United Nations Alliance of Civilizations (UNAOC) Fellowship Program 2017

2017 MENA cohort
Visit to the United States, Germany, France, and Spain

October 1st – October 18th, 2017

The UNAOC Fellowship Program is made possible thanks to a grant from the Federal Foreign Office of Germany
Provisional Agenda (may be subject to changes)

Washington DC, U.S. – October 1st to 4th

Hotel: Hampton Inn, White House, 1729 H Street N.W. Washington DC 20006

Sunday, October 1st:
- All day: Arrival

Monday, October 2nd:
- 08:30 – 09:30: 2017 MENA Fellows – Introduction session
- 10:15 – 11:30: State Department Office of Religious and Global Affairs
  The Office of Religion and Global Affairs (RGA) works to implement the National Strategy on
  Religious Leader and Faith Community Engagement through three overarching roles for the
  Department. It has the following mission: advising State Department leadership on policy matters as
  they relate to religion; supporting Posts and Bureaus in assessing religious dynamics and engaging
  religious actors; serving as a first point of entry for those seeking to engage the State Department on
  matters of religion and global affairs. The office collaborates regularly with other government
  officials and offices. (https://www.state.gov/s/rga/)
- 12:00 – 13:00: United States Agency for International Development – Center for International
  Disaster Information
  As part of the U.S. Agency for International Development Office of U.S. Foreign Disaster Assistance
  (USAID/OFDA), the Center for International Disaster Information (CIDI) guides and informs the
  public, including religious and community groups; diaspora; embassies; non-profits; corporations;
  businesses and governmental organizations about the most effective ways to support international
  disaster relief and recovery. (https://www.cidi.org)
- 15:30 – 17:00: Search for Common Ground
  Search for Common Ground (SFCG) was founded on the basis that conflict turns into violence when
  people focus on their differences rather than on their commonalities. SFCG seeks to find new ways of
  connecting people across these differences. SFCG first focused on facilitating cooperation between
  the United States and the Soviet Union. Since its founding, the organization has expanded its work to
  30 countries in Africa, Asia, the Middle East and parts of Eastern Europe. SFCG’s first office in the
  Middle East was established in 1991. The organization started working in Europe in 1994, in Africa
  in 1995, and in Asia in 2002. It employs around 600 staff coming from more than 40 countries.
  (https://www.sfcg.org)
- 17:30 – 18:30: The Washington Post
  The Washington Post is an American daily newspaper. It is the most widely circulated newspaper
  published in Washington, D.C., and is the area's oldest extant newspaper. The Washington Post is
  generally regarded as one of the leading daily American newspapers, along with The New York
  through its political reporting on the workings of the White House, Congress, and other aspects of the
  U.S. government. It is one of the two daily broadsheets published in Washington D.C., the other
being its smaller rival The Washington Times. ([https://www.washingtonpost.com](https://www.washingtonpost.com))

**Tuesday, October 3rd:**

- **08:30 – 09:30**: Middle East Broadcasting Networks
  The Middle East Broadcasting Networks (MBN) is an Arabic-language news organization with a weekly audience of more than 27.5 million people in 22 countries in the Middle East and North Africa, countries Freedom House deemed “not free” or “partly free” in 2016. MBN networks support democratic values by expanding the spectrum of ideas in the region and engaging audiences to share perspectives. MBN’s mission is to provide news and information to the people of the Middle East about the region, the world, and the United States. ([https://www.bbg.gov/networks/mbn/](https://www.bbg.gov/networks/mbn/))

- **11:00 – 12:30**: United States Department Commission on Religious Freedom
  The United States Commission on international Religious Freedom (USCIRF) is an independent, bipartisan U.S. federal government commission created by the 1998 International Religious Freedom Act (IRFA) that monitors the universal right to freedom of religion or belief abroad. USCIRF uses international standards to monitor religious freedom violations globally, and makes policy recommendations to the President, the Secretary of State, and Congress. USCIRF Commissioners are appointed by the President and Congressional leaders of both political parties. Their work is supported by a professional, nonpartisan staff. ([http://www.uscirf.gov](http://www.uscirf.gov))

