



Inter-Parliamentary Union
For democracy. For everyone.



IPU Global Conference of Women Parliamentarians *From Mexico to the world: Let's mobilize for gender parity!*

13–16 March 2025, Mexico City, Mexico.

General information note

BACKGROUND

The IPU Global Conference of Women Parliamentarians will take place in Mexico City from 13 to 16 March 2025. The opening ceremony will be headed by Dr. Claudia Sheinbaum Pardo, the first female president of Mexico, and with the participation of over an expected 300 participants from around the world.

Currently, the global percentage of women in parliaments stands at 27%. While we are still short of reaching parity globally, we know that parity is possible. Seven countries – Rwanda, Cuba, Nicaragua, Namibia, Mexico, Andorra and the United Arab Emirates – have 50% or more women in their single or lower chamber of parliament.

When it comes to parliamentary leadership however, women are more acutely underrepresented – only 24% of Speakers of Parliament are women. Also, few women (close to 13%) chair parliamentary committees traditionally dominated by men, such as defence and finance. In response to this, some countries have introduced gender quotas for internal leadership positions.

Gender quotas remain a crucial tool in enhancing female representation. In 2023, women in countries with established quotas obtained 28.8% of parliamentary seats compared to 23.2% in those without quotas. But for quotas to work they must be ambitious, be well-designed and duly enforced.

All over the globe, gender-based violence and misinformation directed at women parliamentary candidates and women parliamentarians continue to be a significant barrier to women's political participation and leadership. Several parliaments have started taking steps to apply zero tolerance and more needs to be done on that front to protect and promote equal and meaningful participation and leadership.

The Global Conference of Women Parliamentarians is intended as a platform to discuss good practices in advancing women's political participation and leadership. Participants will hear from a diverse group of parity parliaments, identify challenges in ensuring equal voices and power for women, and examine effective strategies on the road towards parity. It will feature interactive panels, working group sessions and networking opportunities.

Through its Forum of Women Parliamentarians, the IPU has been a home for peer-to-peer support and solidarity among women parliamentarians for 40 years. Hosted in Mexico, a nation that has achieved gender parity in political representation, the Global Conference of Women Parliamentarians will offer an additional space for parliamentary cooperation and women's leadership to promote equality and inclusivity.

DATE AND VENUE

The Global Conference of Women Parliamentarians (GCWP) will be held from 13 to 16 March 2025 in Mexico City under the theme: ***From Mexico to the world: Let's mobilize for gender parity!***

The GWCP official working sessions will be conducted on 14 and 15 March at the Hotel Hilton Mexico City Reforma. The third day of the Conference (16 March) is reserved for a cultural programme organized by the Host Parliament and the Government of Mexico.

PARTICIPATION

All IPU Member Parliaments are invited to send a delegation of four members of parliament, including one male MP and at least one young woman MP (under 40 years old) to attend the Conference. Bicameral parliaments can register up to eight MPs (both Chambers), including two male MPs (one from each chamber) and at least two young women MPs (under 40 years old), one from each chamber) to attend the Conference. Parliaments are invited to send a maximum of one parliamentary staff member.

The IPU Associate Members are invited to send a delegation of up to two representatives. Gender-balanced delegations are encouraged.

IPU permanent observers who work on women-related matters as well as a select number of international and regional women's associations and organizations, and parliamentary assemblies and associations are invited to take part in the Conference. Permanent observers and selected organizations and associations should be represented by a maximum of two representatives. Gender-balanced delegations are encouraged.

OPENING CEREMONY AT THE NATIONAL PALACE

The opening ceremony of the IPU Global Conference of Women Parliamentarians will be held on Friday, 14 March 2025, from 10:00 to 11:30 at the National Palace of Mexico. It will be hosted by Her Excellency the President of Mexico, Ms. Claudia Sheinbaum Pardo.

All participating delegations will leave their respective hotels to travel to the National Palace on buses arranged by the Senate of Mexico at 08:00.

The departure by buses is mandatory for all participating delegates: no other means of transport, even if organized by Permanent Missions or Embassies in Mexico, will be authorized to enter the premises of the National Palace.

Only members of parliaments and staff members of parliaments registered for the Conference will be able to attend the opening ceremony at the National Palace. **Embassy staff, national government officers, security personnel, accompanying persons, national media or any other person will not be allowed into the National Palace.**

Additional interpreters requested by approved national delegations will be escorted to their interpretation booths prior to the opening ceremony.

