



ANNUAL MEETINGS INFORMATION BOOKLET

ISLAMIC DEVELOPMENT BANK GROUP 2023 ANNUAL MEETINGS

Jeddah, KSA 10 - 13 May 2023

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A. Introduction

The Board of Governors and General Assemblies are the IsDB Group's highest decision-making bodies. The annual meetings bring together delegations from the Group's 57 Member countries in addition to observers from international and regional organizations to discuss development issues and institutional matters.

We are delighted to announce that the 2023 Annual Meetings will be held from 10 to 13 May 2023 in Jeddah, in the King Abdullah Congress Center, Ritz Carlton Hotel, Jeddah.

This document is designed to provide general and practical information to participants of the Annual Meetings, detailing the proposed program, accreditation formalities, and participation rights, as well as outlining the services and facilities available.

It is also made available online on the Annual Meetings website and in the Events App. Printed copies will be distributed during the event.

We hope this guide will make navigating the Annual Meetings easier, and we look forward to seeing you there.

B. SCHEDULE

The following meetings of the IsDB Group Boards of Governors and General Assemblies will take place on 12 - 13 May 2023:

- The 48th Annual Meeting of the Board of Governors of the Islamic Development Bank (IsDB)
- The 30th Annual Meeting of the Board of Governors of the Islamic Corporation for the Insurance of Investment and Export Credit (ICIEC)
- The 16th Annual Meeting of the Board of Governors of the Islamic Solidarity Fund for Development (ISFD)
- The 23rd General Assembly of the Islamic Corporation for the Development of the Private Sector (ICD)
- The 18th General Assembly of the International Islamic Trade Finance Corporation (ITFC)

The IsDB Group Annual Meetings are also an occasion during which the following institutions hold their general assemblies:

- The Association of National Development Finance Institutions in Member Countries of the Islamic Development Bank (ADFIMI)
- The Federation of Consultants from Islamic Countries (FCIC)
- The Federation of Contractors from Islamic Countries (FOCIC)

C. Provisional Program of the Annual Meetings

Please check the website isdb-am.org for the latest version of the Annual Meetings schedule.

D. KNOWLEDGE-SHARING AND FLAGSHIP EVENTS

During the Annual Meetings period, the IsDB Group hosts a series of knowledge-sharing and flagship events featuring top-level panelists from government, international and regional organizations, the private sector, academia, and civil society.

Our knowledge-sharing program provides a dynamic platform to discuss economic, financial, and development issues of current importance to our member countries and their partners.

These events also aim to foster discussions, debates, and partnerships that promote cooperation and knowledge-sharing. Most are open to all registered participants.

This year, our theme is “Partnerships to Fend off Crises”. Events are scheduled to start on 10 May. Please refer to the Annual Meetings website for more information.

E. Registration and participation

1. Composition of Member Country delegations

Member countries are invited to the Annual Meetings with a delegation composed of **one Governor and one Alternate Governor**. Advisers and substitute delegates may accompany the delegates.

2. Representation of international, intergovernmental and non-governmental organizations

Individuals and organisations on the approved list of observers will receive official invitations in due course.

F. Accreditation

All delegates and participants are requested to register at least 24 days before the start of the Annual Meetings (Sunday, 16 April) to allow time for the IsDB and the Saudi authorities to process credentials and visa requests.

Member country delegations invited international organization representatives, and knowledge-event participants must register online via the Annual Meetings' website at www.isdb-am.org.

Registration codes for official delegations and observers are included in the invitation letter.

G. Entry Visas for Saudi Arabia

Entry visas for Saudi Arabia are issued primarily by Saudi Arabia's diplomatic

representations abroad. Delegates to the Annual Meetings who need an entry visa should submit a request, well in advance, to the Saudi embassy or consulate in their country of residence. In countries with no Saudi consulate/embassy, visa requests can be made in another country where a Saudi representation is located.

Delegates of member countries and representatives of observer organizations are responsible for obtaining their visas for Saudi Arabia.

The time to process visa requests may vary from case to case. Delegates are strongly encouraged to finalize registration as soon as possible to allow time for processing and issuance in time for the Annual Meetings.

Travel documents used for entry to Saudi Arabia must have a validity of at least six months at the time of travel.

H. Registration upon arrival (badges)

Delegates are invited to register and collect their personal badge bearing their name and personal photo at the registration desk located at the King Abdullah Congress Center, Ritz Carlton Hotel. Please have your valid photo identity document ready upon arrival. Badges must be worn visibly at all times while on the premises.

The registration office is open during the following hours:

- Tuesday 9 May 12 p.m. to 6 p.m.
- Wednesday, 10 through Saturday, 13 May 8 a.m. to 5 p.m.

I. Documents and information

In line with our commitment to sustainability, all official documents will be distributed exclusively electronically. Distribution of paper versions will be strictly limited.

