



Inter-Parliamentary Union  
For democracy. For everyone.

## **Ninth Meeting of Women Speakers of Parliament** **Economic empowerment of women: Women speakers of parliament taking the lead**

IPU Headquarters, Geneva (Switzerland), 4-5 September 2014  
*Organized by the Inter-Parliamentary Union*

### **GENERAL INFORMATION NOTE**

**This Note provides information about the Meeting and related arrangements**

#### **GENERAL INFORMATION**

The Ninth Meeting of Women Speakers of Parliament, organized by the Inter-Parliamentary Union, will be held on 4 and 5 September 2014.

#### **VENUE**

The Meeting will be held at IPU Headquarters in Geneva, Chemin du Pommier 5, 1218 Grand Saconnex (GE).

#### **PARTICIPATION**

Women Speakers of parliament of all national parliaments are invited. In the case of bicameral parliaments, women Speakers of each chamber are invited. Women Speakers of regional parliamentary assemblies that are Associate Members of the IPU are also invited.

The size of the delegation from each parliament and Associate Member should not exceed four persons (eight persons in the case of bicameral parliaments).

Observer delegations should be composed of no more than two persons.

#### **ORGANIZATION OF PROCEEDINGS**

Women Speakers of parliament, women Speakers of regional parliamentary assemblies and guest speakers will be invited to address the meeting.

In order for the participants to benefit from each other's experience and set the tone for an interactive debate, each woman Speaker is invited to make a five-minute presentation under the agenda theme of her choosing. Participants are invited to indicate the agenda item on which they wish to make a presentation by completing the relevant section of the registration form.

Once presentations are made, the floor will be open for debate.

Observers will be able to intervene once the Speakers' requests to take the floor have been exhausted.

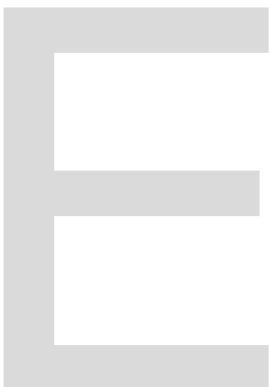
#### **EXPECTED OUTCOME**

At the close of the meeting, a brief concluding document will be issued. It will contain a summary of conclusions and recommendations of the meeting.

#### **DOCUMENTS**

Written texts of the presentations will be distributed to participants as they become available. The Meeting Secretariat will strive to make these documents available in the Meeting's official languages.

To the extent possible and for the information of participants, the IPU Secretariat will make available background documentation relevant to the issues under discussion.



Participants wishing to distribute to their colleagues relevant documentation will be required to provide documents in sufficient quantities and place them on a table set aside for that purpose.

## LANGUAGES

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Simultaneous interpretation will be provided into and from English, French and Spanish.

Three additional interpretation booths will be available for Speakers addressing the Meeting in any other language. They should provide their own interpreter; the additional booths will be reserved on a first-come-first-served basis. These interpreters should contact the IPU Secretariat ahead of time. If at all possible, individual statements written in languages other than the official ones should be translated and given to the IPU Secretariat for distribution.

## SEATING ARRANGEMENTS

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Each delegation will be allotted two seats. Delegations composed of both Speakers from bicameral parliaments will be allotted four seats. Additional seating will be made available in the meeting room for persons accompanying parliamentary delegations.

Observer delegations will be allotted two seats.

## REGISTRATION

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Invited parliaments are requested to register their delegation to the Meeting using the attached registration form and returning it **by 15 August** to the following address:

### Inter-Parliamentary Union

5 chemin du Pommier  
case postale 330  
1218 Grand-Saconnex  
Geneva  
Switzerland

Tel: +41 22 919 41 50  
Fax: +41 22 919 41 60  
e-mail: [postbox@ipu.org](mailto:postbox@ipu.org)/[vs@ipu.org](mailto:vs@ipu.org)

## ACCOMMODATION AND LOGISTICS

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In keeping with normal practice, the Permanent Missions to the United Nations in Geneva take care of organizing logistics of participants' stay. Participants should therefore refer to their country's permanent mission in all matters relating to visas<sup>1</sup>, hotel reservations, transportation and other logistics of their stay in Geneva.

Regarding accommodations, it is also possible to make reservations online via the Tourist Office's website at: [www.geneve-tourisme.ch/en/accommodation](http://www.geneve-tourisme.ch/en/accommodation).

## REGISTRATION AND INFORMATION DESK

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A Registration and Information Desk will be available to participants at the meeting venue from 4 September 2014. It shall operate from 8:30 a.m. daily.

## MEALS

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The IPU Secretariat will host lunches on 4 and 5 September. A dinner in honour of Women Speakers of Parliament will be held on 4 September. It is open to women Speakers only and attendance can be confirmed by ticking the appropriate box in the registration form. Details will be provided in due course.

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<sup>1</sup> Please note that Switzerland is an associate member of the Schengen Agreement and part of the Schengen area. The Visa Information System (VIS) was introduced in the Schengen area in October 2011, which stores biometric data (fingerprints and facial image) of the Schengen visa applicant. All Swiss embassies and consulates are gradually being connected to the VIS system.

All visa applicants are required to make an appointment with the Swiss embassy/consulate and submit and register their biometric data in person. This data remains valid in the VIS system for a period of five years.

An official document explaining the implementation of the VIS system, registration of biometric data and the rollout timetable for Swiss embassies/consulates connected to the VIS system is available at [www.bfm.admin.ch/content/bfm/en/home/themen/einreise/einfuehrung\\_vis.html](http://www.bfm.admin.ch/content/bfm/en/home/themen/einreise/einfuehrung_vis.html).