



# IFSW

## 2024 General Meeting Manual

Version: 29 March 2024

## Imprint

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Maiengässli 4, 4310 Rheinfelden, Switzerland

Web: [www.ifsw.org](http://www.ifsw.org)  
Email: [global@ifsw.org](mailto:global@ifsw.org)

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**Part I:**  
**Introduction to the Procedures  
of the General Meeting**

# Introduction

The 2024 IFSW General Meeting will be held on **1 and 2 April 2024** in Panama as a hybrid event.

The General meeting will run over two full days, with a Pre General Meeting Voting. .

- **Day One:** Discussion of Agenda Items and First Round of Voting
- **Day Two:** Discussion of Agenda Items and Second Round of Voting

The timing of the two days follows the meeting times in Panama time 09h00 to 18h00. In UTC time (Coordinated Universal Time), this translates into 14h00h to 23h00.

You may use [this time converter](#) to find out how this translates into your local time.

IFSW President, Joachim Mumba will pre-

side as the Chairperson for all sessions.

Nicolai Paulsen (pending confirmation by the General Meeting) will act as Parliamentarian in all sessions.

Each IFSW member organization is entitled to have 1 Main Representative who cast their votes and 2 Delegates participating in the General Meeting.

The 3 Representatives of each member organisation will have the opportunity to discuss, make comments, raise questions and motions, but it is expected that they will work together as a team. With regards to coordinating bodies, the number of delegates can be extended by written request to the President and Secretary-General, but only one person in a coordinating body can cast the votes on behalf of the body.

# Agenda

The draft agenda can be downloaded [here](#). All reports received are accessible via the links provided in the agenda.

# Documentation

Please find all documentation regarding the 2024 General Meeting [here](#).

# Registration

If you have not yet registered, please email Mayaka at [bernard.mayaka@ifsw.org](mailto:bernard.mayaka@ifsw.org).

**Part II:**

**Introduction to the Online Platform**

# Login

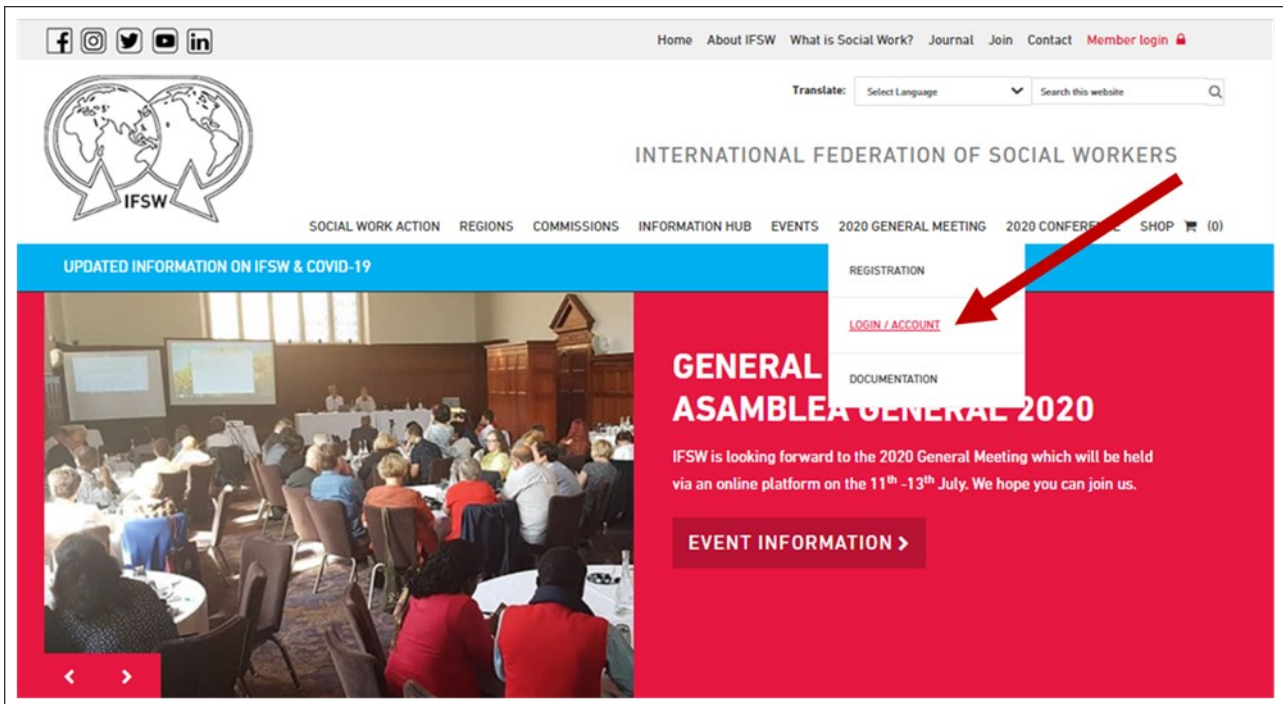
To access the general Meeting platform, please

