



**17**<sup>TH</sup> Western Hemisphere Regional Conference  
03-06 July 2025  
Virtual

World Association of Girl Guides and Girl Scouts

# BOOKING PACK

FEBRUARY 2025

# MESSAGE FROM THE WESTERN HEMISPHERE REGIONAL COMMITTEE

Dear Friends,

It is an honor and a privilege to welcome you to the 17th Western Hemisphere Regional Conference, a long-awaited event that will take place online from July 3 to 6, 2025.



We are excited to invite the 35 Member Organizations of the Region to participate in this important governance event where you will not only have the opportunity to elect the new Regional Committee for the triennium 2025–2028 but we will also shape the future of our Region, united by WAGGGS' mission.

This space for coming together, learning and collaboration is an opportunity to reflect on the achievements made and the challenges we face on our path. Through our interactions and experiences, we will strengthen the ties that unite us and inspire each other to continue our work in empowering girls and young women who are committed and prepared to face our present and future.

We are deeply grateful to the Conference Planning Team which is made up of around 40 passionate volunteers who will support this event so that it is a true success and delegations can actively participate.

May this Conference be an occasion to share knowledge, generate new ideas and, above all, reinforce the values that make us a positive force in the world.

Yours in Scouting and Guiding,  
**Western Hemisphere Regional Committee**  
**World Association of Girl Guides and Girl Scout**

# LIST OF CONTENTS

INFORMATION	PAGE
GENERAL INFORMATION	4
DETAILED PROPOSED PROGRAMME	5
CIRCULARS	6
REGISTRATION	7
USEFUL INFORMATION BEFORE YOU BOOK	10
SAFEGUARDING AND DATA PROTECTION	11
CONTACT INFORMATION	11

# GENERAL INFORMATION

## THEME

The theme for the 2025 Regional Conferences is Stronger Together. By uniting as a Global Movement, we aim to create a more equal world where all girls can thrive by feeling confident to lead within their communities and the world.



## RULES OF PROCEDURE

The Rules of Procedure, as approved by Member Organisations at the 38th World Conference, that will be used at the 17th Western Hemisphere Regional Conference can be found [here](#).

## DATES AND PROGRAMME

The Regional Conference is a key opportunity to come together for one of our most important governance events. During the Conference, we will develop future regional plans, aligning our service delivery plan with our Global Strategy that includes the needs, interests, and priorities of Member Organizations, and work together to explore tools and resources to expand Girl Guiding and Girl Scouting within our Region.

<b>Saturday 31st May - Sunday 1st June</b>	<b>Young Women in Governance Workshop (Virtual)</b>
<b>Thursday, 3 July</b>	<b>17th Western Hemisphere Regional Conference Opening Ceremony and Forum</b>
<b>Friday, 4 July</b>	<b>17th Western Hemisphere Regional Conference Forum Sessions</b>
<b>Saturday, 5 July – Sunday, 6 July</b>	<b>17th Western Hemisphere Regional Conference Governance Sessions</b>

**Please note that our region works in 7 different time zones, therefore all conference times will be displayed in Eastern Daylight Time (EDT). You can find your time zone [here](#).**

## DETAILED PROPOSED PROGRAMME\*

Time (EDT)	Day 1 03 Jul	Day 2 04 Jul	Day 3 05 Jul	Day 4 06 Jul
11:00-11:15			Welcome to Day 3 & Reflection	Welcome to Day 4 & Reflection
11:15-12:00			Opening Business (Roll Call)	Proposed Motions & Amendment Discussion
12:00-13:00			WH Triennial Report	
13:00-14:00			Meet the Candidates	Proposed Motions Voting Session
14:00-15:00			Break	Break
15:00-16:00			WH Triennial Action Plan (2025-2028)	Motion results & Closing Business
16:00-17:00			WHRC Elections & Closing of the Day**	Regional Awards & Closing Ceremony**
18:00-19:00	Opening Ceremony			
19:00-20:00	Forum Sessions	Welcome to Day 2 & Forum Sessions		
20:00-21:00	Fun Night	Forum Sessions		
21:00-22:00		International Night		

\*There might be slight changes to the programme but the overall framework will remain the same.

\*\*Exact ending time subject to change.

