

# CIVIL SOCIETY POLICY FORUM

## Guide for Participants

April 17–20, 2018

 [#SMCS018](https://twitter.com/SMCS018)



CIVIL SOCIETY TEAM



**SPRING  
MEETINGS**  
2018 | WASHINGTON DC  
INTERNATIONAL MONETARY FUND  
WORLD BANK GROUP



## Welcome note

Dear Civil Society Representatives,

Welcome to the 2018 Spring 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 place in Washington, D.C., from **Tuesday, April 17 to Friday, April 20, 2018**.

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 Tuesday, April 18 in the morning, the **42 (mainly CSO organized) dialogue sessions** that reflect the diversity of CSO policy concerns, the **Roundtable with WBG Executive Directors**, and the **Networking Reception** at the MC Atrium. New this time, we are hosting a **CSO Innovation Fair** showcasing initiatives and projects – such as mobile apps and advocacy campaigns – that demonstrate creative approaches to finding solutions to solve development challenges around the world.

A full program of the CSPF is included in your welcome folder and is available online at [www.worldbank.org/civilsociety](http://www.worldbank.org/civilsociety). It will also be available on a large screen at the CSO Center.

There will also be an opportunity for you to **provide feedback** on the CSPF at a session hosted by the [CSPF Working Group](#) that will take place on **Thursday, April 19 during 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](mailto:civilsociety@worldbank.org) (World Bank) and [publicaffairs@imf.org](mailto:publicaffairs@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 WBG and IMF Civil Society Teams*

## About this guide

The WBG and IMF Civil Society Teams created this guide to provide information to civil society organizations (CSOs) attending the Civil Society Policy Forum (CSPF), which takes place bi-annually during the WBG/IMF Annual & Spring Meetings in April and October.

The guide provides information about the CSPF, the 2018 Spring Meetings CSO Center, and logistical information to help you navigate the Spring 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. Please visit the WBG Civil Society Team's website at [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](#) for more information.

## Location of the 2018 Spring Meetings and CSPF

The 2018 WBG & IMF Spring Meetings will be held during the week of April 16-22 in Washington, D.C.

The CSPF will be held from Tuesday, April 17 to Friday, April 20, 2018 in the MC building located at **1818 H St NW** (Tuesday sessions only) and 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 MC Building, the I Building, and IMF HQ2.

## HIGHLIGHTS

### Tuesday, April 17

#### Orientation Session on the World Bank Group

9:00 am–10:00 am  
WB Visitor Center  
10:30 am–12:30 pm  
MC 2-800

#### Roundtable with WBG Executive Directors followed by a Light Reception

5:00 pm–7:30 pm  
MC 13-121

### Wednesday, April 18

#### CSO Innovation Fair

1:00 pm–5:00 pm  
MC Atrium

**NEW**

#### CSO Networking Reception

5:30 pm–7:00 pm  
MC Atrium

### Thursday, April 19

#### Information Session on 2018 Annual Meetings in Bali, Indonesia

11:00 pm–12:30 pm  
I 2-250

#### Lunch Session Feedback with CSPF Working Group

12:30 pm–2:00 pm  
I 2-250

## Program of events

Day	Program
Tuesday, April 17	WBG Orientation Session - J Building: WBG Visitor Center CSPF Sessions – MC Building: Rooms MC 2-800, MC 7-100 and MC 8-100 CSO Roundtable with WBG Executive Directors followed by a Reception – MC 13-121
Wednesday, April 18	CSPF Sessions – I Building CSO Center and IMF HQ2 03B-838B Civil Society Innovation Fair – MC Building Atrium CSO Networking Reception – MC Building Atrium
Thursday, April 19	CSPF Sessions - I Building CSO Center and IMF HQ2 03B-838B Feedback Session with the CSPF Working Group – I Building CSO Center
Friday, April 20	CSPF Sessions - I Building CSO Center and IMF HQ2 03B-838B

You can find a Campus map at the end of this guide.

