERENCE:**
ABGA12

Premier Inn London County Hall (3 Star)

<http://www.premierinn.com/en/hotel/LONCOU/london-county-hall>

Belvedere Road, London SE1 7PB

Tel: +44 (0)871 527 8648 Fax: +44 (0)871 527 8649

Conference rate: £157.20* *per night including VAT room only* (Breakfast £8.95)

TO NOTE:

* *If you wish to take advantage of the Conference rate (£157.20 per night) please indicate this on your **Nomination form** and we will send you a booking form which should be completed and returned to the Conference Team no later than **Friday 5 October**. The allocation of rooms available at the Conference rate will be released after this date. Rooms booked at the Conference rate are non-refundable 28 days prior to the first night of the reservation. Subsequent name changes will be allowed.*



BOOKING DIRECTLY WITH HOTEL: You can book rooms directly with the Premier Inn London County Hall by using their website. HOWEVER, the market rate at time of booking will apply. Rooms can be cancelled up to 24 hours before the start of the booking.

Both hotels are in the vicinity of the Houses of Parliament where the Conference will be held. Transport will be provided at both hotels to and from the Conference venue.

All allocations of rooms will be released 28 days prior to the start of the Conference on **Monday 8 October 2012**. Any parliament that has not arranged accommodation for their delegate before this date will not benefit from negotiated rates at the official hotels and availability of accommodation cannot be guaranteed. This is a busy period in London and available accommodation in Westminster is likely to be limited and expensive.

In no circumstances will CPA UK/BGIPU guarantee rooms or accept liability for cancellations and no shows.

11. FUNDING

Nominating parliaments/delegates will be responsible for:

- Booking and paying for accommodation
- Travel to and from the UK
- Transport to and from the UK point of arrival and their London hotel
- All subsistence costs outside the official programme
- All Personal expenses during the Conference period (laundry, telephone, room service, bar bills etc.)

12. SPOUSES/ACCOMPANYING PERSONS

CPA UK/BGIPU do not invite spouses, children or accompanying persons to attend its events.

13. WITHDRAWALS & LIABILITIES

Nominating parliaments are requested to inform CPA UK/BG IPU immediately if a delegate cancels or will not arrive as scheduled for any reason. Please note that once nominating parliaments have committed to delegate attendance at the Conference and arrival details have been received, any cancellation fees or liabilities incurred by the conference hosts as a result of a delegate failing to arrive or departing early will be passed on to the nominating Parliament for reimbursement to CPA UK/BG IPU. In accepting a Conference place the nominating parliament accepts all such liabilities.



14. SUMMARY OF KEY DATES:

JULY:	
Friday 27	Nomination form return deadline
week beginning 30	Conference Team to send out notification of confirmed places
OCTOBER:	
Friday 5	Premier Inn booking form return deadline
Monday 8	<p>All registration forms return deadline including:</p> <ul style="list-style-type: none"> • Delegate biographical details • Delegate travel details • Photo
Monday 8	<p>Deadline for booking the Doubletree by Hilton Hotel London – Westminster at Conference rate</p> <p>All unallocated accommodation at conference hotels at conference rates will be released</p>
NOVEMBER:	
Monday 5	Conference arrival day (registration opens at Conference hotels)
Tuesday 6 –Thursday 8	Conference Programme
Friday 9	Conference departure day