

# **Information Note For Participants**

## **SHAPING FEMINIST FOREIGN POLICY**

The Hague  
The Netherlands  
1 - 2 November  
2023

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# **A word of welcome**

The Project Team welcomes you to the Shaping Feminist Foreign Policy Conference. We strive to make your stay at the conference convenient. In this document we would like to inform you about logistical and practical arrangements.

We recommend that you read this note carefully.

We look forward to see you in The Hague on November 1 and 2, 2023!

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## **1 CONFERENCE OVERVIEW**



### **1.1 Dates and times**

The Shaping Feminist Foreign Policy Conference (SFFPC 2023) will be held on Wednesday, 1 November 2023 (09:00 – 19:00 hrs CET) and Thursday, 2 November 2023 (09:00-13:00 hrs CET).

Please note that registration for SFFPC is required (see 4.1) and that you need an entry badge.

### **1.2 Conference Venue**

The site for SFFPC is the World Forum Convention Center in The Hague, the Netherlands.

Address of the venue: Churchillplein 10, 2517 JW, The Hague

Website: <https://worldforum.nl/en>

### **1.3 Language**

The working language of the SFFPC summit is English. Only at the plenary sessions translation is available in French and Spanish. Participants are not allowed to bring their own interpreter though it is allowed to bring along a sign language interpreter.

## 2 CONFERENCE PROGRAMME

### 2.1 Program

The conference will be hosted by the Ministry of Foreign Affairs of the Netherlands.

The conference falls within the context of the Dutch government's feminist foreign policy, which strives for equal rights and equality for all worldwide.

For the latest version of the program, visit the [SFFPC website](#)

The main aim of the conference is to continue to give shape to feminist foreign policy and to get this policy on the agenda, both in the Netherlands and worldwide. The conference also aims to expand the network of like-minded countries and countries that actively pursue a feminist foreign policy. One of the main themes of the conference is resources. The event aims to call attention to the need for additional funding for women's rights organisations and movements in the Netherlands and abroad.

SFFPC 2023 will be organised along the following themes:

- Rights. Women and marginalised groups all over the world must be able to invoke their universal rights and be safe from violence.
- Representation. Women and marginalised groups must be represented and meaningfully involved in political and social decision-making processes.
- Resources. There must be sufficient resources to implement feminist foreign policy. It is also important that women's rights organisations and movements worldwide receive financial support.
- Reality check. Since conditions differ around the world and not every approach has the same effect everywhere, Dutch efforts must be adapted to the local situation. This also means verifying at various moments the policy impact and whether the right target groups are being reached.

### 2.2 Meals and refreshments/food safety

On November 1 and 2 there will be refreshments and light snacks available in the lounge areas. A vegetarian lunch will be served on both days.

The food at the conference is halal certified. Special attention is paid to food safety during the conference. The Netherlands Food and Consumer Product Safety Authority supervises all aspects of food preparation, transport and serving. All measures are in line with European legislation.

## 3 ARRIVAL, STAY AND DEPARTURE

### 3.1 Arrival in and departure from the Netherlands

For all participants the regular handling, incl. customs, is applicable at all (Schengen) borders and airports. Transportation is not offered by the SFFPC-organisation. See chapter 9.10 for information on public transport in the Netherlands.

### 3.2 Hotels

There are no block bookings or prices negotiated with hotels by the SFFPC organisation for this conference. Recommended hotels for your stay in The Hague are:

- [Marriott hotel \(at walking distance of the World Forum\)](#)
- [Leonardo Royal hotel \(at walking distance of the World Forum\)](#)
- [Grand hotel Amrâth Kurhaus](#)
- [Hilton hotel](#)
- [Hotel Des Indes](#)

- [Carlton Ambassador hotel](#)

The SFFPC 2023 organisation is not responsible for booking and/or payment of any kind of accommodation.

### 3.3 Getting to the conference venue

#### 3.3.1 *By car*

Paid parking at or in the vicinity of the World Forum is possible.

#### 3.3.2 *By public transport*

The World Forum is easily accessible by public transport. There are various tram/bus stops within walking distance of the venue.

*From the Hague Central Station (CS):*

Take bus no. 28 towards Scheveningen Zuiderstrand. You get off at the stop 'World Forum'. From here the walk to the World Forum is roughly 5 minutes.

