

Attending the 2024 Annual Meeting

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A. Code of Engagement

Together as participants, we create the environment that we will all inhabit over the four days of this event. As such, we are each responsible for contributing to a safe space for respectful and meaningful conversations throughout. This year we have a handful of child and youth speakers and participants.¹ Therefore, we request all participants to adhere to the highest standards of conduct and be sensitive to the needs of these participants.

The organisers would like to invite you to help us keep the Annual Meeting as safe as possible, by agreeing to the below:

1. **Embrace diversity and inclusivity.** Discrimination, harassment, and bullying of any form will not be tolerated.² Please be mindful of cultural sensitivity when engaging with participants from diverse backgrounds.
2. **Be professional and work together!** Create a more interesting, meaningful, and respectful experience for everyone.

¹ Anyone under-18 who is speaking in the Annual Meeting will sign a consent form (or have their parent / caregiver do so as appropriate) for participation, including for the event to be recorded and live-streamed and to inform whether their real names will be used or a pseudonym. All child and youth participants will have a chaperone who can support them to choose which sessions to attend and discuss any potential sensitivities or triggers.

² If you experience or witness any discrimination or harassment, please report immediately to the meeting organisers. All reports will be treated with confidentiality and taken seriously.

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3. **Respect confidentiality.** Bring the stories, but leave out the names and other identifying information of children, individuals, families, and organisations. Please refrain from sharing any distressing or offensive narratives or case studies, shocking imagery, emotional personal testimony of abuse and/or exploitation, as well as using any inappropriate language, particularly in the presence of children.
4. **Listen actively.** Value the viewpoints and experiences of other people that do not meet with your own experiences.
5. **Be open to meeting new people.** Introduce yourself to new people and be open to being approached by new people!
6. **Step Up, Step Back:** If you are a quieter person, feel empowered to share your thoughts and experiences, and if you speak a lot, consider stepping back at times so others have a chance to speak.
7. **Stay present.** Try to avoid distractions throughout the meeting by putting away electronic devices and/or muting your email and social media notifications, if you can.
8. **Report safeguarding concerns.** If you experience, witness, or are concerned about any safeguarding issues, please report these immediately to the Child Safeguarding Focal Point (membership@alliancecpha.org). The Alliance will also have an individual available throughout the meeting to provide psychosocial support to the children and youth in case of need.

B. Important Messages

1. **There will be a Registration Desk at the venue** with colleagues who speak both English and Spanish, ready to assist you and provide you with your name tag. **You must register at the venue before attending any sessions.** Participants are invited to register as soon as possible on either Monday, June 3rd from 08:00-08:45 and 15:30-16:00, or Tuesday, June 4th from 07:45-08:30 (local time). You will also have the opportunity to pick up stickers to add to your name tag to indicate the languages you speak as well as your pronouns.
2. **Unlock the full potential of your meeting experience by downloading Sched, the Annual Meeting mobile app!** Easily navigate through the agenda, customise your schedule, and stay up-to-date with real-time announcements and notifications. With Sched, you won't miss a thing - whether it's discovering sessions, connecting with fellow attendees, or keeping yourself organised. More information and instructions can be found below.

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3. **Simultaneous interpretation services will be provided throughout the duration of the meeting in both Spanish and English** to ensure all participants can fully engage regardless of their preferred language. To make the most of this service, we kindly ask participants to use the provided headsets. Please also remember to speak clearly and at a moderate pace to enable accurate interpretation.
4. **Photography, Recording, and Livestreaming Consent.** Please be advised that photography, recording, and livestreaming will be conducted throughout the Annual Meeting. By attending, you grant permission for your image and voice to be captured and possibly used on the Alliance website and social media channels. If you have any concerns regarding your consent, please contact us at annualmeeting2024@alliancecpha.org.
5. **Discover more during Annual Meeting by using QR Codes.** During the meeting, QR Codes will be prominently displayed on posters throughout the venue, offering easy access to find Annual Meeting and other Alliance materials online. You can simply access QR Codes with your smartphone. Most phones can scan QR Codes using their camera app, but there are also free QR Code Reader apps available if you face any difficulties.

C. Must Reads

Before the 2024 Annual Meeting, it is important to review the key materials below (available in English and Spanish):

1. **This [Participant Pack!](#)**
2. The Annual Meeting [Agenda](#) - Available on the Sched and as a PDF.
3. The [Session Booklet](#) - Available on the Sched and as a PDF.
4. The [Background Paper](#) - **Taking Action to Protect Children in Escalating Conflict and Crises: Armed Violence, Climate Shocks, and Displacement**
5. The **Admin Note** for important information about Panama City. If you have not yet received the Admin Note via email, please reach out to us at annualmeeting2024@alliancecpha.org.

