

# LOGISTICS BRIEFING ON THE FFD4 INTERNATIONAL BUSINESS FORUM

18 June 2025

**International  
Business Forum**



# AGENDA

- Overview
- Conference venue
- Badge pickup
- Fibes 2 Maps
- Event Logistics
- Conference App
- Communications and Branding assets
- Q&A

# Overview of FFD4 main events

City Center  
June 28-29

FIBES I Conference Center  
June 30-July 3

FIBES II Conference Center  
June 30-July 3

## FFD4 Civil Society Forum

Organized by the Civil Society FFD Mechanism; will be primarily comprised of plenary sessions and will endorse a Civil Society Forum Declaration

## FFD4 Official Programme

Will gather UN Member States to **agree on the FFD4 Outcome Document**

Types of sessions:

- Plenary meetings among UN Member States
- Multi-stakeholder roundtables (one on each theme of the Outcome Document)

## International Business Forum (IBF)

Will gather leaders from all sectors to **drive solutions that unlock private finance & investments** for sustainable development

Types of sessions:

- Leadership summit
- Policy dialogues
- Investment roundtables
- Innovations & best practices

## FFD4 Side Events

~200 side events organized by stakeholders with observer status or special accreditation, across sectors and topics

Types of sessions:

- Open side events
- Invite-only side events



# FFD4 will take place at the FIBES Conference Center

10-min drive from the airport



Avenida Alcalde Luis Uruñuela, 1, 41020, Seville

# Getting to FIBES



## CERCANÍAS TRAIN

- Line C4 from the train station (Santa Justa) to the venue (Palacio de Congresos)
- 10-minute commute; train running every 30 minutes



## TUSSAM BUS

- Three urban bus lines connecting the city center to the venue: 27, LE (Est Expres) and B4



## SHUTTLE BUS

- Special shuttle service connecting the city center, the airport, and the venue
  - From 6:00 am to 10:00 pm between city center and venue
  - From 7:45 am to 6:00 pm on Days 1-3 and 10:30 am to 10:00 pm on Day 4 between airport and venue
- Participants must present their official badge or UN approval letter