*From The Hague Hollands Spoor (HS):*

Take tram no. 1 towards Scheveningen Noord. You get off at the World Forum stop. The From here the walk to the World Forum is roughly 5 minutes.

Plan your journey to World Forum: <https://9292.nl/en>

See also paragraph **Public Transport in general**.

### 3.4 Arrival times at the airport before departing

The following arrival times at the airport prior to flight departures apply:

#### Schiphol Airport

- 3 hours for departures to Schengen area countries
- 4 hours for departures to non-Schengen area countries

#### Rotterdam Airport

- 2 hours for departures of all flights

### 3.5 Conference app

Information regarding the SFFPC (programme, network possibilities and following livestreams) will be available in Network App. All participants will receive an invitation to download the app a few weeks prior to the conference.

## 4 CONFERENCE ACCESS AND CREDENTIALS

Attending the conference is by confirmed registration only. Wearing a conference badge within the venue is mandatory for each participant or visitor of the SFFPC.

### 4.1 Registration

#### 4.1.1 *Invitation*

Attending the conference is by invitation only. Only registered participants will have access to the premises of World Forum. Wearing a conference badge within the venue is mandatory for each participant.

The process is as follows:



With the invitation you will receive a web-link with personalised login credentials to register.

#### 4.1.2 Registration support

In case you encounter a problem during the registration process, please send a detailed message explaining the problem (preferably including a 'print screen') to the Registration Support team: [fb-conferentie@minbuza.nl](mailto:fb-conferentie@minbuza.nl). The team will get in touch with you a.s.a.p.

## 4.2 Badges

SFFPC will be implementing a badge system throughout the conference. SFFPC organisers will provide color-coded, personalized badges for all conference participants. **These credentials are non-transferable.**

### 4.3 Photo on badge



The badge contains a photo of the participant to identify the owner of the badge during the SFFPC within the venue. A photo must be uploaded during the online registration process. You will be able to crop the picture if necessary.

### 4.4 Badge Collection

To avoid lines and for your own convenience, we advise you to collect your badge prior to the conference. The registration desk at the conference venue 'World Forum' is open on:

Tuesday, 31 October from 12:00-16:00 hrs

Wednesday, 1 November from 07:00-19:00 hrs

Thursday, 2 November from 07:00-14:00 hrs

*(time slots subject to change, download the latest version of the Information Note for the accurate times, all times are in CET)*

When you collect your badge, have your valid ID and the message "How and where to collect your badge" ready, this prevents queuing for you and the other participants. You will be asked to show ID at the registration desk.

Attendees do NOT need to check-in at the registration desk each day; the SFFPC badge is valid throughout the conference.

## 5 SECURITY ARRANGEMENTS

### 5.1 Security policy

The government of The Netherlands will be responsible for the safety and security of the delegates participating in the conference.

Security measures can be taken based on the latest threat levels and/or risk analyses.

## **5.2 Background screening**

To ensure the safety and security of the conference, a background check may be part of the accreditation process of staff, press and other suppliers. Background checks will be conducted by the National Police.

## **6 TELECOMMUNICATIONS**

### **6.1 Internet**

High-quality wireless internet will be available at the World Forum. The connection is free to use and grants unrestricted access to the World Wide Web. The network facilities of the convention centre will be used. Access to the wireless network will be provided at the conference location.

Although measurements have been made, the SFFPC Project Team cannot give full guarantee about the network security. Therefore we strongly recommend you use your own, safe connection for trusted or confidential information. It is strongly recommended to use safety precautions (e.g. VPN, anti-virus, firewall) on your devices that use of the internet facilities at the convention centre.

### **6.2 Telephone**

The conference is taking place in a populated area near the city center of The Hague. High-density, multi-carrier cellular (mobile) coverage is widely available in the area around the conference venue. Cellular (mobile) coverage will also be available inside the conference venue through a distributed antenna system. Depending on your cellular (mobile) phone plan, you can roam with several Dutch providers and have access to a high-speed data service. Please note that roaming rates can apply to (non-EU) subscriptions.

### **6.3 IT Service Desk**

At the information desk in the central hall of the venue, questions regarding IT service can be addressed. As the conference aims to be paperless for environmental reasons, printing facilities will not be available.

