

FEH

FORUM ESPACE HUMANITAIRE

2018

PRACTICAL INFORMATION

January 18-20, 2018, Les Pensières Center for Global Health

www.forum-espace-humanitaire.org

Registration and the limited number of attendees

The Forum Espace Humanitaire (FEH) is an invitation only event. The number of participants are intentionally restricted to facilitate group interaction and generate meaningful discussions.

Your conference registration must reach us by November 17, 2017 (cf. the registration form sent to you), and will be considered complete only after full information and the standard fee of 275 euros (VAT included) have been submitted, along with a short biography not exceeding one page in length, and a digital photo.

You also need to select one of the two workshops that will be held concurrently in the morning of Friday, January 19.

Accommodation and transfer

Your room is reserved either at the Pensières Conference Center or the Encore Hotel nearby according to availability. **To assure your welcome in the best possible conditions, may we ask you to return to us your logistics information sheet as soon as possible, but by no later than December 7, 2017.**

As many participants are arriving at the Forum Espace Humanitaire by TGV from Paris, **a shuttle between the Annecy train station and the Pensières Conference Center is scheduled to operate at times corresponding to the trains recommended by the organizers.**

- **Thursday, January 18:** arrival in Annecy at 1:29 pm of TGV 6937 from Paris (leaving Paris at 9:49 am)
- **Saturday, January, 20:** departure from Annecy at 12:31 pm of TGV 6972 to Paris (arriving in Paris at 4:12 pm)

Taxis can be arranged at your expense by the Pensières for those of you not using the shuttle service.

The Pensières Conference Center is located in Veyrier-du-Lac on the shores of Lac d'Annecy at a 30-minute drive from Geneva.

Documentation

As a way of promptly generating discussions, documentation in connection with the FEH's thematic program will be prepared. This documentation will be sent to the participants and also accessible on the FEH website.

It will be available during the Forum on the iPads that will be distributed to the participants at the Pensières Conference Center.

If you or your organization wishes to contribute an article, report, or video for sharing with the other participants, please do not hesitate to send us your materials.

Espace Rendez-vous Session

A time slot called "Espace Rendez-vous session" has been scheduled on Friday, in the late morning (cf. the Program). This time slot is yours to optimize your presence at the Forum, to network with other participants and organizations, and/or to discuss topical issues of concern for your organization.

If your organization wishes to present a humanitarian news item, please let us know as soon as possible.

Rules of confidentiality

To encourage openness and direct interaction, **le FEH operates on a basic principle of confidentiality called the "Chatham House Rule"**. Discussions are completely free among speakers, whatever their affiliation. Participants agree not to divulge outside the walls of the Forum the identity of the speakers expressing their views.

If ever you wish to tweet, you may name the Pensières or mention ideas that are put forth during the FEH debates, but we ask you to please respect the "Chatham House rules" and **refrain from quoting any speaker**.

Additional information

- Working languages: French and English. Interpretation services will be available.
- FEH documentation (bibliography, biographies, agenda, etc.) will be accessible on the iPads to be distributed to participants at the Pensières Conference Center, via the dedicated FEH website link.
- Dress code: smart casual
- The Pensières has a Business Center equipped with computers, printers, WiFi connection, etc. available for participants.

Note: On Friday evening, we will go hiking in the mountain with a snowshoeing and/or sledge activity, so do remember to take an appropriate attire!

Telephone contacts

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