## CIRCULARS AND DEADLINES TO OBSERVE\*

Circulars	Date to be Sent	Deadline for Responses from MOs
<b>Circular 1</b>		
Call for WH Regional Committee Nominations	November 2024	13 February 2025
<b>Circular 2</b>		
Save the date	Early-February 2025	NA
Rules of Procedure		
<b>Circular 3</b>		
Registration Opens: Booking Pack	February 2025	30 April 2025
First Draft of Triennium Action Plan		14 March 2025
Call for Proposed Motions		7 April 2025
<b>Circular 4</b>		
Second Draft of Triennium Action Plan		11 April 2025
Candidate Information to MOs	Mid-March 2025	NA
Introduction of the Conference Team		NA
<b>Circular 5</b>		
Election Booklet	Early-April 2025	NA
Call for Regional Awards		30 May 2025
<b>Circular 6</b>		
ReCo 1: Rules of Procedure	Early May 2025	NA
ReCo 2: Regional Conference Programme and Agenda		
ReCo 3: 2022-2025 Triennial Report		
ReCo 4c: 2026-2028 Regional Action Plan (Final)		
ReCo 5: Regional Committee Election Booklet		
ReCo 6: Proposed Motions - motions and amendments		27 June 2025
<b>Circular 7</b>		
Final Practicalities & Reminders	Mid-June 2025	NA
<b>Circular 8</b>		
Evaluation Form	July 2025	10 August 2025
<b>Circular 9</b>		
Record of Decisions	Early August 2025	NA
<b>Circular 10</b>		
Regional Conference Evaluation Report	September 2025	NA

\*There might be slight changes to the information but the overall framework will remain the same.

# REGISTRATION

## BOOK ONLINE THROUGH OUR WEBSITE!

Registration is now open for the 17th Western Hemisphere Regional Conference. Registrations can be completed online through the dedicated Conference website. This is the link to register:

[CLICK HERE TO REGISTER](#)

You can book multiple tickets at once, but you will be required to provide the information details for all the attendees. Please note, that you will need to use a unique email address for each of the attendees you register. This is so all attendees will receive their individual confirmation to join the 17th Western Hemisphere Regional Conference and be kept informed with updates.

For Head Delegates, Delegates, and Observers, WAGGGS will review your application and confirm with your Member Organization that you are part of the official delegation. To speed up this process, you can send us the official delegation list at [wh.reco@waggs.org](mailto:wh.reco@waggs.org) before registering. This should be on MO-headed paper and be signed by the Chief Commissioner/ International Commissioner or equivalent.

Please note that this event is only available for attendees over the age of 18 years old by the time of the Conference.

If you would like to join us as a guest outside of an official delegation, your registration will be confirmed by the Regional Team. Once your registration is confirmed, you will receive the details to pay the registration fee.

Should you be unable to register online or have any issues with your booking, we will be happy to assist. Contact the Events Team at [wh.reco@waggs.org](mailto:wh.reco@waggs.org).

## REGISTRATION FEES

The standard registration fee for the 17th Western Hemisphere Regional Conference is **US\$20.00 per person.**

Are you a **young woman under 30** on the first day of the Conference? If so, the 17th Western Hemisphere Regional Conference has an attractive **25% discount** to encourage your attendance and you will only pay **US\$15.00**. Use the code **YOUTH2025** during registration to enable this discount.

Registration will close on **30 April 2025, 11:59 PM EDT**, so make sure you secure your spot. In case you do not have the details of your participants within the deadline, please write to [wh.reco@waggs.org](mailto:wh.reco@waggs.org) to book the space. Payment deadline is **8 May 2025, 11:59 PM EDT**.

### YOUR REGISTRATION FEE INCLUDES

- Full access to all the 17th Western Hemisphere Regional Conference sessions and activities, including all materials
- Opening and closing ceremonies
- Official Conference documents in English or Spanish
- Access to the voting platform for Head Delegates
- Simultaneous interpretation (English / Spanish and Spanish/English) in plenary sessions and selected other sessions

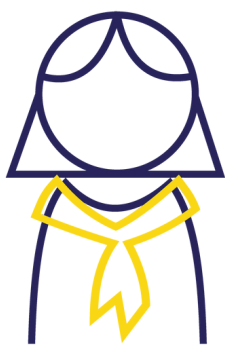
## PAYMENT DETAILS

Once your Conference registration has been approved, you will receive the invoice for the registration fee with the payment details.

### CANCELLATION AND REFUND POLICY

Registration fees are non-refundable. However, they can be transferred to another person until **8 June 2025**. To transfer the registration, you will need to send us an email with the details of the new attendee at [WH.ReCo@waggs.org](mailto:WH.ReCo@waggs.org).