## **7 HEALTH INFORMATION**

### **7.1 Medical services**

In the event of emergencies or medical needs of the participants, appropriate medical services will be provided. These include emergency medical care and ambulance transport to designated local hospitals. Medical services are available on site. If you require immediate emergency assistance, contact a conference staff member or the service desk.

### **7.2 Health Insurance**

Should a delegate require a referral to a doctor or a hospital, the costs will be borne by the delegate. It is recommended that, before travelling, all participants obtain appropriate health insurance to cover medical expenses in the Netherlands.

### **7.3 Vaccination**

A (Covid-19) vaccination certificate is not required for entry into the Netherlands.

## **8 GENERAL TRAVEL INFORMATION**

### **8.1 Visa**

The Netherlands is part of the Schengen Area, which consists of a group of 26 European countries that have abolished passport and immigration controls at their common borders. The following website shows which passport holders need to apply for a Schengen visa and provides information about the application process:

[Short-stay Schengen visa \(90 days or less\) | Netherlands Worldwide](#)

### **8.2 Airport Process**

All persons arriving at the initial airport (or "Port of Entry") are subject to inspection by Dutch customs enforcement personnel. They will conduct the passport control, customs, and agricultural components of the international arrival process.

Please have the following items in-hand when you approach the customs enforcement officer:

- Your passport, which has at least 6 months remaining before expiration, and has the appropriate visa if applicable.
- Hard copy of your SFFPC invitation or other documents that state your participation.

### **8.3 Further Details on Customs Rules**

Please note that the importation of commercial goods may be subject to duties. Customs officials carry out checks to determine whether travelers and businesses are required to pay taxes when importing goods. Details can be found at:

<https://www.government.nl/topics/export-import-and-customs>

When arriving in the Netherlands from outside the EU, you cannot bring any dairy or meat products with you. This is to prevent serious animal diseases from being brought into the EU. You are, however, allowed to bring in powdered infant milk, baby food and foods required for medical reasons - subject to some restrictions. You are also allowed to bring in limited quantities - for personal consumption - of other animal products including fish products, snails, and honey. Other prohibited or restricted items may include other agricultural products or products made from animal or plant material. Restricted items are subject to confiscation and may result in monetary penalty.

If you are coming from outside the EU, you may bring into or take out of the Netherlands as much money as you wish. However, if it is more than €10,000, you will need to report it to the customs officials. "Money" refers to monetary instruments and includes European or foreign coins currently in circulation, currency, obligations, travelers' checks, money orders, and negotiable instruments or investments securities in bearer form. You do not have to pay taxes on money over €10,000, but you must report it.

### **8.4 Airports**

A large part of the participants is expected to arrive at Amsterdam Schiphol Airport, where most international flights arrive. Amsterdam Schiphol Airport is about 60 minutes away from the venue in The Hague. Information booths are located throughout the terminals.

Computerised kiosks with information on ground transportation, airport facilities and services, airlines, and rental cars are available 24 hours a day. All staff at Schiphol speak English.

Amsterdam Schiphol Airport is not the only airport in the Netherlands; some low-cost carriers moved their flights from Amsterdam Airport Schiphol to the nearby Rotterdam/The Hague Airport (0,5 hr. drive to The Hague) or Eindhoven Airport (1,5 hr. drive to The Hague). They provide the same services as Schiphol, though at a smaller scale.

#### 8.4.1 ATMs and Currency Exchange

Several currency exchange offices and automated currency exchange machines are located at the airports. Additionally, ATMs are readily available throughout all terminals.

#### 8.4.2 Disability Assistance

If you need wheelchair assistance at the airports, you are strongly encouraged to advise your air carrier at least 24 hours before departure that assistance is requested. Wheelchair service is managed by the airlines.

#### 8.4.3 Luggage Issues

Lost or damaged luggage should be reported to the airline as soon as possible after arrival. It also should be noted that air carriers into and out of the airports are very strict about weight and size limits, on both carry-on articles as well as checked luggage. We strongly recommend you consult your air carrier's website for restrictions.

## 9 PRACTICAL INFORMATION

### 9.1 About The Hague

The Hague is the international city of peace and justice. It is the city of the cosmopolitan and the beach; new styles and old Dutch masters; shops and royal palaces; exotic cuisines and Dutch fishing harbors; and international jurisdiction and street savvy. The Hague will captivate you with its modern skyline combined with beautiful historical and royal buildings in the city center. For more information about what the city has to offer, please check the website [www.denhaag.com/en](http://www.denhaag.com/en).