## BY CAR

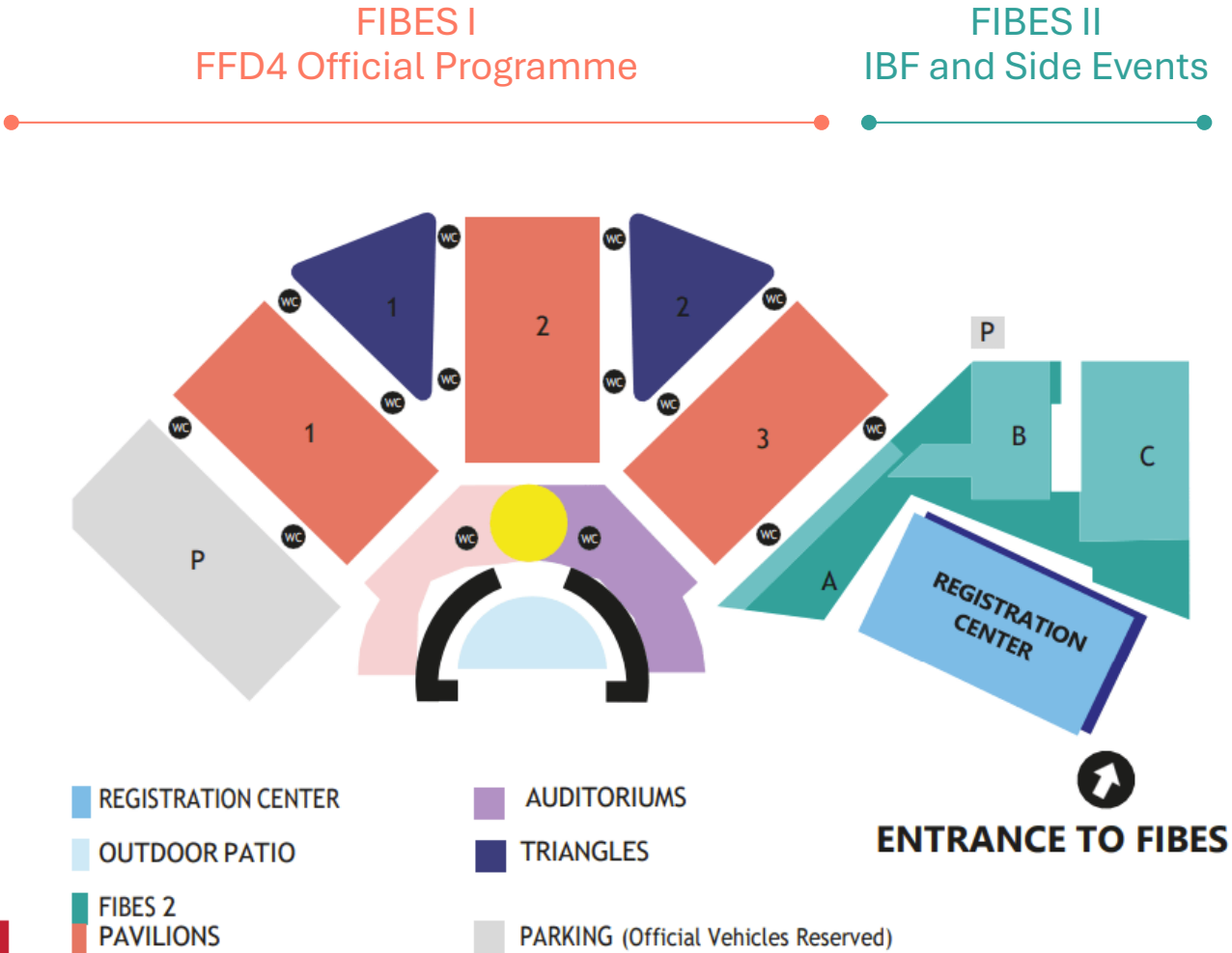
- Access to FIBES by private car is reserved for official delegations led by Heads of State or Government
- Parking near the venue is not permitted
- Taxis will be able to drop off people at walking distance from the registration center

***Participants are strongly encouraged to use public transportation or the shuttle service provided by the organizers***

# Shuttle Bus Map Routes



# The International Business Forum and Side Events will be hosted in FIBES II



# Conference badges

Please note:

- The registration process is now closed.
- **Only participants whose registration was approved by the United Nations will be issued a badge for access to the Conference venue.**

Process for badge pickup:

- **Official delegations** (e.g., Member States and international organizations) may designate a representative to collect badges for their entire delegation.
- **All other participants** including civil society, private sector, and individuals with special accreditation must **collect badges in person**, with both the UN approval letter and a government-issued photo ID.
- Name on the ID needs to match name on the UN approval letter.

Types of badges:

- Please be advised that badges can either grant access to FIBES I and II or just to FIBES II. Please check your badges' category ahead of time.
- Different badges (distinct letters) will indicate different access to different areas.