ORGANIZATION OF PROCEEDINGS

In keeping with standard IPU practice, all delegates will have equal speaking rights. In order to ensure that the discussions are as vibrant, dynamic and respectful as possible, the following rules will apply:

- There will be no advance list of speakers on any agenda item. Chairs of Conference sessions will draw up a list of speakers from among the participants who request the floor

at the beginning of a particular discussion segment. Session Chairs will endeavour to ensure gender and regional diversity among the speakers selected.

- Participants are asked not to read out prepared statements, but rather to engage naturally in lively discussions. Subject to arrangements that the Chairs of sessions may make depending on the circumstances, oral contributions may not exceed three minutes. Participants may speak several times on each item, particularly in response to other statements yet should avoid pursuing the matter in the form of a dialogue.
- Participants shall not engage in abusive language that is defamatory, intolerant, sexist, racist, xenophobic, or that incites hatred and violence. The Chairs of sessions shall have the prerogative to call a speaker to order when the latter does not keep to the subject under discussion or prejudices the debate by using abusive, discriminatory or hateful language. If the disturbance continues, or if a further offence is committed, the speaker may be denied the right to continue to speak. The Chair may decide to deactivate the speaker's microphone.

LANGUAGES AND INTERPRETATION

English and French are the official working languages of the IPU. Nonetheless, simultaneous interpretation will be available into and from Arabic, English, French and Spanish.

The Senate of the Republic of Mexico had provided a simultaneous interpreting system (SIS). A limited number of additional interpretation booths had been made available on a first-come, first-served basis for national delegations who wished to bring their own team of interpreters. These booths have now all been distributed. Booth rental costs and interpreters' fees are covered by the delegations who booked the booths.

The additional interpretation booths will be in a room adjacent to the main conference room.

Remote interpretation will also be provided from an online platform accessible to delegates through a QR code which, when scanned, will open a language selection page. By selecting their preferred language on this page on their mobile devices, delegates will be able to listen to and speak in their language of choice.

REGISTRATION

Parliaments and organizations invited to the Conference are requested to fill in the Conference registration form [here](#) no later than **Saturday, 1 March 2025**. Delegates can indicate in this registration form whether they will participate or not in the cultural visit organized by the Host Parliament scheduled for 16 March.

Kindly be advised that **registrations made after this date will not be guaranteed.**

Any questions for the IPU and the Host Parliament should be addressed to the emails below:

<u>Inter-Parliamentary Union</u>	<u>Senate of the Republic of Mexico</u>
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Ms. Marie-Graziella Nguini
Administrative Assistant
Gender Partnership Programme
5, Chemin du Pommier
1218 Grand Saconnex
Switzerland
Email: mgn@jpu.org
CC/ to: postbox@jpu.org
Tel.: +41 22 919 41 45 or 50

Lic. María Rosa López González
Director General for International Relations of
the Center of International Studies Gilberto
Bosques
Av. Paseo de la Reforma 135, Tabacalera,
Alcaldía Cuauhtémoc, 06030 Mexico City,
CDMX.
Email : maria.lopez@senado.gob.mx
Tel.: + 52 55 5345 3000, ext. 2226

VISAS

To enter Mexico, all Conference delegates need to have a passport that is valid for at least six months from the date of arrival. Delegates from some countries or territories may also require a visa to enter Mexico.

All persons attending the Conference should check in good time whether they need a visa to travel to Mexico. Please visit:

www.inm.gob.mx/gobmx/word/index.php/paises-requieren-visa-para-mexico/, or contact your closest diplomatic representative office of Mexico.

The following are the options to apply for a Mexican visa:

Electronic visa (visa electrónica) (SAE)

This visa is for citizens of the Russian Federation, Türkiye and Ukraine who want to travel to Mexico by air. It is a free of charge, one-entry authorization that allows a maximum stay of 180 days. To apply, the applicant:

- 1. Must have a passport valid for at least six months before travelling to Mexico.**
- 2. Must access the following National Migration Institute website to complete the application, at least 30 days before travelling. Plan ahead to obtain your electronic visa:** www.inm.gob.mx/sae/publico/ru/solicitud.html.

