# International solidarity committee of The ISF - Meeting Minutes

Meeting conducted in Arabic :Wednesday 11/09/2013. started at: 05.07 pm Baghdad time and ended at: 06.34 pm Baghdad time

Attendance: Ismael Dawood- International Committee, Ali Sahib- ISF coordinator, Vian Alshaikh Ali- Tammuz Organization for Social development, Balsam Khalid- ICSSI, Nadia Albagdady- ISF secretarial, Muhanna Alshamary- Universal flag peace movement, Ahmed Alsultan- Nonviolence sport committee. ,The following aspects were discussed**:**

**Visas for international participants**

1. A general list of 52 persons is to be followed up on tomorrow; we expect to get confirmation for those by tomorrow.
2. An additional list of 8 (late names sent after the deadline) will be filed also tomorrow. The approval for those might be delayed until the 23rd or 24th of Sep. We recommend that after filing this list we send you the initial opinion, then these 8 persons should get primary reservations for plane tickets, so they are ready to come to Baghdad as soon as they are granted visas.

**General Agenda for the forum**

1. Reaching the final stages of arrangement, a primary draft will be sent to all for comments and notes to help finalization.
2. Workshops, conferences, symposiums are held separately from the open space where musical and theatrical activities are held to avoid distraction
3. First day 26th of Sept. will be dedicated for non-violence sport activities, pending Baghdad university final approval to use the university facilities, this will take place in the morning, the official grand opening will be at the National Theater in Karradah- Baghdad, starting at 04.00pm – 06.00pm
4. Second and third days, 27th-28th of Sept. will be held at the Baghdad Cultural Center, and Al-qushlah, both are located in Al-mutnabi Street in Baghdad.
5. Basically the program will consist of three slobs starting at 09.00am, ending at 03.00pm. (3:00 pm :usually for security reasons and for the nature of this area of Baghdad that open mainly in the morning)
6. There will be a plenary session at the end of days: two and three , of the forum for general review of the day.
7. For the rooms there are:
	1. Nine halls available for conference, workshops, and symposiums: (A1-A9), with the capacity of 100 persons each that is adequately equipped with sound equipment.
	2. Hall (100) person ,which will serve as the extended forum bureau (A10)
	3. Extension office: small room with internet used by extension team mainly for participating the ‘abroad tele- participation’
	4. And a theater (A11) capacity of (150 persons ), for plenary sessions.
8. Around 50 small Tents (B1-B50 )will be provided for initiatives, campaigns , open activities as well as galleriesand the likes. These tents are open for the 27th and the 28th of Sept.
9. The program will include timing table of the activities, names of the halls, as well as the location detailed map.

**Logistics: Hotel , transportation and security**

1. The preparatory committee recommends Baghdad Hotel.
2. Provides internet, swimming pool, and discount at the restaurant.
3. Its’ location is intermediate between Baghdad University, National theater, and Almutanabi Street, the three locations where activities will take place.
4. The hotel location is completely secured area.
5. Prices are: single room 100$, double 120$
6. Web site: <http://www.baghdadhoteliraq.com/index.php>
7. Transportation
8. Will be provided by Baghdad province, they are offering 3 minibuses with the capacity of 22 passengers (total counting will be 60 International participant)
9. Transportation includes: from Baghdad International Airport, to the hotel, to the ISF locations. Buses will accompany delegations until their return to Baghdad International Airport for departure.
10. Buses will be available to receive delegations at the airport for the 24th, and the 25th of Sept. It’s best to arrange arrival at Baghdad during these two days.
11. During tomorrow’s preparatory committee’s meeting, a reception committee will be formed. Contact information and emergency contacts will be sent with the invitation letter.
12. Security: The preparatory committee made choices for the already most secured areas of the capital for the forum to be held in. No particular security measures will be taken other than a security man in civilian wear, wil accompany each one of the three buses. Any other security measure will be one that’s flowed regularly in Baghdad on every day, or weekly bases.
13. Registration: will be discussed and finalized at tomorrow’s meeting. To form a special committee, and prepare a special forma in that regard.