However, selected documents, including the Daily Bulletin, will be available at the information desk and strategically placed around the venue for easy access. We appreciate your commitment to promoting sustainability.

J. Information desk

As of Wednesday, 10 May, an information desk will be open at the Ritz Carlton Hotel from 8 a.m. to 5 p.m. to provide professional assistance to Annual Meetings participants. A team will be available to help with any general inquiries on venue facilities, the Annual Meetings program, and related social events.

K. Daily Bulletin

During the Annual Meetings, a Daily Bulletin containing detailed information on the daily program of the meetings and their venues will be available at the information desk, as well as

online on the Annual Meetings website and the Events App. We encourage all participants to use the daily meetings schedule for planning their itineraries.

L. Annual Meeting Events App

The Annual Meetings Events mobile App provides registrants with targeted notifications and updates on the Annual Meetings, practical information and documents on their mobile devices. Registrants can also interact among themselves through the app.

The Annual Meetings Secretariat will send an email invitation to all registered delegates, inviting them to download and log on to the app, through which they can stay up-to-date with the Annual Meetings program and ensure they get the most out of the event.

M. Social media

During the IsDB Group 2023 Annual Meetings in Jeddah, Saudi Arabia, the IsDB will be posting from the official IsDB handles below:

- **Twitter:** @isdb_group
- **LinkedIn:** Islamic Development Bank (IsDB)
- **Facebook:** Islamic Development Bank Group - isdb.org @isdbgroup
- **Instagram:** @isdb_stories
- **YouTube:** @IslamicDevelopmentBankGroup

The official hashtag for this year's event is #2023IsDBGroupAMs We encourage delegates to share their thoughts and experiences about the Annual Meetings on IsDB official social media platforms using this hashtag.

We kindly remind delegates that, during statutory meetings, it is important to refrain from sharing updates about the discussions on social media or quoting other delegates directly.

• **Suggestions**

- If you use your personal Twitter account, make sure the information you share is appropriate for a public audience.
- Use the hashtag **#2023IsDBGroupAMs** when tweeting, and when possible, direct your tweets to @isdb_group.
- Keep your posts professional and focus on content contributing to the conversation.

• **Getting ready**

Get ready for the **#2023IsDBGroupAMs** Annual Meetings! Show your support and let the world know you're attending by sharing it on social media.

If you already know which session you'll be attending, don't forget to tag it in your announcement.

Stay updated with the latest news by searching tweets, including [#2023IsDBGGroupAMs](#), and engaging in conversations before the event. If you know the names of speakers and panelists, search for their Twitter usernames and follow them to stay connected.

Be sure to join the conversation at the Annual Meetings and make your voice heard. [#2023IsDBGGroupAMs](#)

- **Posting “live” from the Annual Meetings**

When posting, make sure the session is open to the public. If someone says something interesting, share it with your followers, but make sure to accurately quote your sources and always cite them.

Check the hashtag [#2023IsDBGGroupAMs](#) at the event to see what others are saying, as this is a great way to connect with people in “real life.”

- **Wrapping-up**

If you choose to post after the event, ensure that your tweets are in the past tense and offer a professional reflection of your day.

Reflect on what you learned and found most interesting about the Annual Meetings. Provide a thoughtful review of the day, including the topics you found most valuable and interesting. Doing so will ensure your audience has a complete understanding of your day.

Note: The use of online services to publicize IsDB Group information does not entail an endorsement of service providers nor of the terms and conditions these may set for users.

N. Media Centre:

The media center at IsDB Group, Annual Meetings venue, helps accredited journalists and media representatives carry out their duty and work in the best possible condition. The Media Center will serve as a meeting and working place for media representatives worldwide. It will be open all day, providing a safe and fully serviced environment for the media.

For any further information, clarification, or interview requests, please contact (media@isdb.org).

O. Annual Meetings services and facilities

1) AIRPORT RECEPTION

Protocol officers at King Abdulaziz International Airport are available to assist and support all delegates upon their arrival and at departure.

2) Transportation

- **Governors**

For each IsDB Governor, one car with a driver will be provided from 8 to 15 May, exclusively for use in Jeddah. It is, therefore, essential that Governors provide their travel details in the registration form to ensure prompt car availability.

Please note that the car will not be available beyond 15 May.

- **Shuttle buses between the Airport, Official Hotels, and the venue.**

A shuttle bus service will run at frequent intervals daily between the Airport, official hotels, and the venue of the Annual Meetings. The shuttle runs according to the following schedule:

- **From Airport to Official Hotels:** From 8 to 12 May, according to the arrival details entered during registration. Transportation may not be guaranteed if the arrival details entered during registration are inaccurate or incomplete.