D. Events during the Annual Meeting not to be missed!

i. Membership Engagement Workshop

On **Monday, June 3rd from 16:00 - 18:00** local time, join us for a special interactive session for all participants. This event is a great opportunity for potential and new members to learn about the Alliance and its operations, and for existing members to get refreshed on all things Alliance. Also, the Child Protection Minimum Standards will be demystified. Don't miss this chance to connect and engage!

ii. Alliance Marketplace

On **Tuesday, June 4th from 11:30 - 12:30** local time, join the Alliance Marketplace to connect with our Working Groups, Task Forces, Initiatives, and partners!

You'll find stands from each of the following groups:

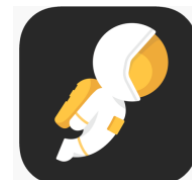
- Advocacy Working Group
- Assessment, Measurement, & Evidence Working Group
- Child Protection Minimum Standards Working Group
- Learning and Development Working Group
- Cash & Child Protection Task Force
- Case Management Task Force
- Child Labour Task Force
- Children Associated with Armed Forces and Armed Groups Task Force
- Community-Level Child Protection Task Force
- Family Strengthening Task Force
- Unaccompanied & Separated Children Task Force
- Accountability to Children Initiative
- Child Protection in Humanitarian Action and Education in Emergencies Initiative
- Localisation Initiative
- Prevention Initiative
- Working Across Sectors Advisory Group
- Climate Crisis Group of Friends
- Alliance Membership
- Global Child Protection Area of Responsibility
- Global Education Cluster
- United Nations High Commissioner for Refugees
- Regional Child Protection in Humanitarian Action Sub-Group

iii. Networking Event

On **Wednesday, June 5th between 18:00 - 20:00** local time, join us for an informal networking event hosted by the Alliance. After getting a chance to know your fellow participants, enjoy drinks and snacks in a relaxed setting, either on-site or next door. Don't miss this chance to connect informally with other participants! Please note, interpretation services will not be provided for this event.

E. Using the Sched Mobile App³

Accessing and managing your schedule at the Annual Meeting is simple with the Sched mobile app. Follow the below steps to download the app and start planning your meeting experience:



i. Download the Sched app on your Apple or Android device

1. Open the App Store on your mobile device or use the **QR Codes below**.
 - a. *App Store for iPhone*
 - b. *Google Play Store for Android*
2. In the search bar, type '**Sched**' and tap enter.
3. In the results, look for the **Sched app icon** and tap to install.
 - a. *Tap the 'Install' button (for Android) or the 'Get' button (for iPhone).*
4. Once installed, open the app by tapping on the icon.

Download the app on your [Apple](#) device



Download the app on your [Android](#) device



ii. Find the Annual Meeting Event

1. Open the Sched app.
 - a. The app will open to the Events Page, where you can see 'Happening Now' and 'Upcoming Events'.
2. **To find the 2024 Annual Meeting event on Sched...**
 - a. **Use the Search bar** at the top of the screen and search for 'Annual Meeting'.
 - b. **Browse the events** in the 'Happening Now' or 'Upcoming Events' and look for the Alliance Logo. *Please note that events appear only 10 days in advance of the start of the event.*
3. Once found, tap on the event name to find the Event Homepage, where you can view the Event Schedule. You will need to 'Create an Account' to customise your schedule.

³ Please note the Sched Mobile App will only be available for participants joining the 2024 Annual Meeting in-person in Panama City.

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iii. Create your Account

1. On the Event Homepage, tap on the **'My Account'** button on the bottom left-hand side of your screen.
2. Tap the blue **'Sign-up'** button, fill in your information, and tap **'Create My Account'**.
 - a. Please feel free to Edit your Profile with a photo and other information for networking purposes! Tap **'View & Edit Profile'** to update.
3. Once you have created your account, tap the **'Schedule'** button on the bottom right-hand side of your screen and start exploring the 'Events Schedule' and tap on any session for more information.

iv. Customise your 'My Sched' and Secure your Spot!

1. To customise your schedule, tap on the session you would like to attend. Then, tap **'Add to Sched'** on the bottom right-hand side of your screen.
 - a. Tap **'< Schedule'** at the top left to go back to the main schedule.
2. Tap **'My Sched'** at the top right to see your personalised schedule.
 - a. Plan ahead and continue to add other sessions to 'My Sched' to keep yourself organised throughout the days of the Annual Meeting!
3. **Use the Search function and Filters to find sessions by name, number, type, track⁴, speaker, or date.**

iii. Mobile App Features to take advantage of!