If, for any reason, you cannot access the website, you may need to use a VPN application (chromewebstore.google.com/detail/dotvpn-fast-private-vpn/kpiecbccckbofpmkkkdibllpinceiihk or any other) on Chrome or another browser to open the link and complete the Electronic Authorization (visa) form.

The applicant must enter their personal information in Latin characters, exactly as it appears in their passport. The information provided must be accurate and truthful; otherwise, the electronic authorization will be denied, and entry into Mexico will not be permitted.

Application outcome

You will receive a response with one of the following results:

- a) Authorized application:** A confirmation is issued, allowing the applicant to travel to Mexico. Once authorized, the electronic visa must be printed, and all details must be verified for accuracy. The authorization is valid for 30 days to complete the trip and enter the country.
- b) Application NOT authorized:** The applicant cannot obtain an electronic authorization and is not allowed to enter Mexico.
- c) Application pending:** The applicant must check the application status using the reference number provided by the system in the "Track My Application" section, along with the password generated when saving the application. The system will indicate when to return to view the result. The reference number does not guarantee electronic authorization. To correct any information provided in the application or to cancel it due to changes in the flight

itinerary, a new application with the correct data must be completed. When saving the new application, the system will indicate that an active electronic application/authorization exists and ask if you wish to cancel it and keep the newly filled in application. The previous application/authorization must be canceled for the system to save the updated application.

Authorization and verification:

The printed authorized application must be presented along with a valid passport and airline ticket at the airline check-in counter. The airline will verify the information, and if correct, boarding will be allowed.

Entry into Mexico:

Upon arrival at the port of entry in Mexico, the following must be presented:

- A valid passport
- The electronic authorization
- The completed immigration form, available from the airline or at the point of entry.

Important: The electronic visa or authorization does not guarantee entry into national territory, as immigration authorities may request additional information about the purpose of your trip and your financial resources.

Purpose of travel

Immigration authorities may request one or more of the following documents:

- Hotel reservation
- Departure tickets from Mexico
- Purchased tour packages
- Invitation letter from a Mexican citizen

Additionally, immigration authorities may require proof of financial solvency, such as cash, credit cards, bank statements, or similar documents.

If you are NOT traveling to Mexico for tourism, you must present documentation justifying the purpose of your trip. Bring supporting documents for your trip (business, studies of less than 180 days, transit, etc.)

Visitor visa without permission to engage in paid activities:

Completing this process allows you to travel to Mexico, present yourself at authorized international entry points, and stay in Mexican territory for up to 180 days, as long as your activities do not involve any form of remuneration.

Mexico visa appointment scheduling: citas.sre.gob.mx

Required documents

Document required	Submission
Visa application form www.gob.mx/cms/uploads/attachment/file/220491/Solicitud_de_visud visa en jul 15.pdf (ENGLISH) https://embamex.sre.gob.mx/suiza/images/pdf/Formatos_Consulares/solicit	Original
Valid passport or identity and travel document according to international law	Original and copy
One photograph (see below for specification)	
Proof of financial solvency	Original

Document proving your legal stay (applies if you are not a national of the country where you are applying for the visa)	Original and Copy
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Note:

- It is necessary to consult with the Mexican Consular Office of your choice for the options available to prove financial solvency and legal stay (where applicable).
- Documents must be legible, without erasures or corrections.
The photograph must be recent (maximum 6 months old), showing the face clearly and without glasses, in colour, passport size, with dimensions between 32.0 mm x 26.0 mm minimum and 39.0 mm x 31.0 mm maximum, with a white background and facing forward.
- It is mandatory to present proof of payment of the corresponding fees. Please consult with the Mexican Consular Office abroad to learn where to make the payment.

Costs

Service	Amount
Fees for issuing a visa in a foreign passport	US\$ 53.00

HOTEL ACCOMMODATION

Delegates will bear the costs of their airfare, accommodation and per diem expenses (subsistence allowance). Hotel accommodation costs will be paid directly to the hotel.