After **8 June 2025**, substitution cannot be arranged, and the registration fee will be forfeited. In case of unforeseeable circumstances, please contact WAGGGS by email [WH.ReCo@waggs.org](mailto:WH.ReCo@waggs.org) immediately.



### PARTICIPANTS

Each Full or Associate Member Organization (excluding suspended MOs) of WAGGGS in the Region is entitled to send 2 Delegates appointed from within its membership. The Delegates carry the authority of their Member Organisation to speak and vote on its behalf and are expected to participate in all proceedings. One of these Delegates should be identified as the Head Delegate and will carry the authority to vote on behalf of the Member Organization.

In addition, Member Organizations may send up to 8 Observers who act in support of their Delegates. Additional space to a Member Organization can be requested if spaces allocated to other MOs are not utilized.

In support of WAGGGS' mission of developing young women as decision-makers, **Member Organizations should make every effort possible to include at least 2 young women (aged 18-30) in the delegation as either a conference delegate or observer.** Young women who currently serve or are being developed as members of the national board, executive committee or sub-committees are ideal candidates to fulfil this role and will gain valuable international experience.

### GRANTS FOR HEAD DELEGATES

Each Full or Associate Member Organisation of WAGGGS in the Region (excluding suspended MOs) will be entitled to one free place for their Head Delegate to attend the 17th Western Hemisphere Regional Conference. This is to ensure that all MOs can be represented, irrespective of ability to pay.

Please note that grants cannot be transferred to another conference role.

# USEFUL INFORMATION BEFORE YOU BOOK

## PRE-ENGAGEMENT SESSIONS

- 2026-2028 WH Regional Triennial Action Plan Consultation Workshop - 1 March, 2025
- Meet the Candidates for WH Regional Committee - 7 June, 2025
- Orientation session - 21 June, 2025

## PLATFORM

The platform selected for the virtual 17th Western Hemisphere Regional Conference is Zoom. However, you will be able to find all the documents in our [Regional Space in Campfire](#).

What you will need:

- A strong Wi-Fi or data connection
- A device (laptop/tablet/smartphone) with speakers and microphone
- The device should also have a camera if you wish to speak
- A headset or headphones will make it easier to speak and listen to other participants
- A setting where it is reasonably quiet – to make it easier to capture all the information

You will receive a unique link to access the virtual Regional Conference, which must not be shared with anyone else, on social media or on any other public forum.

Further information the voting platform will be shared nearer to the conference. This will include written guidance as well as the opportunity to attend an online introduction session.

## COMMUNICATION

At the Western Hemisphere Regional Conference we welcome our friends from all over the region. This means that many people will be speaking and working in their second or third language. We ask everybody to make an effort to speak clearly and slowly. At any time, please feel free to ask people to slow down or to repeat anything you did not understand.

## INTERPRETATION

The 17th Western Hemisphere Regional Conference will be conducted in English and Spanish. There will be interpretation for all the sessions and to make it easier for the interpreters we ask everybody to make an effort and speak clearly and slowly.

# SAFEGUARDING AND DATA PROTECTION

You can find the full WAGGGS Safeguarding and Child Protection Policy [here](#). Staff and volunteers must report and record any concerns about the safety of children, young people or vulnerable adults in line with WAGGGS Safeguarding Policy. Volunteers should contact the emergency staff contact they have been given as soon as possible. Staff should contact their line manager as soon as possible.



If, as an attendee, you suspect a safeguarding concern please report it to [safeguarding@waggs.org](mailto:safeguarding@waggs.org). Regional Conference recordings must only be made by Global Team members using WAGGGS equipment and may only be saved to WAGGGS servers/cloud storage.

WAGGGS will process and hold your personal data (as defined by the Data Protection Act 1998) for the purposes of the 17th Western Hemisphere Regional Conference.

WAGGGS would also like to keep you informed of other events and fundraising activities of the Organisation. If you would prefer not to be contacted for this purpose, please let us know at [wh.reco@waggs.org](mailto:wh.reco@waggs.org).

## CONTACT INFORMATION



### WAGGGS CONTACT DETAILS

If you have any questions concerning registration, conference programme, applications, etc., **please contact the WAGGGS Events Team at [wh.reco@waggs.org](mailto:wh.reco@waggs.org).**