Go to [www.ifsw.org/](http://www.ifsw.org/)

Go to the main Menu and point your mouse above the menu item **2024 GENERAL MEETING** (please, do not click)

You will see a drop-down menu

Click on the sub menu item **LOGIN / ACCOUNT**

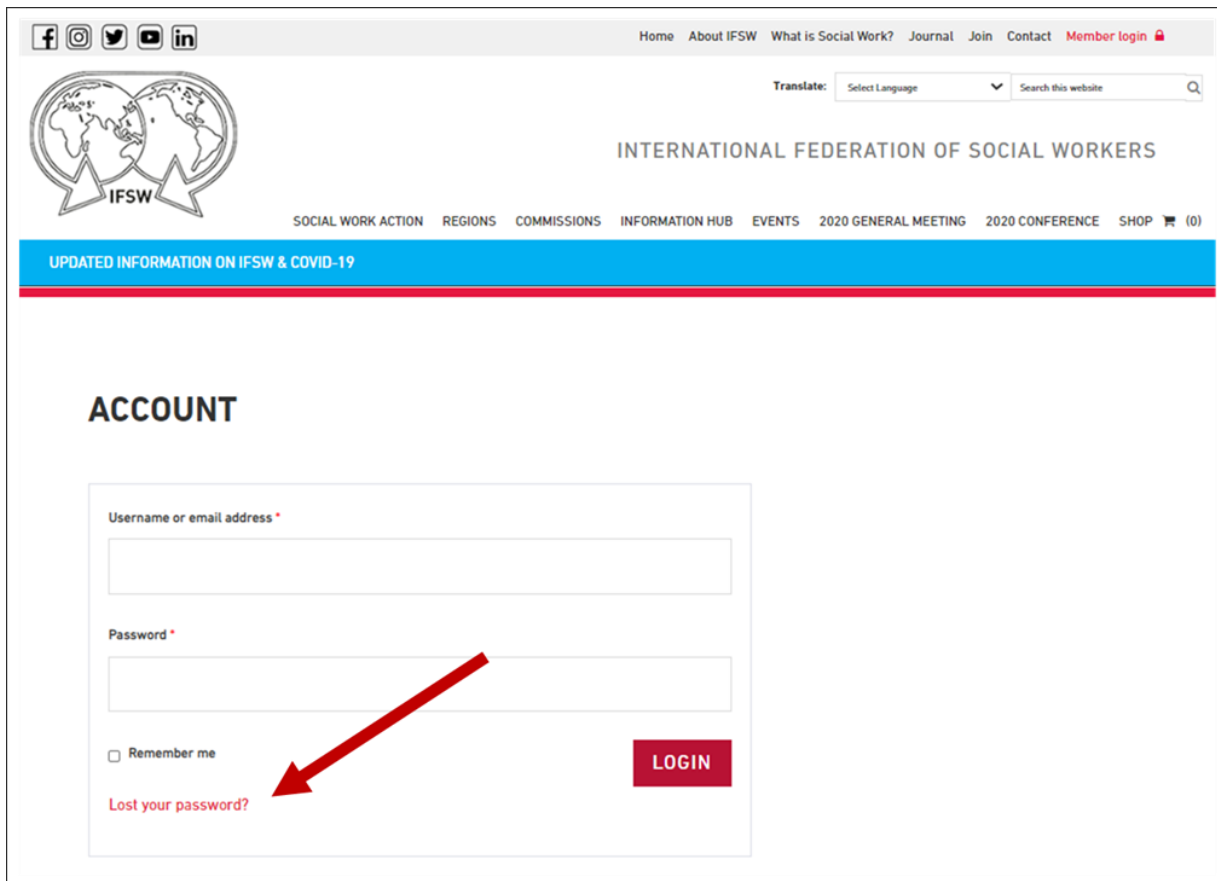


Please use your login credentials that you have used during registration:

A screenshot of the IFSW login form. The form is titled 'ACCOUNT' and contains the following elements: a text input field for 'Username or email address \*', a text input field for 'Password \*', a checkbox for 'Remember me', a 'LOGIN' button, and a link for 'Lost your password?'