1. **Personalised Schedule:** Add sessions to create a customised agenda.
2. **Session Details:** Access detailed information about each session, including descriptions, times, and locations.
3. **Speaker Information:** Learn about event speakers and their backgrounds.
4. **Venue Maps:** Navigate the event space with interactive maps.
5. **Networking:** Connect with other attendees through profile browsing and messaging.
6. **Real-Time Updates:** Receive notifications about schedule changes and announcements.
7. **Take the App Tour for Participants:** Want to learn more? Take a tour of the Sched Mobile App [here](#).

⁴ Conference tracks are: Context-specific learning / discussion; Learning on specific child protection issues; Community / child protection systems focussed work; Coordination or cross / multi sector focus.

F. Tips for Navigating a Conference in Panama

By being mindful of cultural differences and adapting your behaviour accordingly, you can navigate the conference in Panama with sensitivity and respect for the local culture. Please consider the following tips:

- **Warm and Expressive Communication:** In Panama, people tend to be warm and expressive in their communication. Expect handshakes, hugs, and friendly gestures, even in professional settings like conferences.
- **Personal Space:** Personal space in Panama may be closer than what individuals from some cultures are accustomed to. Don't be surprised if people stand or sit closer to you during conversations or interactions.
- **Time Flexibility:** While punctuality is valued, Panama operates on a more relaxed sense of time. Be patient in case sessions start slightly late. Nonetheless, we will still strive to keep to time as much as possible, ensuring that the overall schedule remains on track.
- **Directness vs. Indirectness:** Panamanians may communicate in a more indirect manner compared to some cultures. They often prioritise maintaining harmony in conversations. Therefore, feedback or criticism may be delivered subtly to avoid causing discomfort.
- **Hierarchy and Respect:** Panama has a hierarchical society where respect for authority figures, elders, and those in positions of power is important. Use titles like "Señor" (Mr.) or "Señora" (Mrs.) when addressing individuals, especially if they are older or hold a higher position.
- **Relaxed Attitude Towards Rules:** While rules and regulations are important, there can be a more relaxed attitude towards them in Panama. This might include traffic rules or adherence to strict conference schedules. Be adaptable and understanding of this cultural nuance.
- **Family Values:** Family is highly valued in Panamanian culture. Conversations may often include inquiries about family members or personal relationships. Don't be surprised if attendees ask about your family as a way to establish a connection.
- **Non-Verbal Communication:** Pay attention to non-verbal cues such as facial expressions, gestures, and tone of voice. These can convey meaning and emotions that may not be explicitly expressed in words.
- **Cultural Sensitivity:** Show respect for Panama's diverse cultural heritage, including indigenous communities. Avoid making assumptions or generalisations about culture and be open to learning from diverse perspectives on child protection.

Useful Phrases in Spanish and English:

Spanish Phrase	English Phrase
Frases cotidianas / Daily phrases	
Hola	Hello
Buenos días	Good morning
Buenas tardes	Good afternoon
Buenas noches	Good evening
Adiós	Goodbye
Me llamo...	My name is...
Mucho gusto	Nice to meet you
Por favor	Please
Gracias	Thank you
Sí/No	Yes/No
¿Disculpa?	Excuse me?
¿Hablas inglés o español?	Do you speak English or Spanish?
¿Dónde está...?	Where is...?
¿Dónde está el baño?	Where is the washroom?
¡Salud!	Cheers!
Frases específicas para la conferencia / Conference-specific phrases	
Bienvenidos a la conferencia	Welcome to the conference
Gracias por asistir	Thank you for attending
Estamos aquí para discutir...	We are here to discuss...
Por favor, silencien sus teléfonos	Please silence your phones
Vamos a comenzar	Let's get started
¿Alguien tiene alguna pregunta?	Does anyone have any questions?
Necesitamos trabajar juntos en esto	We need to work together on this
Es importante escuchar todas las voces	It's important to hear all voices

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¿Podemos llegar a un consenso?	Can we reach a consensus?
Gracias por su colaboración	Thank you for your cooperation
Sigamos adelante	Let's move forward
¿Podemos tener un receso breve?	Can we have a short break?
Vamos a retomar la discusión en...	Let's resume the discussion at...
La protección infantil es crucial	Child protection is crucial
Es esencial proteger a los niños y niñas	It's essential to protect children
Necesitamos tomar medidas urgentes	We need to take urgent action
Los niños son nuestra prioridad	Children are our priority
Juntos podemos hacer la diferencia	Together we can make a difference
Gracias por su atención	Thank you for your attention
Esperamos que esta conferencia sea...	We hope this conference will be...