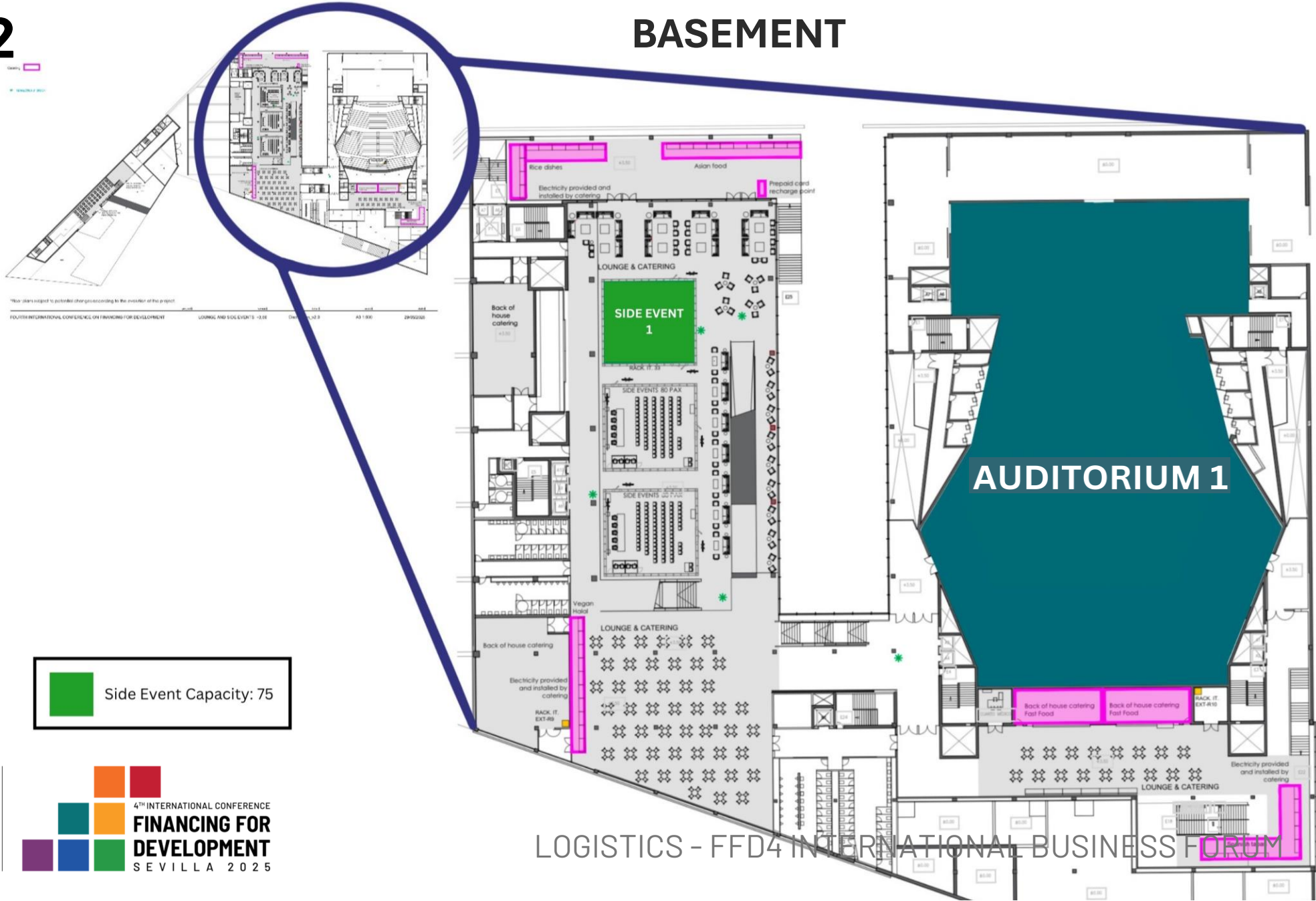


# Conference badges

- The **Registration Center** in FIBES II is the only entry point to the conference compound
- The Registration Center includes the **UN Security Badging Office** and the Protocol, Media & NGOs Offices
- Badges can be collected at the **UN Security Badging Office until 1:00 pm from 26 June to 3 July**. Indicative Registration Center Hours (subject to change, please always refer to the [Conference website](#)):
  - ❑ 26–27 June: 9:30 am – 1:00 pm
  - ❑ 28–29 June: 9:00 am – 1:00 pm
  - ❑ 30 June 2025: 7:00 am – 1:00 pm
  - ❑ 1–2-3 July 2025: 8:00 am – 12:00 pm
- Please note that the Protocol, Media and NGOs Offices will remain open longer; however, the Badging Office will close daily at 1:00 pm
- All participants and speakers **must arrive on site before 1:00 pm to collect their badges**, even if their sessions take place later in the day
- **Speakers are strongly encouraged to allow ample time for badge collection** prior to their session
- Participants are also advised to arrive at venue well in advance to ensure timely entry, especially on 30 June