A full schedule of the CSPF is available at [www.worldbank.org/civilsociety](http://www.worldbank.org/civilsociety)

## Participation of CSOs in the 2018 Spring Meetings

The Civil Society Policy Forum (CSPF) is open to all CSOs and other delegates who have been accredited to attend the 2018 Spring Meetings. CSO registration for the 2018 Spring Meetings opened on February 14, 2018 and closed on March 30, 2018. **No new registration requests will be accepted after that date.**

CSOs accredited to the meetings are welcome to attend other Spring Meetings open events that will take place simultaneously. More information can be found on the official [2018 Spring Meetings website](#).

## CSO Center at the 2018 Spring Meetings

CSO representatives registered for the Spring Meetings will have access to the CSO Center from Wednesday, April 18 to Friday, April 20, 2018.

**The CSO Center is located on the second floor of the 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 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.

Please note that Tuesday sessions will be held at the MC Building (1818 H St. NW) and a few sessions will also be held at IMF Headquarters 2 building, room 03B-838B (1900 Pennsylvania Ave), where CSOs will also have access to a CSO lounge (room 3B 948).

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

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The three large conference rooms in I Building will be used for the Civil Society Policy Forum sessions. There will be a meeting room available that CSO representatives can request for smaller meetings. Please send an e-mail to the Civil Society Team at [civilsociety@worldbank.org](mailto:civilsociety@worldbank.org) to reserve this space, and requests will be accommodated on a first-come, first-served basis. Please note there is a limit of 2 hours per booking, and these meetings will not be promoted nor advertised on the CSPF schedule.

## Computers and Internet Access

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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. 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

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There will 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

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None of the sessions at the CSPF will be recorded by the World Bank. 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 to seek permission from session presenters prior to the session.

## 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 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.

## 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 to Washington, DC

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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 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.

## Transportation

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### 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>.
- Stations Open: 5 am, Monday through Friday, 7 am Saturday, and 8 am Sunday and holidays.
- Stations Close: 11:30 pm Monday through Thursday, 1 am Friday and Saturday, 11 pm Sunday.



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 Metro stations and CVS locations. Please note that Metrobus accepts cash payments (no change is returned) but that SmartTrip is required to use Metrorail (no cash is accepted.)

### 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

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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

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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

## Pharmacies

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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

## Restaurant options

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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

WORLD BANK GROUP	KIND OF SERVICE	SCHEDULE
MC Atrium Café (Level 2)	Coffee/Tea and Light Fare	7:30 am - 5:00 pm
MC Dining Room (Level C1)	Reservations encouraged; walk-ins welcome	11:30 am - 2:30 pm
MC Cafeteria (Level C1)	Breakfast and Lunch	7:30 am - 2:30 pm
MC Café Nation (Level C1)	Coffee/Tea and Light Fare	9:00 am - 6:30 pm
IMF	KIND OF SERVICE	SCHEDULE
HQ1 Café (Level 2)	Breakfast and Lunch	7:00 am - 2:30 pm
HQ1 Bistro (Level 2)	Coffee/Tea and Light Fare	7:30 am - 5:00 pm
HQ2 Café (Level 2)	Breakfast and Lunch	7:30 am - 2:30 pm
HQ2 Bistro (Level 2)	Coffee/Tea and Light Fare	7:30 am - 5:00 pm

Catering service for conference and meeting rooms may be ordered between the hours of 7:30 am and 5:00 pm daily. Contact Restaurant Associates at 202-458-2000 if you wish to order catering for your meeting. Please note that payments for catering service must be made at the time of ordering by credit card.

