



# Preliminary Congress Guide

## Congress Date and Venue | 16-20 November 2026, Grand Hyatt

The first events will start on Tuesday, 17 November, with the related meetings, and the Congress Plenary will run until Friday, 20 November. Saturday is the recommended departure day. Please note the arrival dates according to your meeting participation.

The Congress will be held at the **Grand Hyatt São Paulo** - Avenida das Nacoes Unidas 13.301, Sao Paulo, 04578-000, Brazil. [\[Hotel website\]](#) and [\[Map\]](#)

## Congress Programme Overview

Date	Time	Meeting Name
17 November Tuesday	09:00 – 12:30	<b>35<sup>th</sup> BWI World Board</b> <i>(Statutory Meeting for members)</i>
	14:00 – 17:30	<b>Conference on Built Environment</b>
		<b>Rainforest Alliance Conference</b>
		<b>Global Organising Academy</b>
		<b>Conference on Women in Male- Dominated Sectors</b>
18 November Wednesday	09:00 – 12:30	<b>23<sup>rd</sup> BWI World Council</b> <i>(Statutory Meeting for members)</i>
	09:00 – 17:30	<b>Conference on Built Environment</b>
		<b>Rainforest Alliance Conference</b>
		<b>Global Organising Academy</b>
		<b>Conference on Women in Male- Dominated Sectors</b>
	18:00 – 21:00	<b>Congress Opening Ceremony</b>
19 November Thursday	09:00 – 18:00	<b>Congress Day 1</b>
20 November Friday	09:00 – 16:30	<b>Congress Day 2</b>
	17:00 – 18:30	<b>24<sup>th</sup> BWI World Council</b> <i>(Statutory Meeting for members)</i>
	19:00 – 23:00	<b>Congress Dinner</b>

\* Further information on additional side events and meetings will be communicated in due course.

## Code of conduct

All participants are expected to respect [the BWI Policy against Harassment and Discrimination](#) and to contribute to a safe, inclusive, and respectful Congress environment.

## Participation

- Participation in the Congress is **onsite attendance only**; no virtual or online participation will be provided.
- In accordance with BWI Statutes, only affiliates that **have paid their affiliation fees** are entitled to participate in the Congress and exercise their rights.
- Each affiliate determines the **number of participants it wishes to send** and is **responsible for covering their expenses**. See **Annex – Financial Rules** for more information.
- In accordance with the BWI Statutes, affiliates should aim to ensure that the composition of their delegation reflects the proportion of women and young members in their organisation, with **at least one-third women’s representation** at the Congress.
- Please note that **not all events** are open to all participants, depending on the nature of each meeting.
- The **statutory meetings of the World Board and World Council** are open for attendance to **titular members**. When a titular member is unable to attend, the BWI Secretariat will notify the substitute member.
- If you wish to attend one of the statutory meetings as an observer, please note that this is subject to **the approval of the General Secretary**. Requests can be sent to [events@bwint.org](mailto:events@bwint.org) and they will be conveyed to the General Secretary for consideration.

## Registration and accreditation

- To access the Congress venue and participate in meetings, **participants must be registered** via the official registration link and collect their badges upon signing the attendance list.
- A “Save the Date” announcement was sent on 5 March 2025. This was followed by an advisory containing basic logistical information and a reminder of the call for travel grants. Affiliates are encouraged to begin planning their participation and potential delegations based on these two documents.

### [Register Now for the Congress](#)

- Participants are encouraged to register **by 03 April 2026** to benefit from more affordable flight options.
- If flights have not yet been booked, participants may still complete their registration by indicating provisional arrival and departure dates on the registration form and revisit your registration to update information later.

## Accommodation

- Please note that the **Congress venue Hotel Grand Hyatt** is located in one of São Paulo’s main business districts, approximately a **45-minute drive from the city centre**. For this reason, **we do not recommend staying in the city centre** during the Congress.
- Please note that BWI has secured **a limited block booking of rooms** at the following hotels due to the hotels’ capacity during the Congress period.
- Accommodation at the Congress venue, Grand Hyatt São Paulo, is primarily intended for Presidium members, Auditors, and designated statutory participants.
- We therefore **encourage Congress participants to confirm their accommodation arrangements as early as possible to benefit from the negotiated rates and ensure availability**.
- The registration link will include options to book your accommodation through dedicated BWI links.
- Please note that, in line with Brazilian regulations, there is an **optional-to-pay tourism tax**, which varies by hotel.

### [BWI Reservations](#)

#### [Grand Hyatt \(Congress venue\) Accommodation prices \(including breakfast and city tax\)](#)

**Daily rate for single accommodation:** R\$ 1,415 (including breakfast and city tax) (~ USD 270 | EUR 225 | CHF 210)

**Daily rate for double accommodation:** R\$ 1,520 (including breakfast and city tax) (~ USD 290 | EUR 245 | CHF 225)

At the Grand Hyatt, the tourism tax is **R\$ 13.30** per night (~ USD 2.55 | EUR 2.10 | CHF 2).

Check-in after 15:00 | Check-out by 12:00

#### [Hotel Blue Tree Premium Morumbi \(10-minute walking distance\) Accommodation prices](#)

**Daily rate for single accommodation:** R\$ 850.50 (including breakfast and city tax) (~ USD 165 | EUR 140 | CHF 127)

**Daily rate for double accommodation:** R\$ 934.50 (including breakfast and city tax) (~ USD 181 |

EUR 153 | CHF 140)

At the Hotel Blue Tree, the tourism tax is **R\$ 6.20 per night** (~ USD 1.20 | EUR 1 | CHF 0.90).