- **13:00 – 14:30**: Luncheon with Partnership for a Secure America Congressional Fellows
  Partnership for a Secure America (PSA)’s Congressional Fellowship Program is aimed at providing young Congressional staff with the skills and relationships necessary to foster bipartisan understanding and cooperation on Capitol Hill. Over the course of the program, staff have the opportunity to build their professional skill set, hold substantive discussions with high-ranking officials, and form strong personal relationships with staff from both the House and Senate. ([www.psaonline.org/congressional-programs/](http://www.psaonline.org/congressional-programs/))

- **15:30 – 17:00**: ADAMS center
  The All Dulles Area Muslim Society (ADAMS) Centre was established by a small group of families to serve the local Muslim population. Over the past three decades, the ADAMS Center has grown into one of the largest Muslim communities in the Washington, D.C. area. ADAMS’ mission is to provide religious, social, and educational services to enable the Muslim community to fulfill its responsibilities and contribute to the betterment of society by embodying and exemplifying leadership and excellence and fostering peace. ([https://www.adamscenter.org](https://www.adamscenter.org))

**Wednesday, October 4th:**

- **09:00**: Check-out

- **10:00 – 11:30**: Islamic Relief - USA
  Islamic Relief USA is a community of humanitarian staff, volunteers, affiliates, supporters, partners, and donors who have been working together for more than 20 years. In 1993, Islamic Relief USA became an independent member of Islamic Relief, a global family of collaborating relief organizations that share a common vision, mission and family identity. Islamic Relief USA operates seven regional offices in the United States and its headquarters in Virginia. These IRUSA offices have been serving to educate, inform, and raise awareness about our various relief and development
projects for years. Additionally, IRUSA holds seminars, banquets, concerts, and other public awareness programs across the country to help fund domestic and international projects. (http://irusa.org)

- **13:30: Departure to New York by bus**
New York, U.S. – October 4th to 7th

**Hotel**: Hampton Inn, Grand Central, 231 East 43rd Street, New York, NY 10017

**Wednesday, October 4th:**
- **18:30**: Arrival in New York

**Thursday, October 5th:**
- **09:00 – 10:30**: Soliya – “Connect Program”
  Soliya is a network of staff, universities, volunteers, trainers and coaches, experienced in the fields of new media, new technology, social entrepreneurship, conflict resolution, advocacy and international affairs. In 2009 Soliya became a UNAOC partner and has been supporting UNAOC’s efforts to engage young people and to use media and communications technologies to foster greater cross-cultural understanding. The Connect Program is Soliya’s flagship virtual exchange initiative. It is an online cross-cultural education program integrated into curriculum that provides students with a unique opportunity to establish a deeper understanding for the perspectives of others around the world on important socio-political issues. Since 2003, the Connect Program has linked students from over 100 universities in 27 countries in the Middle East, North Africa, South Asia, Europe and North America. ([http://soliya.net](http://soliya.net))

- **11:00 – 12:30**: United Nations Alliance of Civilizations
  The United Nations Alliance of Civilizations (UNAOC) was established in 2005, at the political initiative of then UN Secretary General Mr. Kofi Annan, and co-sponsored by the Governments of Spain and Turkey. A High-Level Group of experts was formed by Mr. Annan to explore the roots of polarization between societies and cultures today, and recommend a practical program of action to address the issue. In 2006, the High-Level Group identified four priority areas: Education, Youth, Migration, and Media. The UNAOC projects and activities revolve around these areas, guided by the assumption that they can play a critical role in reducing intercultural tensions and in building bridges between nations. In 2013, Mr. Nassir Abdulaziz Al-Nasser became UN High Representative for the Alliance of Civilizations, operating with UNAOC Secretariat from New York City. ([www.unaoc.org](http://www.unaoc.org))

