

THE AFI GLOBAL POLICY FORUM

Hosting Requirements

The Global Policy Forum (GPF) is AFI's annual flagship event where policymakers and stakeholders from around the world meet and discuss key issues and innovative solutions to achieve full financial inclusion.

Participants

Attendance at the AFI GPF currently ranges from 500-600 policymakers and partners from key international organizations, the academia, and the private sector. The GPF is attended by many high level participants (heads of institutions, such as governors, ministers of finance, and CEOs).

AFI GPF Dates

The AFI GPF is an annual event traditionally scheduled during the month of September. Specific dates in the first or second week of September are decided together with the host institution after a comprehensive survey of other important international events and holidays that could impact AFI members' and partners' participation. The dates for GPF are finalized and announced during the first quarter of the year. The Forum takes place over a 4-5 day period, with 2 days reserved for AFI's Annual General Meeting, Working Group and Regional Meetings. The remaining days are allocated to GPF and include the themed sessions and ceremonies.

Benefits for the Host

Hosting an AFI event has a number of potential benefits for member institutions:

- Ability to position host country and institution in the global arena and demonstrate commitment as a financial inclusion leader;
- Increase awareness and commitment at the national level to financial inclusion initiatives;
- Opportunity to showcase experience in a specific policy area;
- Increased exposure within the AFI Network;
- Opportunity to help shape the meeting agenda; and
- Capacity building opportunities for staff and other stakeholders in host country.

Host Country Selection

The AFI GPF location is selected by AFI's Board of Directors based on several factors

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| 1. AFI Membership in-country
A GPF host must be a fully paid up AFI member institution. | 5. Accessibility
Location should be accessible through major airline connections with an international airport |
| 2. Regional Rotation
The location must be in region that has not hosted a GPF in the previous 2 years. | 6. Visas
Able to facilitate visa application processes, including visa on arrival. (see below for details). |
| 3. Venue & Accommodation Suitability
At a venue that satisfies AFI requirements (See below for venue requirements) | 7. Security
The host country must be deemed adequately secure for meeting. |
| 4. Cost
At a minimum meets the cost considerations indicated. (See below for key cost considerations) | 8. Staff resources
Allocation of a dedicated, English-speaking GPF task team. |

GPF Venue Requirements

It is preferable to have the Forum venue in the same place as the participants' accommodation. Where this is not possible, close proximity and ease of movement is given a high priority when selecting the Forum venue and participants' accommodation.

The GPF requires a large number of breakout rooms to accommodate parallel meetings and sessions. On some days as many as 9 meetings rooms can be in use at the same time. Large plenary space that can accommodate up to 600 participants in varying setups must be available along with smaller breakout rooms with a capacity of up to 150 participants each. All rooms must be big enough to accommodate participants, interpretation booths and all other necessary equipment.

The AFI GPF is also a showcase for the network and its partners. The Venue must include a suitable public space for exhibits and exhibitions. Ideally this area would be located in the same area as the main conference rooms and also be used as a main coffee break location.

Responsibilities of the Host Institution

Visa support and facilitation for all GPF participants

A smooth and efficient visa application process will not only allow more participants to join the AFI GPF, more especially those from countries where the host country has no diplomatic representation. The preferred arrangement is for Visa waivers and/or visa-on-arrival granted to all registered AFI participants.

Shaping the AFI GPF theme and agenda

Each AFI GPF host has the opportunity to highlight its priorities, progress, and the key financial inclusion issues it feels are most relevant. Each AFI GPF host has a unique opportunity to showcase its achievements in financial inclusion as well as raise greater awareness of its national initiatives on both domestic and international levels.

Encourage high level participation at the GPF

The AFI GPF host can use the forum as an opportunity to engage high level national, regional and international stakeholders. This has proven highly effective not only for solidifying the host's mandate as the lead driver of financial inclusion, but also for bringing an international spotlight onto the GPF.

National and regional press and media communications

The host takes the lead in driving local and regional media interests through its own public information offices.

Cost considerations for host

- **Full conference package** including venue hire and setup, morning and afternoon coffee breaks, daily lunches, easily accessible and fast Wi-Fi for all participants.
- **Full staging services** for all meeting rooms which includes full A/V setup.
- **Simultaneous interpretation services** in English, French, and Spanish.
- **Electronic voting system** provided for about 450 participants and made available in all plenary and breakout rooms
- **All transportation and logistics management.** This includes airport arrival procedures as well as transportation to/from the airport (includes dedicated transport for VIPs). General and VIP Transportation between venues and hotels may also be

required where the meeting venue and accommodation are in different locations.

- Visa fees and visa (immigration) support
- Minimum of two evening events. These typically include a welcome cocktail and a gala dinner
- Appointment of a dedicated Event organizer and onsite floor management
- Onsite registration desk and participant management support
- Live streaming services for the plenary sessions during the GPF
- Professional printing of Forum materials and key documents
- Venues, set-up, and meals for pre-GPF meetings, i.e., Working Group and AFI Committee meetings

Application Process

AFI Members interested in hosting a GPF should submit their completed GPF Hosting Application Form to: gpf@afi-global.org.