Check-in after 15:00 | Check-out by 12:00

- Early check-ins and late check-outs are subject to hotel availability and charged at 50% of the daily room rate.

### **Alternative Hotels**

In addition, participants may also consider **the following nearby hotels** to contact the hotels directly regarding availability and booking conditions:

**Novotel Berrini** – approximately a 20-minute walk from the Congress venue.

**Golden Tower Express Nações Unidas by Fênix Hotéis** – approximately a 10-minute walk from the Congress venue.

**IBIS Morumbi** - approximately a 10-minute walk from the Congress venue.

- The area surrounding the venue offers several other hotels in proximity. Participants may therefore wish to explore alternative accommodation options nearby, including more budget-friendly hotels within walking distance or a short drive from the venue.

## **Travel**

- Your passport **must be valid for at least six months** from your date of entry and have **sufficient blank pages for stamps**. It is your responsibility to ensure that your travel documents meet the entry requirements. Failure to comply may result in denied entry at the border.
- Delegates are **responsible for covering the costs of their travel and stay**. Please ensure that you have **comprehensive travel insurance** that covers accidents and medical expenses for the duration of your stay.
- Check **vaccination** recommendations, particularly for **yellow fever**, and carry any required documentation. You can visit the Pan American Health Organisation's **website** for advice.  
**Yellow Fever:** It is advisable to receive the vaccine at least 10 to 30 days before traveling.  
**Key points about the vaccine for entry into Brazil (2026):** Increased mandatory requirements: As of 16 March 2026, mandatory requirements will increase for travellers from high-risk countries, including Peru, Colombia, and African nations.
- Delegates are responsible for completing any declaration forms required by their country of origin and by Brazil.
- For additional updated information, you can monitor these websites:

- ✓ **Visiting Brazil — Ministério das Relações Exteriores**
- ✓ **International Travel Association**

## **Visa**

- Participants may consult the Brazilian Embassy or Consulate in their country to determine visa requirements for entry.
- Additional information is available at Ministry of International Relations website **here**.
- For e-visa applications please only refer to the official website of VFS Global **here**.
- BWI, together with the host Brazilian affiliates, will provide the invitation letters for visa application as needed.

## **Pre-Congress Activities**

- As we prepare for the Congress, a World Board will convene in Geneva on 10-11 June 2026.
- Regional Assemblies, combined with Regional Committees, Regional Women's Committees, and Regional Youth Committees, will be held virtually between August to October 2026. BWI Regional Offices will provide further details on all pre-Congress activities.
- The International Women's Committee and the International Youth Committee, along with a global preparation session for delegates, will also convene virtually during October 2026.

**Annex: Financial Rules** at BWI 6<sup>th</sup> World Congress



# Financial Rules at BWI 6th World Congress

## Delegates (Representatives of the affiliates)

**BWI Statutes Article 9.6:** each affiliate may determine the number of participants (delegates) it send to Congress and must also pay fully their expenses.

**BWI Statutes Article 5.1a:** Only affiliates who have paid their affiliation fees including 2026 are entitled to participate and exercise their rights at the Congress.

### **Affiliation Fees 2026 and arrears must be up to date before Congress!**

**According to BWI Statutes, affiliation fees must be paid by 31st March. However, in 2026 and under exceptional circumstances, late affiliation fees can be paid up to 30 October 2026.**

*Voting rights are linked to paid affiliation fees.*

*For Congress elections, voting list will be closed on 01 November 2026.*

## Statutory Titular Members

### **Meetings prior to BWI Congress:**

BWI will cover *travel and accommodation costs for members* of BWI statutory committees (titular members or substitutes replacing members), as listed below, and for days related to their respective committee meetings (Articles 10.9 and 11.5).

1. World Board on 17 November
2. World Council on 18 November

- The cheapest economy air fare
- **World Board and World Council members:** accommodation for **2 nights**.
- **Presidium and Auditors Committee members:** accommodation for **4 nights**.

In accordance with Article 9.6, and as a counterpart to the Congress costs covered by BWI (meeting and lunch package, welcome cocktail, Congress dinner, headsets, interpretation services, and materials), no additional allowances or travel costs will be reimbursed.

**BWI highly encourages the Titular members from Band 1 to waive their rights for reimbursement and share the corresponding value/resources to the Global South participants.**

## Selected guests of honour

Upon invitation, BWI's selected guests of honour will be fully covered for their stay. However, they are not entitled to any cash allowances.

### Observers (fraternal organisations, donors, etc)

Travel, accommodation and any other costs shall be fully borne by observers. BWI will provide, free of charge, the conference package during congress days (lunches and coffee breaks), Congress dinner, interpretation services, headsets and materials. In this context, BWI highly encourages observers, as a voluntary gesture of solidarity, to donate to our Congress Solidarity Fund.

### Staff

Staff shall refer to the BWI's internal travel regulations for staff.

### Interpreters

Interpreters shall refer to their respective interpretation contracts.

### Rules for travel claims reimbursement

Any claims fall primarily under the responsibility of the respective Regional Offices and must be agreed in advance. Any claims other than those mentioned in the above **Financial Rules** must be approved by the General Secretary, or if the amount is below EUR 500, by the Finance Coordinator prior to reimbursement.

**BWI does not cover private expenses such as laundry, mini bar, in-room entertainment, or similar charges. Such expenses must be covered personally at the check-out.**



**Ambet Yuson**  
General Secretary

**Date: 25 February 2026**