



**Building Solidarity Toward Equality for All**  
**Human Rights Defenders Forum**  
**October 12-15, 2019**  
**The Carter Center, Atlanta, Georgia**

## Logistics Information

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### Arrival in Atlanta

Unless other arrangements have been made directly with you, upon arrival participants should **take a taxi from the airport to the Westin Peachtree Plaza hotel** downtown Atlanta (address listed below). Follow signs for ground transportation to the taxi stand. Taxi fare is approximately \$35 (without tip). Your fare will be reimbursed with other travel expenses **if you have a receipt**. If you don't have USD or a credit card to pay for the taxi, we can pay for your taxi upon arrival at the hotel. *If this is the case, please be sure to notify us in advance.*

### Hotel Arrival

**The Westin Peachtree Plaza**

210 Peachtree St. NW,  
Atlanta, Georgia 30303 USA

When checking into the hotel, please ask for the 2019 HRDF Suite room number. Please go to the suite at your earliest convenience. We will provide you with updated Forum materials and answer any questions you may have. We will also be available to assist with the check-in process should you need any help. You can find out more information about hotel amenities and area attractions on the website above. *\*If you have a mobile number functioning in the U.S. or an international WhatsApp number please share it with us so we can communicate with you if necessary.*

### Meal Information

Please plan to make your own meal arrangements upon arrival on Friday, October 11th. Meals during the Forum will be organized by The Carter Center unless otherwise indicated. We are providing options to meet participants' food requirements as necessary. Please speak to us if you have any questions or concerns.

### Expense Reimbursement

During the conference, one of our team members will process reimbursements for travel-related expenses. We will notify you as to the time and place for this to be done. **We will only be able to reimburse for expenses for which you provide a receipt.** Reimbursements will be made in U.S. dollars. Covered expenses include local transportation to the airport at the point of departure or airport parking; transportation to the hotel in Atlanta; meals arranged in advance with The Carter Center; and visa fees. *\*Any individual meals or local transportation outside of those pre-arranged by The Carter Center will not be reimbursed.*

## Medical Services Expenses

Please note, The Carter Center will not pay or reimburse fees for any medical services. However, if you require medical services during your visit, we recommend:

### Piedmont Urgent Care

**Address:** 1072 Peachtree St NE, Atlanta, GA 30309

**Phone:** (404) 253-3660

### Concentra Urgent Care

**Address:** 688 Spring St NW, Atlanta, GA 30308

**Phone:** (404) 881-1155

If you do not have insurance or if Concentra does not accept your insurance, costs for services are:

Piedmont Base Fee (includes rapid testing): \$100

Concentra Base fee (includes rapid testing): \$160.00

Concentra Base fee plus x-rays or blood draws: \$227.00

Other services: fees vary depending on the service

If you need travel insurance, please arrange for this in your country of origin. The Carter Center does not provide or reimburse for medical or travel insurance.

## Meeting Transportation

Participants will be provided with shuttle service from the Westin Peachtree Plaza Hotel to The Carter Center during the event. On Saturday, Oct 12<sup>th</sup>, there are two optional trips to the King Center and The Jimmy Carter Presidential Library. Please refer to the agenda regarding shuttle arrival and departure times for these trips. On Saturday at 4:30pm, the shuttle bus will be at the Westin to transport all remaining participants to The Carter Center for the commencement of the Forum. Shuttles will depart from the hotel promptly at 8:30 am, and 8:45 am on Sunday - Tuesday mornings. Travel time is approximately 15 minutes, so please choose the shuttle that gives you sufficient time for breakfast and settling in upon arrival.

*\*If you miss the shuttle, please call an uber or a taxi. Atlanta Checker Cab (404) 351-1111. The hotel concierge can assist you. You will be responsible for the cost of this taxi. You can expect to pay approximately \$15-\$30.*

*\*\*If you anticipate missing the shuttle due to a previous engagement, please notify us in advance.*

Shuttles will transport participants back to the Westin Peachtree Plaza Hotel at the end of each day and to excursions arranged by The Carter Center.

## At the Forum

**Social Media:** During the Forum, you are encouraged to live-tweet using the hashtag #BuildingSolidarity. For sustained engagement after the event, please connect with us on Twitter @ForumOnWomen and use the hashtag #ForumOnWomen.

**Attire:** Recommended attire for the Human Rights Defenders Forum is business casual or traditional wear on the first three days (October 12<sup>th</sup> -14<sup>th</sup>), which are less formal. During the public Forum day (October 15<sup>th</sup>) when President Carter is chairing the discussion, business formal or traditional formal attire is recommended.

**Photography Etiquette:** The first three workshop days of the Forum are private and will not be publicly broadcast. We ask that participants who wish to take photographs together during these days ask for permission from their peers in the picture. Carter Center staff may take candid photos and videos of the working process for documentation purposes. If we wish to share any of these publicly, we will request permission to use your image first. If you do not wish to be photographed, please let us know.

The public Forum day is video webcast live, and there will be a professional photographer taking candid photos and a formal group photograph for use by The Carter Center. However, unless specifically requested not to by a photograph subject The Carter Center reserves the right to use the images for its documentation and promotional materials, including but not limited to the website and social media.

## Departure

Most participants will depart on October 16<sup>th</sup> from the Westin Peachtree Plaza hotel. Those participants departing on October 15<sup>th</sup> should check out of the hotel and bring their luggage with them to The Carter Center that morning. All participants will be provided with taxi fare to the airport from the hotel or The Carter Center as appropriate.

## Prayers and Meditation

Secure and private space has been arranged at The Carter Center for prayer and meditation. The location will be announced each day. Guests are welcomed to go to those spaces whenever they would like.

## Contact Information

If any emergencies arise regarding your transportation and accommodations in Atlanta, please contact **Faizat Badmus-Busari (+1 404-955-1562)**.

## General Travel Information

**Weather:** The weather in Atlanta is unpredictable. Expect the temperature to be around 65 to 75 degrees Fahrenheit (around 18 to 23 degrees Celsius) during the day and as low as 51 degrees Fahrenheit (about 10 degrees Celsius) at night. Expect mostly sunny days.

**Time:** The time in Atlanta is GMT minus 5:00, or Eastern Standard Time.

***Electricity:*** The U.S. operates on a 110-volt system and uses a plug with two flat parallel prongs. (Most new U.S. electrical outlets will have a third, round, grounding hole. A two-prong plug will still work in a three-hole outlet.) If you travel with electronic appliances, you will definitely need a plug adaptor if you're coming from almost anywhere other than North America. You may or may not need a voltage converter.