

## **ACT General Assembly: Hope in Action Exhibition Briefing Pack**

### **Background:**

The ACT Alliance General Assembly will be held in Uppsala, Sweden from 28<sup>th</sup> October to 1<sup>st</sup> November 2018. The assembly brings together all of the 145+ ACT members for critical decision making issues and is held every four years. The process of preparing for the assembly, as well as the experience at the assembly, aims to enable members to strengthen their commitment to one another, celebrate their mutual achievements as an alliance and endorse the future direction of the alliance.

### **Purpose:**

The purpose of the Hope in Action Exhibition is to inspire assembly participants with informative, creative, interactive exhibits that reflect the work being done by ACT alliance all over the world – with a focus on reflecting Hope in Action and Putting People First. The Exhibition will also allow external partners (e.g. UN agencies, HQAI, CHS Alliance, Sphere, etc.) to interact with ACT members through their exhibits.

### **Opening Times:**

The Exhibition Hall will be available for set up on Sunday 28<sup>th</sup> October. It will be open Monday 29<sup>th</sup> October to Thursday 1<sup>st</sup> November, the final day of the assembly. All displayers must be packed up and out of the Hall by 22:00 on 1<sup>st</sup> November. Peak hours for the exhibition will be during extended lunch breaks, coffee breaks and before dinner when participants are not in main sessions. These are scheduled for 11:00-11:30, 13:00-14:30, 16:00-16:30 and 19:00-19:30 each day.

### **Who can get involved?**

The following groups will be able to exhibit:

- External partners
- ACT major thematic: climate, gender, migration
- ACT Communities of Practice
- ACT Advisory Groups
- ACT Forums
- Individual ACT members

Approximately 30 tables will be available to ACT members, CoPs, AGs, Forums, and external partners. Up to 10 of the tables will be available to external partners.

### **Location:**

The assembly is being held at the Uppsala Concert and Congress Hall (UKK): [https://www.ukk.se/en/in Uppsala, Sweden](https://www.ukk.se/en/in%20Uppsala). The Exhibition will be held in Hall B on the third floor, near the coffee area. In addition to tables for rent, there will be spaces for 4 ACT displays on the thematic areas of climate, gender, migration, and global ACT work.

**Cost:**

A basic display table will consist of one table (160cm X 60cm) and two chairs, as well as a “back” to the display which will allow material to be posted. The total space for the display will be 2m X 2m. The cost for the week is USD 500.

Power will be available on request.

A screen to show videos/slideshows will cost an additional USD 125 to rent for the week.

**Registration:**

In order to officially register as an exhibitor, you will need to:

- i) Complete the Hope in Action Exhibition – Exhibitors Registration Form.
- ii) Complete an assembly registration form for each person attending the assembly as an exhibitor.

Please note that a maximum of 2 exhibitors can be registered to attend the assembly per exhibit space. Please ensure that under the ‘Other categories’ Category on the Registration Form, “Exhibitor” is selected.

For ACT members, Advisory Groups, Communities of Practice and Forums – the two participants registered as Exhibitors can be in addition to your other registered participants (e.g. for members, the two exhibitors can be in addition to your voting and guest member delegates).

*Places are limited – so register as soon as you can!*

**Contact:**

To express interest in hosting an exhibit in the Hope in Action Exhibition, or with any questions, please contact Simon Chambers, Head of Communications for ACT Alliance at [simon.chambers@actalliance.org](mailto:simon.chambers@actalliance.org).