- **14:00 – 15:30**: Office of the United Nations Secretary General’s Envoy on Youth
  The UN Secretary-General (UNSG) has identified in his second term working with and for young people as one of his top priorities. In this regard, he established in 2013 the Office of the Secretary-General’s Envoy on Youth with a mandate to harmonize the UN system efforts on youth development, enhance the UN response to youth needs, advocate for addressing the development needs and rights of young people, as well as to bring the work of the United Nations with and for youth closer to them. The Envoy on Youth also acts as the advisor to and the representative of the Secretary-General on youth related matters. ([http://www.un.org/youthenvoy/](http://www.un.org/youthenvoy/))

- **16:00 – 16:45**: United Nations Department of Public Information – “TOGETHER Campaign”
  TOGETHER is a United Nations campaign that promotes respect safety and dignity for refugees and migrants. Launched in September 2016, its aim is to counter the rise in xenophobia and discrimination. TOGETHER is a growing coalition of Member States, private sector, civil society representatives and individuals committed to change negative narratives on migration and to
strengthen the social cohesion between host communities and refugees and migrants. (https://together.un.org)

**Friday, October 6th:**
- **09:00 – 10:30: Cable News Network**
  Cable News Network (CNN) is an American cable and satellite television news channel owned by Time Warner. Upon its launch, CNN was the first television channel to provide 24-hour news coverage, and was the first all-news television channel in the United States. Since its debut, CNN has expanded its reach to a number of cable and satellite television providers, several websites, and specialized closed-circuit channels. The company has 42 bureaus (11 domestic, 31 international), more than 900 affiliated local stations, and several regional and foreign-language networks around the world. CNN's current weekday schedule consists mostly of rolling news programming during daytime hours, followed by in-depth news and factual programs during the evening and primetime hours. (http://www.cnn.com)

- **11:00 – 12:30: National Public Radio**
  National Public Radio (NPR) is an American privately and publicly funded non-profit membership media organization that serves as a national syndicator to a network of 900 public radio stations in the United States. NPR produces and distributes news and cultural programming. Individual public radio stations are not required to broadcast all NPR programs that are produced. Most public radio stations broadcast a mixture of NPR programs, content from rival providers American Public Media, Public Radio International, Public Radio Exchange and WNYC Studios and locally produced programs. NPR's flagships are two drive time news broadcasts, Morning Edition and the afternoon All Things Considered; both are carried by most NPR member stations, and are two of the most popular radio programs in the country. (http://www.npr.org)

- **14:00 – 15:30: City University of New York Center for Community and Ethnic Journalism**
  The City University of New York (CUNY) Center for Community and Ethnic Media is housed at the CUNY Graduate School of Journalism and serves as a hub of research, training, and professional support for community and ethnic media outlets in the New York City metropolitan region. Ethnic media outlets provide a cultural, political, and educational lifeline to the 36 percent of the city’s population that is foreign-born. Of those, 1.8 million residents (23 percent of the population) speak little or no English. Ethnic media serve as a bridge between new arrivals and more established immigrants and ensure that the next generation, though assimilated, remains connected to its heritage. (http://ccem.journalism.cuny.edu)

- **16:00 – 17:00: Bronx Documentary Center**
  The Bronx Documentary Center (BDC) is a non-profit gallery and educational space. Through exhibitions, screenings, and public programming, we show the work of internationally-renowned and emerging photographers and filmmakers who are dealing with the themes that guide the BDC: justice, education, community-building, and positive social change. We also provide free education programs for middle and high school students as well as a professional education program for historically underrepresented adult Bronx-based photographers. This program provides opportunities for professional development and skills training in photojournalism, filmmaking and documentary photography. (https://www.bronxdoc.org)
Saturday, October 7th:

- **14:00**: Departure to New York JFK airport
Sunday, October 8th:
- **10:05:** Arrival in Berlin
- **13:00 – 18:00:** Guided Tour of Berlin

