



Introduction

IPPF has many meetings of importance to the Federation. It is increasingly important to IPPF trustees and staff that these meetings are rotated across different IPPF settings. Examples of past meetings that have been rotated are as follows; the ARO hosted the 60th Anniversary Meeting, and ESEAOR held the strategic framework global gathering. The last in person Board of Trustee meeting and General Assembly were held in SARO - Delhi, India in 2019. Prior to that the London office has consistently held the overwhelming majority of past Governing Councils. For this reason, IPPF invites AWRO to apply for the next Board of Trustees meeting; and ACRO to work with an MA on the upcoming General Assembly meeting to be held in November 2022.

Future rotations for ROs/MAs interested in hosting will be communicated at the next General Assembly. IPPF will continue to evaluate the proposals and select the host for the event. Regional support for a particular proposal will remain an important consideration.

The specifications outlined below detail the anticipated minimum required elements for both the upcoming and future Board of Trustee meetings and the IPPF General Assembly.

IPPF will consider all elements of a proposal in making its decision but will pay special attention to elements such as convenience to international airports, personal safety of meeting participants, meeting space, network infrastructure, and ability of local hosts to support logistics.

It is preferred that the meetings be held in the main hotel where delegates will reside. This will minimise time and expenses spent on local transportation. IPPF will consider a separate meeting and hotel location if no alternative is available.

Core values

IPPF will seek to minimise situations in which onerous country entry regulations inhibit, discourage, or prevent participants from attending meetings. Please indicate any restrictions on any individuals travelling from specific countries. Where restrictions exist, the local host must indicate how these difficulties will be addressed to ensure the widest participation possible.

No onerous regulations are required apart from the internationally recognized administrative and customs formalities.

IPPF would also like to avoid meeting in countries with laws that effectively exclude people on the basis of race, ethnicity, religion, gender, sexual orientation, health status, national origin or citizenship.

Please disclose to IPPF any local laws or customs which might conflict with this specification.



Morocco is open to all countries with which it maintains cooperative relations. No discriminatory law exists in the Moroccan positive law.

IPPF Specifications:

IPPF BOARD OF TRUSTEES MEETING	
Dates	
Number of attendees expected	
Desired location/s	AWRO
Meeting rooms	Inc. seating arrangements
Side events	i.e. exhibition space / break-outs / breakfast meetings
Accommodation	Approx. no. of rooms required – check-in & check-out dates
Social activities	i.e. welcome reception / family dinner etc
Equipment	i.e. AV / interpretation booths / any comms equipment

OR

IPPF GENERAL ASSEMBLY	
Dates	
Number of attendees expected	
Desired location/s	ACRO
Meeting rooms	Inc. seating arrangements
Side events	i.e. exhibition space / break-outs / breakfast meetings
Accommodation	Approx. no. of rooms required – check-in & check-out dates
Social activities	i.e. welcome reception / family dinner etc
Equipment	i.e. AV / interpretation booths / any comms equipment



We will also require an IPPF staff office room at the hotel, and this along with the meeting rooms booked must be available for use 24 hours a day.

Example schedules for the above events are provided in the annexes for reference and are of course, subject to change.

Cancellation costs and penalties for cancellation for any meeting costs including the meeting location and hotels should be detailed in the proposal.

TO BE COMPLETED BY REGIONAL OFFICE / MEMBER ASSOCIATION

This proposal is submitted to host:

- IPPF General Assembly [ACRO]**
 IPPF Board of Trustees Meeting [AWRO]

Organisation	AMPF, Moroccan Family Planning Association
Name/s	AMPF
Address	6, Street Ibn El Kadi - les Orangers, Rabat
Contact email/s	ampf@ampf.org.ma
Telephone/s	05377-21224

General country information

Season - will it be peak tourist season? Any other large events occurring at same time?	High season in some regions of Morocco Best period October - November
Climate	Temperate climate
Local laws and customs	Moroccan laws
Currency & credit cards	Moroccan Dirhams – All types of credit cards
Safety and security	Insured

Country travel advice

In-country airport/s	Tangier, Rabat, Casablanca, Marrakech, Fes, Essaouira, Agadir, Guelmim, Tan-Tan, Laâyoune, Dakhla, Tétouan, Nador, Elhousseima, Oujda, Taza, Beni Mellal, , Ouarzazate, Errachidia
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Air travel and costs	Official airline rates
Passport validity and visa guidance	3 Months (Refer to the consular services of Morocco abroad)
Vaccination / health guidance	None (except of the unforeseen situation relating to the COVID19 pandemic)
Local transport easy and safe to use	Availability and variety of means of transport, rail and air

Experience with hosting and/or attending similar events in-country

Since its creation in 1971, the AMPF has organized several events such as

- Meetings of the IPPF's governance entities
- Regional Office Meetings

Quality and cost of existing facilities / infrastructure

Morocco has developed a strong capacity to organize regional and international events (Example COP 22). It has a highly developed tourist and hotel infrastructure.

Does the country / Regional Office / Member Association bring with it particular symbolic value?

AMPF with its partners, including the Regional Office, intends to provide added value through a Morocco representing a country of openness, tolerance, socio-cultural diversity in a participatory approach citizen. The Moroccan ecosystem will be an opportunity to appreciate the important advances in social protection and the promotion of SRHR and gender equality.