# FIBES 2

# BASEMENT



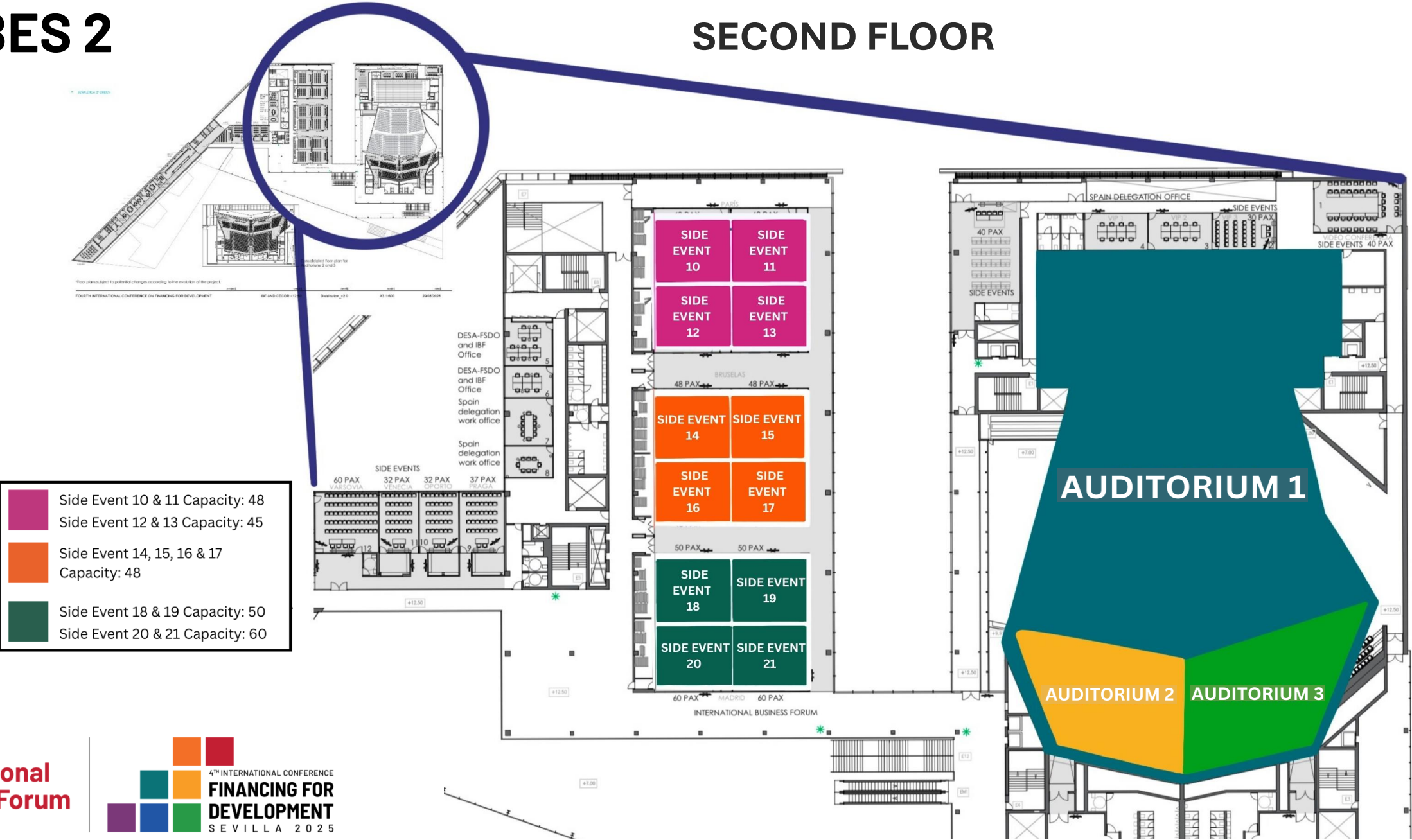
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# FIBES 2