Monday, October 9th:
- **09:00 – 10:30:** Institute for Cultural Diplomacy
  The Institute for Cultural Diplomacy (ICD) is an international, not-for-profit, non-governmental organization with headquarters in the USA and in Berlin. The major objectives of the ICD are to extend current research, programs and practices in the field of cultural diplomacy and create a platform to promote and sustain inter-cultural dialogue at all levels. The ICD actively encourages and supports cultural diplomacy as an academic discipline. ([http://www.culturaldiplomacy.org](http://www.culturaldiplomacy.org))
- **12:00 – 13:30:** Deutsch Welle Arabic
  Deutsche Welle is Germany's public international broadcaster. The service is available in 30 languages in order to further promote German culture and interests to an international audience. Deutsche Welle has been broadcasting since 1953. Its radio services in Arabic were launched in 1959. ([http://www.dw.com](http://www.dw.com))
- **14:00 – 15:30:** Dialogue With School
  Dialog Macht Schule is German for “Dialogue with school”. It teaches schools on ways to commit to a democracy in which all social groups can shape society regardless of their social and cultural origins. The association aims at helping schools to meet the demands of an increasingly diverse student body. It also help schools promote democratic awareness to encourage students to develop into self-determined individuals, guided by their own strengths and in collaboration with others’. Dialogue in school has been designed by taking into consideration the needs of ethnically diverse schools with a high proportion of socially disadvantaged students. The program focuses on enhancing personal development, civic education and inclusive teamwork. ([http://www.dialogmachtschule.de](http://www.dialogmachtschule.de))
- **16:00 – 17:30:** Give Something Back to Berlin
  Give Something Back To Berlin is the largest project platform and network that makes social engagement and neighbourhood work accessible to the large migrant population of Berlin. The project started on Facebook and grew organically into a huge community, both on and offline, comprised of hundreds of skilled volunteers in over 60 social projects all over the city. The projects can be anything from homeless centres, mentorship programs for underprivileged youth, working with the elderly or creative work with children. In April 2016 GSBTB was chosen as the first place winner of the Intercultural Innovation Award, a UNAOC project in collaboration with the BMW group. ([http://www.givesomethingbacktoberlin.com](http://www.givesomethingbacktoberlin.com))
Tuesday, October 10th:

- **09:00 – 10:30: Kiron**
  Kiron Open Higher Education is a nonprofit EdTech organization founded in 2015 that provides access to higher education for refugees through scalable digital technology and strategic collaborations with universities and online education providers. Kiron’s program consists of tailor-made curricula, a digital collaborative platform and an extensive range of supportive services that enable refugees to begin their studies online while they work towards fulfilling formal requirements to apply to a university. Kiron is made possible through a global network of educational partners and collaborators. Kiron currently has partnerships with 47 Universities.

- **11:00 – 12:30: Federal Foreign Office of Germany**

- **14:30 – 16:00: Über den Tellerrand**
  Über den Tellerrand kochen is German for “cooking outside the box”. Through cooking, the project aims at improving the integration of refugees into German society. By using the topic of food as a media for cultural exchange, the project reaches out to both refugees and natives, putting the issue of asylum into a new, positive perspective, creating awareness for the diversity and cultural richness of human beings, giving way to valuable encounters with one another on an equal footing. Through active exchange among refugees and natives, the projects aims at giving the opportunity for refugees to build a network of friends, allowing natives to develop knowledge of new cultures and traditions. ([https://ueberdentellerrand.org](https://ueberdentellerrand.org))

- **16:30 – 17:30: Die Welt**
  *Die Welt* (The World in German) is a German national daily newspaper. *Die Welt* was founded in Hamburg in 1946 by the British occupying forces, aiming to provide a "quality newspaper" modeled on *The Time*. It originally carried news and British-viewpoint editorial content, but from 1947 it adopted a policy of providing two leading articles on major questions, one British and one German. The modern paper takes a self-described "liberal cosmopolitan" position in editing, but *Die Welt* is generally considered to be conservative. The average circulation of *Die Welt* is currently about 180,000 and the paper can be obtained in more than 130 countries. ([https://www.welt.de](https://www.welt.de))

Wednesday, October 11th:

- **12:00: Departure to Berlin Tegel Airport**
Paris, France – October 11th to 15th