## CSPF Engagement Rules

### 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.

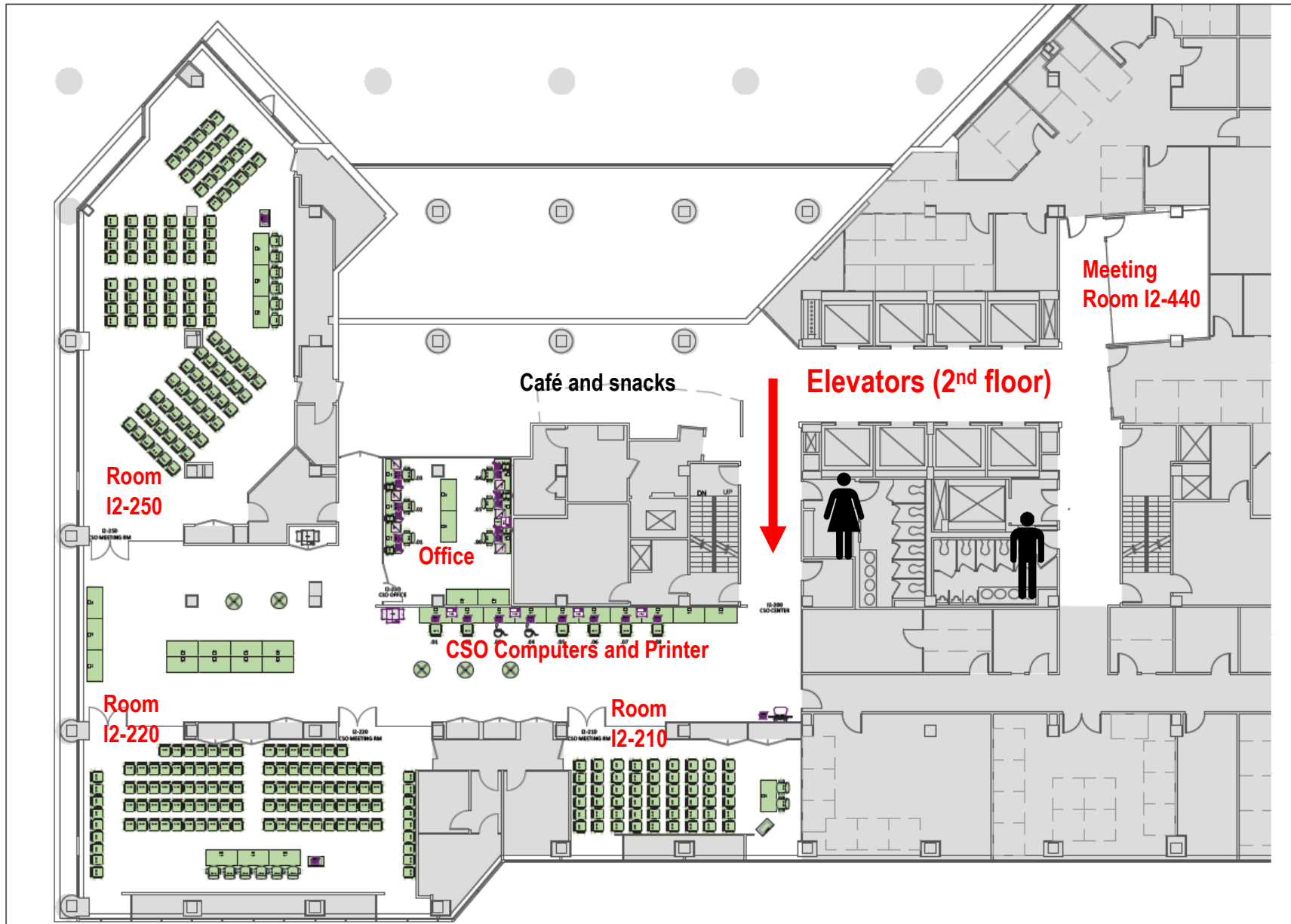
We appreciate your participation and thank you for keeping the CSPF welcoming and respectful to all participants and staff. Please bring any concerns to the immediate attention of the CSPF staff, or contact us by email at [civilsociety@worldbank.org](mailto:civilsociety@worldbank.org).