## SECOND FLOOR



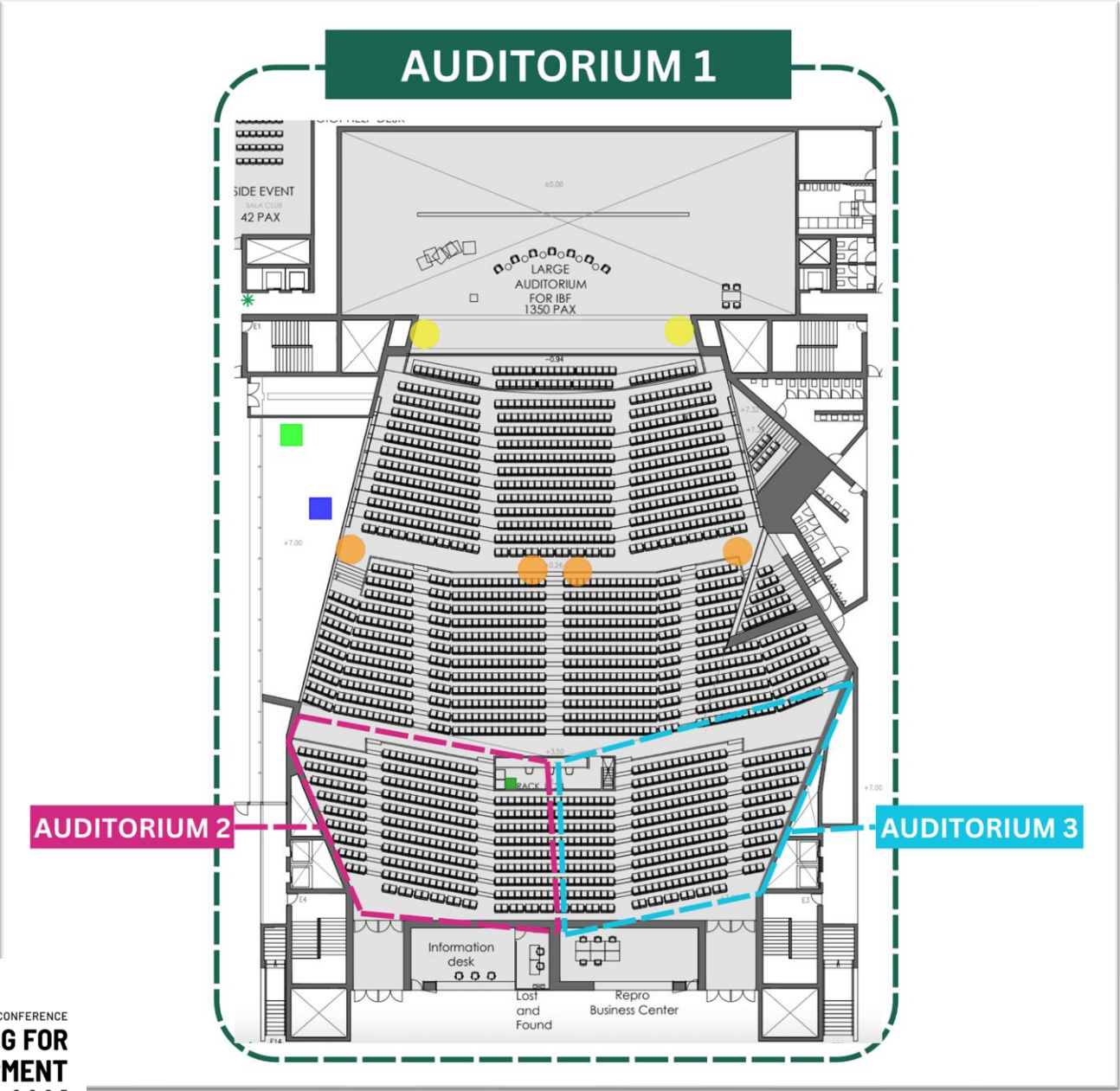
# FIBES 2

# GROUND FLOOR