Hotel: Mercure Paris Tour Eiffel Grenelle, 64 boulevard de Grenelle, 75015 Paris

Wednesday, October 11th:
- **17:05**: Arrival in Paris

Thursday, October 12th:
- **09:00 – 11:00**: TF1 Foundation
  Since its creation in 2007, the TF1 Foundation has been working on the professional integration and growth of youth from deprived neighbourhoods within the TF1 Group. TF1 Group is a French media holding company, owner of channel TF1, and the largest European private TV channel. To that day, about a hundred of young people between 18 and 30 years old have beneficiated from TF1 Foundation’s professional training. Most of them now work for the TF1 Group, in all the departments of the company. Beyond their professional training, these young people also acquired strong knowledge in business and media. ([http://www.groupe-tf1.fr/en/engagements/fondation](http://www.groupe-tf1.fr/en/engagements/fondation))

- **11:30 – 12:30**: TF1 executives and journalists
- **13:00 – 14:30**: Luncheon with TF1 journalists
- **15:00 – 16:30**: *Le Monde*
  *Le Monde* (The World in French) is a French daily afternoon newspaper with an average circulation of 323,039 copies per issue, about 40,000 of which are sold abroad. *Le Monde* was founded at the request of General Charles de Gaulle after the German army was driven from Paris during World War II. In contrast to other world newspapers such as *The New York Times*, *Le Monde* was traditionally focused on offering analysis and opinion, as opposed to being a newspaper of record. In recent years, however, the paper has established a greater distinction between fact and opinion. ([http://www.lemonde.fr/](http://www.lemonde.fr/))

- **17:00 – 18:00**: StreetPress
  StreetPress is a French news portal targeting an urban audience between 20 and 35 years old. The portal focuses mainly on local news and societal topics, with priority given to multimedia content. The team follows an open newsroom approach and encourages participatory journalism. Under the supervision of its editorial staff, StreetPress publishes pieces from non-professional reporters. The site is divided into the following sections: "Investigations", "Places" and "People". It also features comic strips from famous cartoonists. In 2016, the site was supported by more than 250 non-professional reporters. ([https://www.streetpress.com](https://www.streetpress.com))

Friday, October 13th:
- **09:00 – 10:30**: Association ENQUETE
  Nowadays in France, religious issues have become a source of tension between communities. This degradation of the social fabric feeds on ignorance and mutual incomprehension. ENQUETE seeks to promote life in community around the notion of secularism and to foster the acceptance of all beliefs, including atheism. To that end, ENQUETE has developed a tool-kit to help children from 7 to 11 learn more about religion from a secular and non-sectarian angle. The goal is to enable them to better
understand the environment they live in, its relationship to time, space, and symbols. The hope is to enable these children, once teenagers or adults, to raise these issues in a peaceful and constructive way. (http://www.enquete.asso.fr)

- **11:00 – 12:30: SINGA**
  Initially a citizen movement, SINGA creates opportunities for refugees and their host communities to meet and cooperate. SINGA aims at building bridges between people, encouraging dialogue, fostering cultural enrichment and creating job opportunities. The organization seeks to improve awareness and change perceptions about refugees and asylum seekers. SINGA is above all a community of professionals, entrepreneurs, artists, athletes, dancers, singers, and students, who want to get to know and understand each other better and build a better society. SINGA’s programs aim at organizing and facilitating opportunities to meet others in the SINGA community. (https://www.singafrance.com)

- **15:00 – 18:00: Ministry of Foreign Affairs and International Development of France**

  **Saturday, October 14th:**
  - **09:00 – 10:00:** 2017 MENA Fellows – Conclusion session

  - **11:15:** Guided visit of the Louvre Museum

  **Sunday, October 15th:**
  - **09:00:** Departure to Paris CDG airport
Hotel: NH Madrid Príncipe de Vergara, Calle del Príncipe de Vergara, 92, 28006 Madrid

