



Preliminary Congress Guide

As of 15 January 2022

Congress Date

04 to 07 of October 2022

First events start on Tuesday (4 October) with the related meetings and the Congress Plenary running until to Friday (7 October). Saturday is the recommended departure day. Please note the arrival days based on your meeting participation.

Congress Program Overview

Tuesday 4 October	Wednesday 5 October	Thursday 6 October	Friday 7 October	Saturday 8 October
<p>World Board (09:00 to 13:00)</p> <p>Global Conference on Innovative Unionism [Regional Caucuses + Plenary Panels on Rights, Strategic Constituencies, and Climate Change] (09:00 to 18:00)</p> <p>Global Conference on Women in Trades - Regional Caucuses then Opening Plenary + First Sessions (9:00 to 17:00)</p>	<p>World Council (09:00 to 13:00)</p> <p>Global Conference on Innovative Unionism [Trade Union Building - Global Organising Academy and Value Chain Panels] (09:00 to 17:00)</p> <p>Global Conference on Women in Trades (09:00 to 15:00)</p> <p>All-Women Caucus (15:15 to 17:30)</p> <p>Congress Opening Ceremonies (19:00 to 21:30)</p>	<p>Congress Plenary Session (09:00 to 17:00)</p>	<p>Congress Plenary Session (09:00 to 17:00)</p> <p>World Council (17:00 to 18:30)</p> <p>Congress Dinner (20:00 to 00:00)</p>	<p>Other Thematic and Regional Caucuses (10:00 to 13:00)</p>

Congress Venue

- Madrid Marriot Auditorium Hotel & Conference Centre
Avenida de Aragón, n.º 400 Madrid, 28022, Spain

Homepage: <https://www.marriott.co.uk/hotels/travel/madad-madrid-marriott-auditorium-hotel-and-conference-center>

Map: <https://www.marriott.co.uk/hotels/maps/travel/madad-madrid-marriott-auditorium-hotel-and-conference-center/>

Registration

- You have received a “Save the Date” announcement last 5 October 2021 and we encourage you to start planning your participation and your possible delegations for the Congress.
- You may register individually ONLINE from 15th February 2022. The link will be sent to all affiliates but please note that the link is for participation registration and not yet for hotel booking. Self-payers will receive individualized Marriot hotel link to book their choice of room and duration of stay.
- Please note that not all events are open to everyone due to the nature of each meeting.

Participation

- Per BWI Statutes, only affiliates who have paid their affiliation fees are entitled to participate and exercise their rights at congress.
- Each affiliate determines the number of participants it wishes to send to attend the Congress but must be able to pay for their expenses.
- Affiliates should ensure that the composition of their delegation reflects the percentage of women and youths in their organization. Please take note also that there are global forums for women and youth and that our basic policy of 30% women participation in BWI activities should be realized.
- BWI will launch a campaign for Travel Grants to be made available to enable more affiliates from developing countries to participate. Allocation shall be arranged with BWI Regional Offices.

Travel

- Delegates are responsible for covering costs of their travel and stay. Note that it is the traveller’s responsibility to meet travel, accident, health, and Covid-19 insurance requirements.
- Delegates are responsible for being up to date with their two doses of vaccine (and required boosters by the time of the Congress) and in complying with Spain’s entry requirements due to COVID-19 by October 2022.
- Delegates are responsible for filling out their Declaration Forms required by the country of origin as well as the country of the Congress (Spain).
- For additional updated information, you can monitor these websites:

Spanish Government:

<http://www.exteriores.gob.es/Embajadas/LAHAYA/en/COVID19/Pages/COVID-19.aspx>

International Travel Association:

<https://www.iatatravelcentre.com/international-travel-document-news/1580226297.htm>

Hotel Rooms

- We have pre-booked hotel rooms for the estimated number of delegates and guests in the Congress Venue – the Madrid Marriot Auditorium Hotel & Conference Centre. It is near the Madrid international airport Barajas (10-minute drive) and around 30-minute drive to the city centre.

- The price for single/double hotel rooms is 165 Euros including breakfast (around 187 USD or 171 CHF).
- The hotel booking link will be sent to the participants by after the Online Registration has been processed.
- For unions that have very large, individually paying delegations, but are still finalizing the number and names of participants, we suggest that you inform us as soon as possible of the number of hotel rooms you will need to quickly block your reservations.

Visa

- Each Participant should consult the Spanish Embassy in his or her country to find out the visa requirements to enter Spain (Schengen Area).
- You may also consult online through this website: <https://www.visahq.com>
- BWI, together with the host Spanish affiliates, will provide the invitation letters for visa application as needed.
- Please note that due to the Covid Pandemic, the visa application will take longer time and health requirements including vaccination rules will evolved with the situation. Information on visa and other travel regulations shall be provided by the BWI offices for your guidance.

Pre-Congress Activities

- As we prepare for the Congress, the World Board will convene in Geneva this 26th and 27th of April in Geneva – though planned as hybrid.
- To prepare the various affiliates, there will be Regional Assemblies combined with the Regional Committees, Regional Women Committees, and the Regional Youth Committees. This will be held virtually between June and August 2022.
- The International Women’s Committee and the International Youth Committee will also convene virtually during the month of September.
- The BWI Regional Offices will provide additional information on these pre-Congress events.

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