### 9.2 Climate

During the conference, the average temperature in The Hague, the Netherlands is around 8 degrees Celsius/39 degrees Fahrenheit, but temperatures can go down to below freezing temperatures. However, weather can vary, and it may rain or snow. The Hague has a mild sea climate, but with a wind chill factor in November, the temperatures may feel lower.

### 9.3 Local time

The time zone for The Hague, the Netherlands is Central European Time, one hour later than Greenwich Mean Time (GMT +1:00).

### 9.4 Currency and banking

The currency is the Euro (EUR). Debit and credit cards are accepted in most stores and restaurants, but not everywhere. Please ask in advance if you can pay with your card before you shop or order a meal. With most payments by debit/credit card, a PIN code is required, especially with transactions over €50,00.

You may still pay with cash in most stores and restaurants, though be aware that notes of €100 are not generally accepted. With your Maestro or Visa debit card and/or your MasterCard or Visa credit card you can withdraw money from an ATM. ATMs are widely available. The (yellow) 'Geldmaat' is the most common ATM (a cooperation of the three largest banks in The Netherlands). There is no ATM at the venue World Forum; however, one is available in close proximity.

To exchange foreign currency you can visit a GWK Travelex, located at airports (open daily) and larger train stations (open Mon-Sat). GWK is the only place to exchange travellers cheques. Shops in The Netherlands do not accept travellers cheques or any other type of cheque.

### 9.5 Electricity

Standard electricity service in the Netherlands is 220 volts. Power sockets are Type C. Electrical converters are not provided, so please bring any items accordingly.



### 9.6 Smoking Restrictions

European and Dutch law prohibits smoking in all indoor public places including restaurants, bars, theaters, concert halls, educational facilities, hotels and airports. In addition, the conference venue is completely smoke-free. It is allowed to smoke outside the venue. Waste must be deposited in the designated bins.

### 9.7 Driving licenses

Visitors from outside the EU are entitled to drive in the Netherlands on their foreign license for a period up to 185 days per calendar year. EU licenses are accepted year-round. You will need to show a valid driving license when hiring a car in the Netherlands. An international driving permit (IDP) is not needed.

### 9.8 Public Transport in general

Public transportation in the Netherlands is well organized and an easy way to travel. To pay for a ticket, you can purchase a train ticket at a ticket machine at the station (tickets can't be purchased on the train). For trams, single tickets can be purchased at the machine in the tram, while bus tickets are sold by the bus driver.

An easier way to pay for your journey, is to pay with OVpay. To use OVpay only a credit card (or Dutch debit card) is required. Hold the credit card in front of the check-in portal at the train station to check in. After you arrive at your destination, don't forget to check out at the portal before you leave the station. If you travel by bus or tram, you need to check in and out inside the bus or tram. Therefore, keep your card ready for check-out when you are near your stop.

With the OVpay app or on [OVpay.nl](https://ovpay.nl) travel history logs can be found.

To plan your journey, use one of the following websites (or app):

- <https://9292.nl/en> for travel directions with all means of public transport
- <https://www.ns.nl/en> for train schedules
- <https://www.htm.nl> for trams and buses in The Hague



Check-in and -out on platforms train stations



*Check-in and -out in buses and trams*

### **9.9 Taxis**

You can travel safely by registered taxis, recognizable by the blue license plates. From Amsterdam Schiphol Airport to the center of The Hague the costs for a one-way journey are around €115. From Rotterdam/The Hague Airport, the costs for a one-way journey are around €70.

### **9.10 Personal Security and Safety of Participants**

Personal security is an individual's responsibility.

### **9.11 Force Majeure / Unavoidable accident**

SFFPC 2023 Project Team is not liable for any claims for damages and/or losses in case the entire conference has to be cancelled due to a force majeure incident.

### **9.12 Disclaimer**

SFFPC Project Team is not liable for damages and/or losses of any kind which may be incurred by the participants or by any other individual(s) accompanying them, both during the conference as well as going to/from the conference. Participants and delegates are responsible for their own safety and belongings.