Officially designated Conference hotels:

HOTEL HILTON MEXICO CITY REFORMA (4 stars)
The official hotel for the Conference can be reserved via the following link at a negotiated rate: www.hilton.com/en/attend-my-event/ipuglobalconferenceofwomenparliamentarians2025
Rates: Standard single room US\$ 180.00 (taxes included)
Address: <i>Hotel Hilton Mexico City Reforma Av. Juarez 70, Colonia Centro Mexico City, DIF 06010</i>
Phone: +52 55 5130 5300

Other suggested hotels include:

SOFITEL MEXICO CITY REFORMA (5 stars) (17 minutes by car to the Hilton Hotel)
<ul style="list-style-type: none"> • Superior room: US\$255 + taxes per night • Luxury room: US\$375 + taxes per night

- Jr Suite Reforma avenue view: **US\$495 + taxes per night** (Executive floor benefits applies)
- Prestige suite: **US\$600 + taxes per night** (Executive floor benefits applies)

*rates subject to availability

Please note additional charges for second adult: US\$20 USD + taxes per night

Benefits:

- Breakfast included at Balta for 1 or 2 persons
- Premium Wi-Fi

Contact emails:

michell.juarez@sofitel.com

H9615.reservations@sofitel.com

michel.bojmal@sofitel.com

Telephone : + 525586600500

St. Regis (5 stars) (20 minutes by car to the Hilton Hotel)

Start Date: **Monday, March 10, 2025**

End Date: **Thursday, March 20, 2025**

Last Day to book: **Wednesday, February 26, 2025**

Rates: The St. Regis Mexico City for 449.00 USD per night (16% VAT and 3.5% hospitality tax not included)

[Book your group rate for IPU Global Conference of Women Parliamentarians in 2025](#)

Address: Av. P.º de la Reforma 439

Cuauhtémoc, 06500

Ciudad de México, CDMX

Telephone: + 52 55 5228 1818

HOTEL BARCELÓ (4 stars) (10 minutes walking distance to the Hilton Hotel)

CODE: 1200 ASAMBLEA MÉXICO MUJERES

Address:

*Av. P.º de la Reforma 1
Tabacalera, Cuauhtémoc
06030 Ciudad de México, CDMX*

Phone: +52 55 5128 5000

Email: mexicoreforma.res3@barcelo.com
mexicoreforma.telefono2@barcelo.com

Link available [here](#)

LE MERIDIEN (4 stars) (15 minutes walking distance to the Hilton Hotel)

Start Date: Monday, 10 March 2025
End Date: Wednesday, 19 March 2025
Last Day to book: 28 February 2025

Rates (16% VAT and 3.5% hospitality tax not included):

Standard Single Room: US\$ 129-142 per night plus taxes
○ Standard Double Room: US\$ 157 per night plus taxes

Address:

*Av. P.º de la Reforma 69
Tabacalera, Cuauhtémoc
06030 Ciudad de México, CDMX*

Link:

<https://www.marriott.com/event-reservations/reservation-link.mi?id=1736791242002&key=GRP&questreslink2=true&app=resvlink>

HOTEL SEVILLA PALACE (4 stars) (17 minutes walking distance to the Hilton Hotel)

For negotiated rate use code “**PARLAWOMEN**” valid from 10 to 20 March 2025.

Rates (16% VAT and 3.5% lodging tax not included):

- Standard Single Room: Mex\$ 1,195
- Standard Double Room: Mex\$ 1,195

Address:

*Av. P.º de la Reforma 105
Tabacalera, Cuauhtémoc
06030 Ciudad de México, CDMX*

Phone: +52 55 5705 2800 / +52 55 5705 2115

Guests may make changes or cancellations free of charge up to 48 hours prior to arrival. Any cancellation made after this period will incur a charge of one night's stay plus taxes as a late cancellation fee.

Reservations – emails:

reservaciones@sevillapalace.com.mx

reservas@sevillapalace.com.mx

ventas3@sevillapalace.com.mx

HOTEL FIESTA INN CENTRO HISTÓRICO (2 stars) (1 minute walking distance to the Hilton Hotel)

Tentative Space Block (Subject to Availability)

Single Room Rate: \$1,600.00 plus taxes (16% VAT and 3.5% Lodging Tax)

Double Room Rate: \$1,600.00 plus taxes (16% VAT and 3.5% Lodging Tax)

Rates are per room, per night, for single or double occupancy. European plan, meals not included. Each participant must individually reserve and guarantee their booking through the Reservations Center.