- **From official hotels to the Annual Meetings venue and back:**

Tuesday, 9 May from 12:00 p.m. to 5:30 p.m. for registration

From 10 to 13 May from 8:00 a.m. to the end of the event

- **From official hotels to airport:** From 10 to 15 May, according to the departure details submitted during registration. In case of any changes to the departure details, please contact the information desk at your official hotel.

3) HOTEL ACCOMMODATION:

The Annual Meetings Secretariat has negotiated special rates with selected hotels. Delegates and participants are urged to make reservations in one of these hotels and to include the name of their selected hotel in the registration form to facilitate transportation arrangements from the airport to the hotel.

For further information on reservations and deadlines for each hotel, please check the Annual Meetings website.

To benefit from the special rates, please make your reservation before the deadlines indicated on the Annual Meetings website. After the deadline, room availability at the negotiated rates may not be applicable.

4) LIAISON OFFICER

A liaison officer will be assigned to each Governor to assist them throughout the

Annual Meetings period.

5) Map of Conference premises

The venue map will be made available upon registration or at the information desks. It will also be available on the Annual Meetings website and the Events Mobile App.

6) Interpretation services

Interpretation services are available for the opening ceremony, plenary sessions, and roundtable in the three working languages (Arabic, English, French) plus Russian. Interpretation for knowledge-sharing events will be available in Arabic, English, and French only.

To ensure accurate simultaneous interpretation, speakers are encouraged to speak intelligibly and at reasonable speed.

7) Internet access

Credentials for accessing the Internet at the venue will be available at registration and information desks.

8) Meeting room reservations

Participants wishing to reserve meeting rooms for bilateral, multilateral, or group gatherings ahead of the Annual Meetings can do so by using the dedicated room reservation link on the Annual Meetings website.

For requests made during the Annual Meetings, participants can contact the information desk before 5 p.m. for assistance with room reservations for the following day's working session.

9) Banking services

Limited banking services will be available in the Annual Meetings venue. These services are also available in most hotels. ATMs can also be found in the area surrounding the Annual Meetings venue.

10) Prayer room

A room is available for prayer on the second floor of the Annual Meetings venue. It is indicated in the venue map available at the information desk.

11) Travel Services

A travel desk will be at the venue to assist with related travel requirements.

12) Lost and found

Please contact the information desk located in the venue for any lost or found items.

P. Safety, health, and well-being

1) COVID-19 preventive measures

Cases of COVID-19 continue to appear in Jeddah.

Persons who currently have, or have had COVID-19 symptoms in the last three days, **MUST NOT** attend the Annual Meetings in person.

Persons with confirmed COVID-19 infection should not attend the Annual Meetings in person for at least five days after symptom onset and at least three days without symptoms or ten days after a positive test if they do not have symptoms.

The IsDB has implemented substantial measures to ensure the safety of all participants attending the Annual Meetings, including ventilation in the meeting areas to avoid airborne transmission, regular cleaning and disinfection, provision of hand gel dispensers near meeting entrances, etc.

To protect yourself and others from infection, you are advised to respect physical distancing of at least 1 meter, wear a mask when distancing cannot be maintained, avoid crowded and poorly ventilated areas, regularly wash your hands with soap and water or use hand gel, and cough into a bent elbow or tissue when you do not wear a mask.

Wearing masks is strongly recommended in gathering areas and corridors, especially on the way to meetings, restaurants, etc.

Although the current COVID-19 variants generally cause mild disease in most individuals, delegates aged 60 and above and those with underlying medical conditions putting them at higher risk of severe COVID-19 should consider wearing a highly protective well-fitted mask (FPP2/N95 or higher) when distancing cannot be maintained.

2) First aid

The Islamic Development Bank is committed to ensuring the health and safety

of all participants at the Annual Meetings. We request participants to report any potential health or safety hazards to the Annual Meetings Secretariat.

The IsDB Medical clinic is available for medical advice and assistance. Please visit the Annual Meetings website for the exact location.

To reduce the risk of COVID-19 transmission, we request delegates to come to the clinic alone if possible and to wear a mask while in there.

Delegates with symptoms suggestive of COVID-19 infection must NOT go to the clinic for advice but must wear a mask and return immediately to their home/hotel and report it to the medical facility available in the official hotel.

3) Insurance

The IsDB does not provide participants with any insurance coverage for accidents or illnesses while journeying to or from Jeddah or during the period of the Annual Meetings. It is, therefore, essential that all participants ensure that they have adequate medical and accident insurance coverage before traveling to Jeddah. Full medical services, both general and specialist, are available in Jeddah, but delegates are reminded to bring sufficient supplies of their usual medication.

Q. SOCIAL PROGRAMME FOR SPOUSES & ACCOMPANYING PERSONS

A rich program will be prepared and published on the Annual Meetings website for accompanying participants to the Annual Meetings.

Please check the website regularly for updates and announcements.