



## ***Hack the Conference: Planning Checklist***

The Annual General Meeting (AGM) is Amnesty International USA's national human rights conference! Hundreds of activists, members and staff come together to learn, share, and strategize together for human rights. This year we will gather in **Washington, DC from February 23-25**. Use this Planning Checklist to get yourself and your group ready! The AGM website has additional details about travel, lodging, registration, and more: [www.amnestyusa.org/agm2024](http://www.amnestyusa.org/agm2024)

### **PAYING FOR THE AGM**

Getting to the conference costs money. For each item below, consider how it relates to you and your group and research how much each item will be. Then, make a plan with your team for how you'll fundraise or otherwise pay for the trip, and decide which items you will share and which items each person is responsible for on their own. Limited subsidies are available to support lodging and transportation - [apply by 2/1/24!](#)

#### *Transportation*

Will you fly to Washington DC, or can you make it into a road trip? Are trains or buses available? If you fly, don't forget to account for airport parking, transportation to and from the airport, and baggage fees. If you drive, plan for gas and parking. You can park at the Hilton, or \$20/day parking is available at One Parking on 1666 Connecticut Ave NW, a 10-minute walk to the hotel. Plan to arrive at the venue by 4pm on Friday, 2/23.

#### *Conference Registration*

All attendees must register for the conference, and there are some ways to make it more affordable. **Early Bird Registration** is \$30 for students if you register before 12/23/23. After this date, the rate is \$60 for students. **Sign up to volunteer** and in exchange for a 3-hour shift, your registration is just \$25.

#### *Lodging*

The AGM is being held at the Washington Hilton in Washington DC. Most attendees will stay at this hotel and you can have up to 4 people in your room (two beds). You can also stay nearby to save money! Search online for hotels, hostels, and home shares (ex: AirBNB) in case those are more affordable options for you. The Generator hotel is across the street and has dorm-like options for around \$45/night.

#### *Meals*

Once you're at the AGM, most meals are covered from Friday evening to Sunday breakfast. Plan to cover your own meals while traveling Friday and Sunday, and for extra things like coffee, snacks, etc. You can also pick up food at nearby stores - grab supplies for PB&J and snacks to share amongst your group!

### **RESOURCES FOR YOUR GROUP**

AIUSA staff and member leaders can support you in navigating planning! Contact [youth@aiusa.org](mailto:youth@aiusa.org) or DM an Admin on Slack. We can help you think through the logistics of making it happen. Here are some other tips to help your group with planning:

- If you're in high school, talk with your parents and Faculty Advisor early to get their support! You'll need them to help coordinate.
- Some groups make this into an official school trip - which might come with funding support and chaperons - while others find it easier for this to be a non-official activity planned outside of school entirely.
- Explore what funding your school has to offer! Some groups have their entire trip paid for by their school, especially at the college level.
- If needed, AIUSA staff can provide excused absence letters confirming your participation or other communication to your school.



# *Hack the Conference: Participation Checklist*

You're attending the AGM - great! Whether you're a veteran conference-goer or this is your first ever conference, here's what you need to know to make the most of the weekend. The AGM website will continue to be updated, so check regularly: [www.amnestyusa.org/agm2024](http://www.amnestyusa.org/agm2024)

## **WHAT'S IN THE AREA**

The conference is being held at the Washington Hilton in Washington, DC. You can get there via the DC Metro, which connects to DC-area airports and train stations. You can easily walk to the Hilton from the Dupont Circle Metro station. Before travel, use Google trip planner or the [DC Metro website](#) to familiarize yourself with your options. If you're not staging at the Hilton, map out how to get from your lodging to the conference. Before arriving, search around the Hilton so you can easily find inexpensive food options, coffee shops, etc.

## **WHAT TO PACK**

The conference is not formal! Most folks will be wearing casual clothes, including Amnesty and other activist attire. We like to call it activist chic! The hotel could be chilly so pack layers, and definitely check the weather before traveling. Here are some other items to make sure you bring:

- Reusable water bottle - you can get a free sticker by presenting your reusable water bottle during registration
- Tote bag or backpack
- Lunchbox/Tupperware for leftovers (this is a great way to ensure you have snacks for later!)
- Notebook and pens
- Electronics you like to have handy and all relevant charging cables / external batteries
- Toiletries and medications - bring travel-size to save space if you're traveling with a carry-on bag
- Comfortable outfits and shoes - you'll likely be walking and standing a lot
- Warm layers, including jacket, hat, etc

## **REVIEW THE AGENDA**

Check out the [agenda](#) in advance to get a feel for what is going on throughout the weekend. With your group, review the agenda, including start and end dates each day and when you have breaks for down time or exploring Washington DC. Most groups "divide and conquer" - for the workshop blocks, there are multiple sessions happening at the same time, so you can divide up and learn as much as possible. Here are a few pieces of the programming you won't want to miss:

Youth & Student Caucus

Voting Plenary

Knowing Your Rights as a Student Activist

You can use our event platform Whova to select workshops and build your own personal conference agenda. See you at AGM!