FIESTA INN RESERVATIONS CENTER

Phone: (+52) 800 504 5000

Group Code: G1TBB9@ALA

Email: ventasficen@posadas.com

FLIGHTS AND WELCOME SERVICES

Delegates are responsible for arranging and financing their own air travel to Mexico City. Upon arrival, delegates will be welcomed by staff after exiting the plane and taken to the Official Delegations' Lounge. The Host Parliament Secretariat will provide delegates with ground transfers between the airport and their designated hotels. This service does not include a private car and driver. If you wish to make such arrangements, you may do so at your own expense. The Host Parliament Secretariat will provide transportation between the venues for the planned cultural activities and the Conference venue.

The Host Parliament will set up information counters at the Mexico City International Airport Benito Juárez and Hotel Hilton Mexico City Reforma, based on the flight schedules of the delegates attending the Conference. These services will be available from 13 to 16 March 2025.

Please note that transportation will only be provided to delegates staying in the designated hotels listed in the links provided above and not to those staying elsewhere.

LOCAL TRANSPORT

The Host Parliament will provide ground transfers between Mexico City International Airport Benito Juárez and the designated hotels from 13 to 16 March 2025, including after the cultural visit.

Delegates who require private transport are recommended to contact their respective Embassies in Mexico City or make their own arrangements and bear the cost.

The Host Parliament will provide shuttle buses at the designated hotels for transportation to the venues of the official events as specified in the programme of the Conference. Bus timetables will be made available at the designated hotels.

LUNCH

Lunch will be provided on 14 and 15 March 2025 to all delegates at the Hotel Hilton Mexico City Reforma. Breakfast will be provided during the cultural activity on Sunday, 16 March. Additionally, dinner will also be provided at the Hotel Hilton Mexico City Reforma on 15 March.

RECEPTION AND EVENTS

Receptions hosted by the Mexican Parliament will take place at the Hotel Hilton Mexico City Reforma.

The Senate of the Mexican Republic will organize a visit to the Teotihuacán Archeological Site on Sunday, 16 March. Lunch will be organized by the Senate of the Mexican Republic. Further details will be provided in due course.

HEALTH AND MEDICAL INFORMATION

First aid service will be available at the designated hotels, and the Conference and official event venues. Delegates are responsible for the cost of all personal medical services and must have health insurance prior to arriving in Mexico. Coverage must include medical care received at facilities such as hospitals, clinics and doctors' offices.

Individuals under special medical treatment are encouraged to bring sufficient quantities of the medication they need.

It is also important that participants with prescribed medication (medications, prescription glasses, etc.) bring a copy of their prescriptions. Medication should not be placed in checked-in luggage but in carry-on luggage on board the aircraft to avoid any problems resulting from lost or delayed luggage.

SECURITY

All necessary measures will be taken to ensure the security of all Conference delegates and activities. Participants are required to always wear their ID badges visibly during official events. All lost badges must be reported immediately to the Host Parliament.

REGISTRATION AND INFORMATION DESK

The Host Parliament will have an information and registration desk available at the Conference venue, Hotel Hilton Mexico City Reforma, during the following hours:

- 13 March, from 09:00 to 18:00
- 14 March, from 08:00 to 18:00
- 15 March, from 08:00 to 18:00

- 16 March, from 08:00 to 18:00

An information desk will also be made available at the Mexico City International Airport Benito Juárez from 13 to 16 March 2025.

CLIMATE

The average temperature in Mexico City in March is around 26°C (79°F) during the day and 12°C (54°F) at night. The average humidity is 51%, with a maximum of 94% and a minimum of 12%.

CURRENCY

Mexico's national currency is the Mexican Peso (Mex\$), and the exchange rate is approximately Mex\$ 20.31 to US\$ 1 (as on 7 January 2025). Mexican banks and money changers deal in almost all currencies. It is recommended to bring bank notes or travelers' cheques in major currencies. Major credit cards (Visa, Mastercard and American Express) are widely accepted.

TELECOMMUNICATION

The country code is +52, and the local area code for Mexico City is 55. For international calls, use the format 00 + country code + area code + phone number. Telephone services are available in hotels. Pre-paid mobile telephone SIM cards can be obtained in hotels and local mobile cellular shops.

POWER SUPPLY



110-120 V

LOCAL TIME

Time zone in Mexico City, CDMX (GMT-6).

IMPORTANT TELEPHONE NUMBERS

In Mexico, emergency telephone numbers are as follows:

- Emergencies and Police: 911
- Red Cross: 065
- Fire Department: 068
- Human Rights Commission: +52 55 5229-5600
- Tourist-Aid Police: +52 55 5250-8221