Sunday, October 15th:
- 14:25: Arrival in Madrid

Monday, October 16th:
- 9:00 – 10:30: 2017 MENA & EUNA Fellows – Introduction session
- 11:00 – 12:30: Ministry of Foreign Affairs and Cooperation of Spain
- 13:00 – 14:00: El Mundo
  Editorially, El Mundo often expresses the mainstream views of the centre-right with independent and liberal overtones. El Mundo (The World in Spanish) is the second largest printed daily newspaper in Spain. The paper is considered one of the country's newspapers of record along with El País and ABC. El Mundo has played a key role in uncovering a number of scandals, among them embezzlement by the commander of the Guardia Civil and accusations of insider trading and tax fraud by the governor of the Central Bank of Spain. (http://www.elmundo.es)
- 16:00 – 17:30: Foro Abraham
  Foro Abraham is a non-profit association that seeks to enhance mutual knowledge between people of different religions through cultural and educational activities. The Foro cooperates with national and international entities for the promotion, the development and the organization of artistic and cultural events and trainings. Foro Abraham aims to create a space for interreligious and intercultural dialogue through an apolitical and non-denominational perspective to respect the beliefs of everyone involved in its activities. The Foro also seeks to promote research in the field of interreligious and intercultural dialogue and cooperation between academia and civil society in Spain and across the world. (http://www.foroabraham.org)
- 20:00: Dinner in the city

Tuesday, October 17th:
- 9:00 – 10:30: Islamic Cultural Center of Madrid
  The Islamic Cultural Center in Madrid holds the largest mosque in Europe. The mosque complex was designed by three Polish architects and financed by Saudi Arabia. King Juan Carlos I and Prince Salman ben Abdelaziz attended the opening ceremony in 1992. (http://www.centro-islamico.es)
- 11:00 – 12:30: European Parliament
  The European Parliament is the directly elected parliamentary institution of the European Union (EU). Together with the Council of the European Union and the European Commission, it exercises the legislative function of the EU. The Parliament is composed of 751 members, who represent the second-largest democratic electorate in the world (after the Parliament of India) and the largest transnational democratic electorate in the world. The European Parliament has three places of work –
Brussels (Belgium), the city of Luxembourg (Luxembourg) and Strasbourg (France) – and offices in every EU country. (http://www.europarl.europa.eu)

- **13:00 – 14:00: Spanish Commission for the Help to Refugees**
The Spanish Commission for the Help to Refugees seeks to help refugees who have fled war zones and have faced violations of human rights, as well as asylum seekers, stateless individuals and migrants in need of international protection or at risk of social exclusion. The mission of the Commission is to defend and promote human rights and the right to asylum. Today, the Commission counts more than 400 staff and 500 volunteers. Together they have helped more than 350,000 people over the last ten years. (https://www.cear.es)

- **16:00 – 17:30: Radio Televisión Española**
The Spanish Radio and Television (RTVE) is the state-owned public corporation that indirectly manages Spanish public radio and television channels. It is the largest audiovisual group in Spain. Since January 2010 it is financed exclusively by public subsidies. As a public service entity, the RTVE seeks, among other goals, to promote awareness of constitutional principles and civic values, to guarantee the objectivity and truthfulness of the information provided, while ensuring that a broad range of views is presented, and to facilitate democratic debate and the free expression of opinion. (http://www.rtve.es)

- **18:00: 2017 MENA & EUNA Fellows – Closing session**

- **20:00: Dinner in the city**

**Wednesday, October 18th:**

- **All day: Departure**
Advisory Note

Schedule and meetings
In the cities we are going to visit, meetings have been arranged with local organizations and partners. They all lead busy professional lives and there might be some last minute changes in the program. This also implies that all information might not be available at the time of departure.

Meetings will not last longer than an hour to an hour and half. Please be mindful of that when you ask questions or share ideas, so everyone has a chance to participate. The Fellowship is an opportunity to network and to start long-term conversations and collaborations with the people you will meet. Do not hesitate to share your business cards.

Please come prepared. Read the agenda and research the organizations you are going to meet. Think about a series of questions you would like to ask. Wi-Fi might be available but we kindly ask that you do not use or check your cell-phones during meetings. There will be Wi-Fi in each hotel you will be staying at with plenty of time to catch up with emails and social media accounts.

Because in each city our stay is relatively short, the pace is going to be intense and sometimes demanding. It is important that you always have with you a bottle of water and some snacks in case meetings last longer than anticipated.