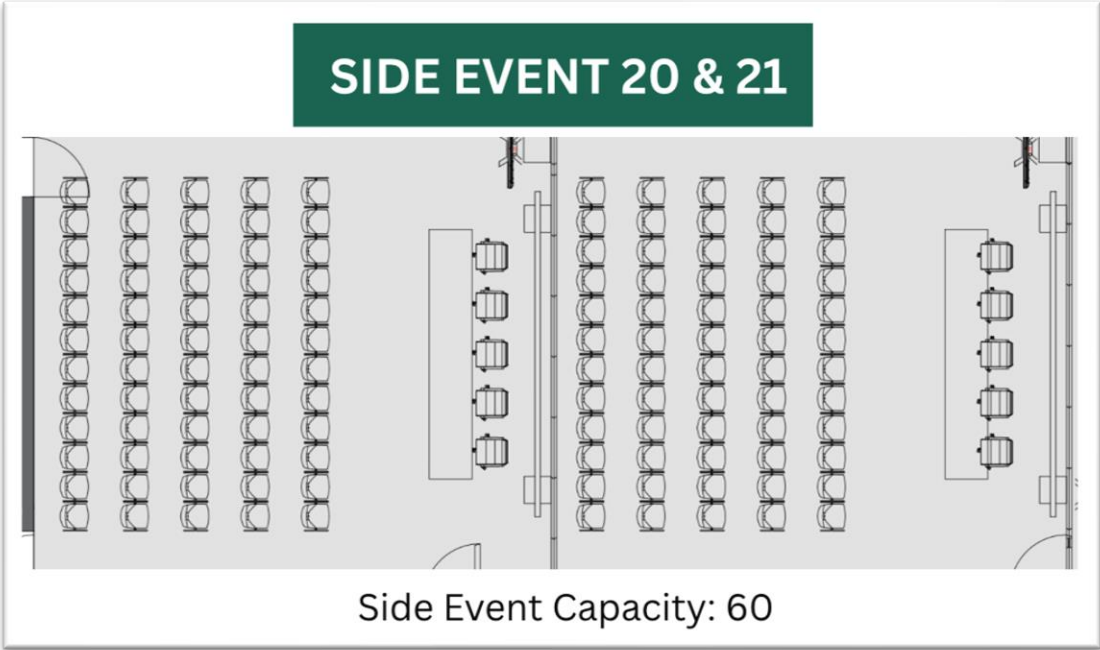
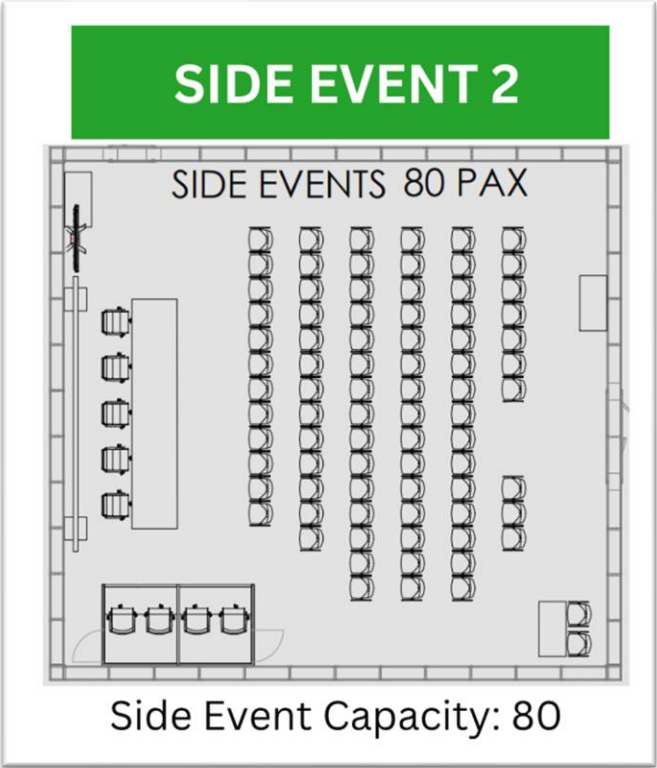
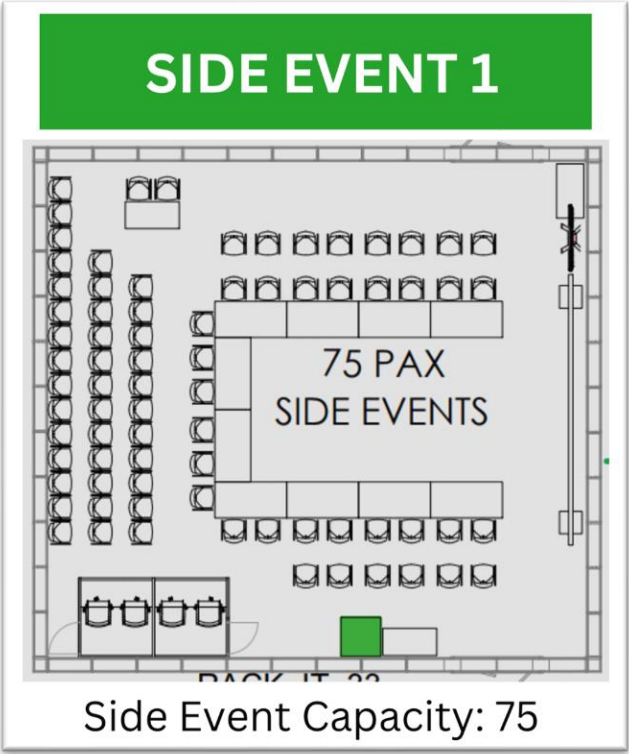