# Campus Map



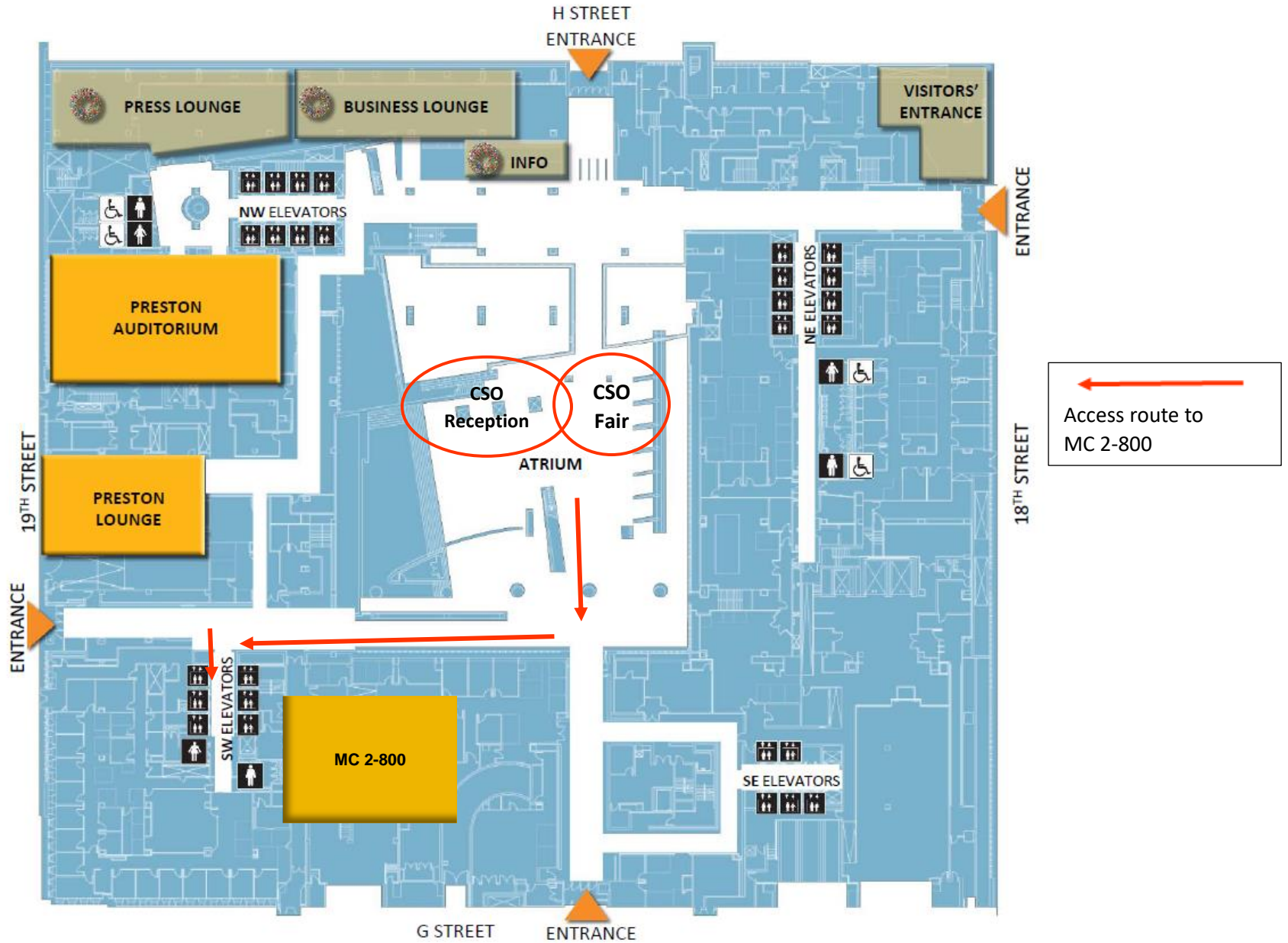
Map of I Building CSO Center (2<sup>nd</sup> floor)

1850 I Street, NW



# Map of MC Building

1818 H Street, NW



Map of IMF HQ2 Building (3<sup>rd</sup> floor)

1900 Pennsylvania Avenue, NW





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