UNAOC and partners have been planning the program to ensure that everyone has a positive experience. However, if you face any challenges, do not hesitate to speak with the UNAOC Fellowship coordinator who will do their best to assist you. Please be respectful of other fellows and help out one another during the trip.

Meeting points
We will establish a meeting point and time for the beginning of each day and before each break. Please make sure you are always aware of where and when we meet so the group can be on time. We want to be courteous to our hosts and show respect. If you fail to arrive on time, it will be your responsibility to find a way to catch up with the group. Our schedule is busy and we can’t afford to wait for late participants.

Passport and money
Please make a copy of your passport and visas before departure and bring these copies with you. Leave these copies at the hotel and have your passport with you at all time. You will be required to show a form of identification to enter most of the sites we will visit.

It is recommended to change money prior departure. The U.S. use US dollars, while Germany, France, and Spain use euros. When shopping, eating or going out, it is best that you pay in cash rather than by card. However try not to carry large amounts of money on you.

In Europe, taxes and service are included. However it is recommended to tip waiters with a couple of coins. It is not necessary to tip taxi drivers. In the U.S. however, taxes are not included so the amount
you will pay will always be higher than the prices indicated. Service fees are not included either, and it is strongly recommended to leave the equivalent of 15% to 20% of the total bill for gratuity. The same goes for taxi rides.

**Transportation**
We might have to use public transportation. If we do, you will be given a pass in each city that will be valid for the entirety of our stay. It is your responsibility to make sure you don’t lose it. When using public transportation, please stay with the group and remain vigilant for pickpockets. Always make sure to know at which stop the group is getting off.

**Dress Code**
Formal business attire is required for meetings. You will be introduced as UNAOC Fellows and our counterparts expect to meet young professionals and civil society leaders.

**Footwear**
Wear comfortable footwear (no sneakers please when formal attire is requested) or have a change of shoes in your bag to walk between meetings. During cultural visits and outdoor activities, you can wear business casual attire. While travelling, wear comfortable clothes and shoes.

**Local laws and customs**
The United States, Germany, France, and Spain have diverse populations, with a multitude of cultural backgrounds. It is important to respect the beliefs of everyone we meet during the Fellowship.

**Greetings**
Standing up and shaking hands is the most common form of greetings. However in a less formal context and after having met a couple of times, it is not uncommon to exchange kisses on the cheek in Europe, or to hug in the United States. If you don’t feel comfortable with these greeting practices, just extend your hand for a handshake and smile.

**Liquor**
Most restaurant and bars serve alcohol. However it is forbidden to drink alcohol in the street and on public transportation, especially in the United States.

**Smoking**
It is forbidden to smoke in most restaurants and bars in Europe. In the United States, it is forbidden to smoke in public spaces, restaurants, hotels, and bars unless stated otherwise.

**Security**
Washington D.C, New York, Berlin, Paris, and Madrid are generally safe. However, tourists are always more vulnerable than locals to small crime, especially at night. If you decide to explore the city on your own or to stay out late, remain vigilant and try to go with someone from the group. Avoid displaying expensive items such as smartphones, tablets, camera, and cash. Please inform the UNAOC Fellowship coordinator if you decide to go out on your own and provide a way to reach you in case of emergency.

**Free time**
During your free time, you are welcome to explore the city or to rest. Make sure you know where and when the group will meet next. If you have any questions or need advice, please ask the UNAOC Fellowship coordinator, the organizers, or the front desk at the hotel. Websites like TripAdvisor are also good sources of information for travellers. Please inform the UNAOC Fellowship coordinator if you decide to go out on your own and provide a way to reach you in case of emergency.

**Health & Medication**

Water is drinkable in all the cities that we will visit. In addition to the medication you might need to take at the time of travel, you might want to bring medication along with you in case of headaches, stomach-aches, etc.

**Weather**

The average temperature in October is:

- Washington D.C.: 15°C/59°F
- New York: 15°C/59°F
- Berlin: 9°C/48°F
- Paris: 11°C/52°F
- Madrid: 17°C/63°F

Kindly check weather reports before travelling.