# FLOOR PLANS





# FLOOR PLANS



# Event Logistics



## Seating and Layout

- Rooms vary in capacity: from 30 to 75 attendees
- Theater-style layout with a head table for five speakers (in most rooms)
- Additional seating can be arranged on either side of the table, as needed



## Microphones and Audio Equipment

- Five microphones for head table
- Wireless handheld microphones for additional speakers and audience participation. Requests for extra microphones or other special arrangements must be submitted no later than one week in advance



## Presentation and Display Capabilities

- Screens and connectivity (HDMI, USB-C) provided to display content
- Projector and WiFi access is available in all rooms
- Bluetooth slide advancer available for speaker use

# Event Logistics



## Logistics and Technical Support

- On-site support will be available as outlined below.
- Each meeting room will have a dedicated FIBES volunteer present at all times to coordinate directly with FIBES technical personnel and provide general assistance as needed
- Audio-visual technicians from FIBES will be on-site and accessible through the designated room liaison to address any technical requirements



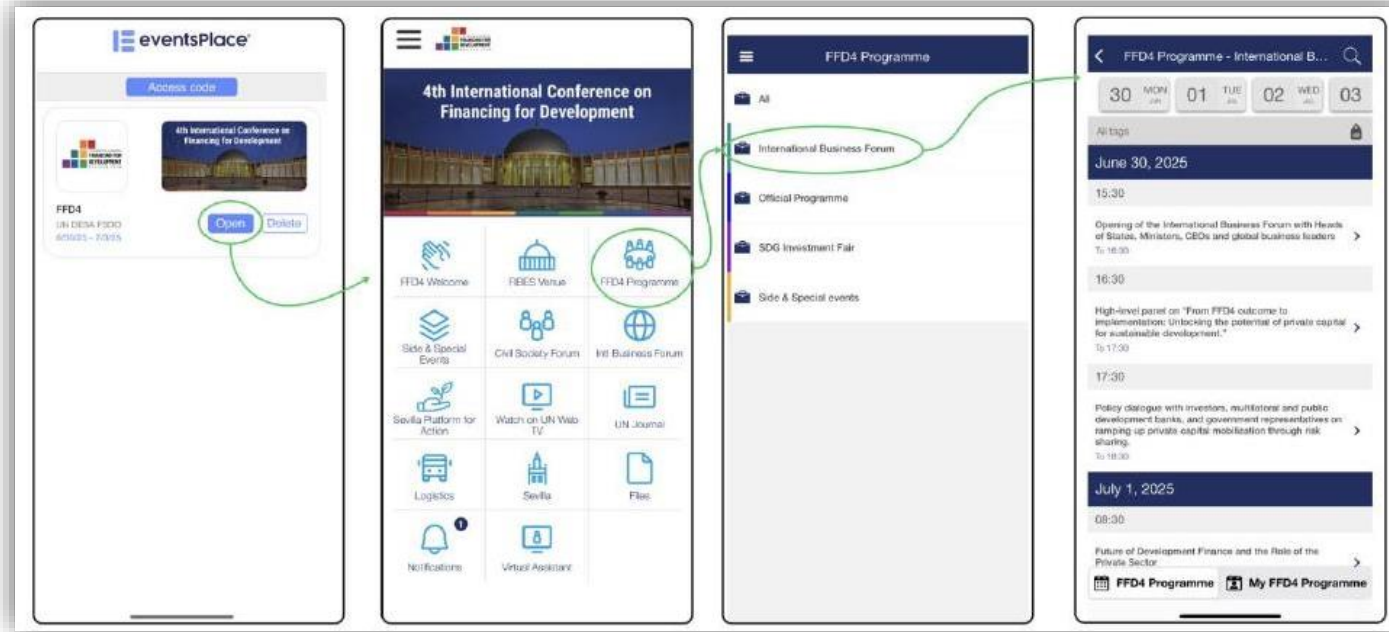
## Important Notes

- There will be no technical support to set up the virtual participation of speakers
- Participants who wish to display PowerPoint slides or any other presentation, must bring their own laptop and any necessary adapters.

# Conference App

The app will include:

- Venue map
- FFD4 programme (official programme, IBF programme, and side event programme)
- Logistics
- ... and more



Example: How to access FFD4 programme

# Additional Information

- **Visa:** Participants should note that the visa application process for entry into Spain and the United Nations registration process are separate procedures. **Please note: Visas must be obtained prior to arrival in Spain and cannot be issued upon entry.**