Would the MA make available external speakers / SRHR leaders that would 'lift' the programme?

At the request of the organizers, the AMPF has the resources to mobilize all the necessary expertise in SRHR required for the success of the meeting.



Are you able to assist with any of the following:

Management of the event	Yes
Hotel and site inspections	Yes
Field visits and coordination	Yes
Host a welcome reception / dinner	Yes
Assist with any immigration and customs issues that attendees may face	Yes
Processing of expenses & per diems	Yes
Organise local travel for attendees e.g. airport transfers; attendees travelling to/from different venues	Yes
Locating local vendors e.g. AV / interpreters / printers etc	Yes

Hotel Recommendation – first choice

Name (and web link)	Movenpick Mansour Eddehbi Hotel https://www.movenpick.com/fr/africa/morocco/marrakech/marrakech/overview/
Location	Marrakech
Does hotel provide airport shuttle service	No
Meeting facilities are available as per requirements	Yes



There is sufficient space for ad hoc break out rooms; breakfast meetings; additional meeting rooms if required	Yes. The hotel has 20 modular meeting rooms of up to 1700 m2 and 2 auditoriums for up to 1500 people
Can hotel accommodate all guest sleeping rooms or are there additional hotels nearby?	The hotel can accommodate sleeping rooms for all the guests
AV; Wifi; other technical facilities available	Yes
General costs & Hotel cancellation policy	Free cancellation Requests for refunds of any kind and vouchers may take up to 90 days from the date of cancellation to be processed. The form and timing of the requested refund may be subject to the laws of the jurisdiction in which the hotel is located (e.g., restrictions that may be imposed by governments on certain forms of refunds/vouchers).
Hotel catering and restaurants	The hotel has five restaurants & lounge bars, open seven days a week for all your meals, we offer a fine selection of international, Mediterranean and Moroccan cuisine.
Access for people with disabilities	Yes



Safety and security	Safe
General atmosphere	<p>Located just a few minutes from the lively medina and souks, the Mövenpick Hotel Mansour Eddahbi Marrakech offers an authentic welcome to travelers staying in Marrakech.</p> <p>Completely renovated, it bears the soul of Ahmed Al Mansour Eddahbi, Sultan of the Saadi dynasty, who led Marrakech to a cultural renaissance. The many places that are built there each tell a part of the life of Al Mansour. The hotel offers direct access to the Palais des Congrès and offers a wide range of luxury activities.</p>

Hotel Recommendation – second choice

Name (and web link)	Fes Marriott Hotel Jnan Palace https://hotelsahrai.com/fr/
Location	Fes
Does hotel provide airport shuttle service	No
Meeting facilities are available as per requirements	Yes
There is sufficient space for ad hoc break out rooms; breakfast meetings; additional meeting rooms if required	6 rooms dedicated to events 1,300 capacity of the largest space 5 maximum number of breakout rooms
Can hotel accommodate all guest sleeping rooms or are there additional hotels nearby?	Yes
AV; Wifi; other technical facilities available	Yes
General costs & Hotel cancellation policy	Free cancellation
Hotel catering and restaurants	the hotel offers 24-hour catering services and has 5 restaurants offering different cuisines.
Access for people with disabilities	Yes



Safety and security	Safe
General atmosphere	Quiet, peaceful atmosphere that will seduce the most exigent travelers. A location close to Morocco's most famous tourist sites, including the Al-Atlas district, Al Quaraouiyine University, the Batha Museum, the Bab Boujloud Blue Gate and the Medina of Fez, a UNESCO World Heritage Site.

Draft schedule examples and room set up (see annex 2)
BOARD OF TRUSTEES

* boardroom style set up

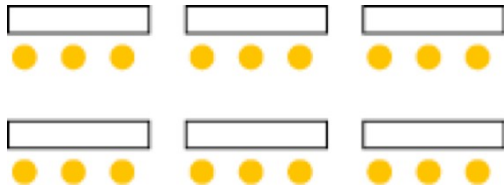
Day	Morning	Afternoon	Evening
1	Participants arrive		
2	Registration	Board Meeting*	Welcome reception
3	Board Meeting*	Breakout sessions (x 3 rooms)*	
4	Board Meeting*	Field visit	BoT Dinner
5	Board Meeting*	Finish – participants depart	
6	Participants depart		

GENERAL ASSEMBLY

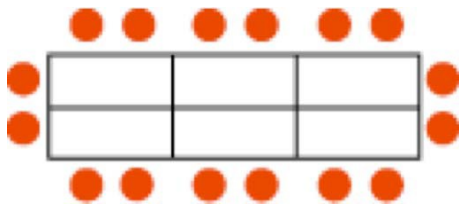
Day	Morning	Afternoon	Evening
1	Arrival		
2			
3			
4			
5			
6			
7	Departure		

Meeting Room Seating Arrangements

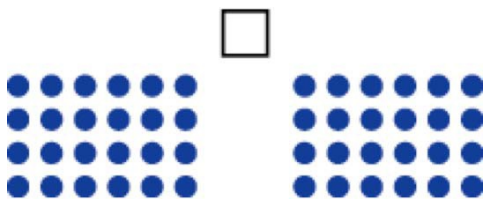
Classroom



Boardroom



Theatre



U-Shape