- **Catering & Refreshments:** Catering will be available from 12:00 to 16:00 at designated locations throughout the venue to serve different attendee groups. Refreshments and snacks will be available at several spots inside the venue with extended hours.
- **Venue Accessibility:** The venue features access ramps, elevators, and entrances adapted for people with reduced mobility. A disability coordinator has been appointed and will get in touch with all those who requested accommodation in registration.
- **Hotels:** A [list of recommended hotels](#) can be found on the FFD4 website, including options near the venue. Booking at the earliest is encouraged due to high demand.
- **Weather:** Sevilla in late June / early July typically experiences hot and sunny weather, with daytime temperatures ranging between 30–38°C (86–100°F). However, the venue is fully air conditioned.



# Communications and Branding Assets

- The **FFD4 Conference** and **International Business Forum logo** and usage guidelines are available below:
- **Trello boards** (regularly updated):

## 1. International Business Forum Trello: [link](#)

- Branded assets including programme and speaker cards.
- Please **reach out if you would like to create your speaker cards** for your events in the International Business Forum.

## 2. Overall FFD4 Trello: [link](#)

- Editable social media templates (via Canva) for **side events outside the International Business Forum**.
- Templates do **not carry the UN emblem** and can be customized using FFD4 branding for quote cards or event promotion.

***Feel free to publish and amplify any of these assets on your own channels.***

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Thank You