. A red arrow points to the 'Lost your password?' link.

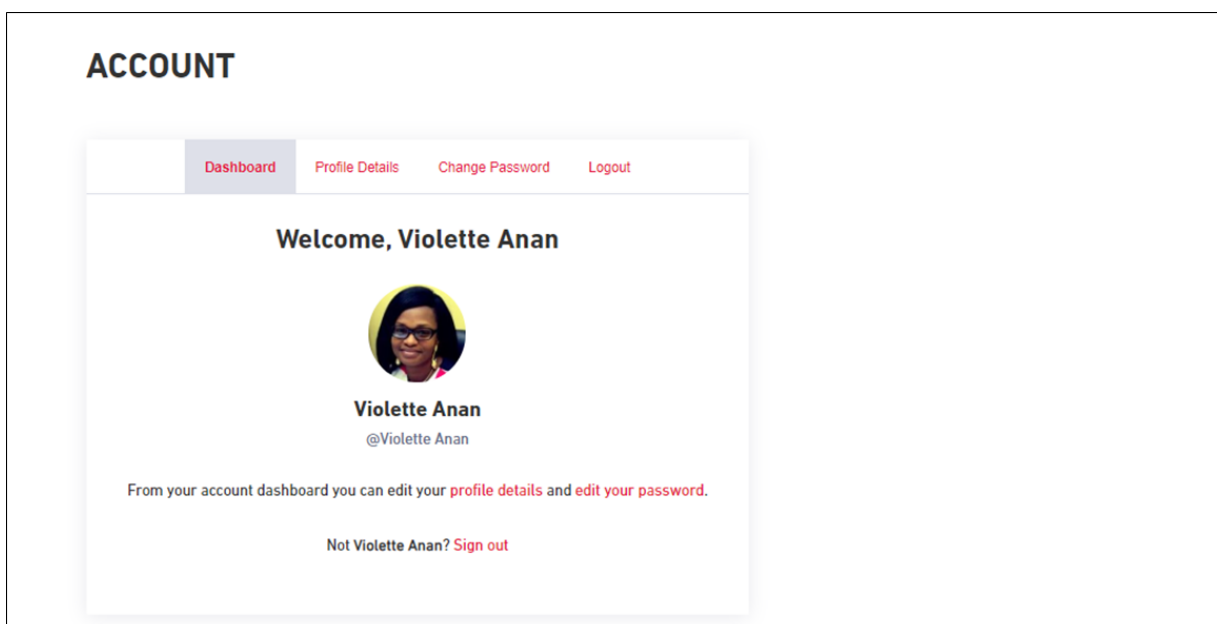
# Login (Continued)

If you have lost your password, please use the "Lost your password" functionality:



The screenshot shows the IFSW website's login page. At the top, there are social media icons (Facebook, Instagram, Twitter, YouTube, LinkedIn) and navigation links: Home, About IFSW, What is Social Work?, Journal, Join, Contact, and Member login. A search bar and a language selection dropdown are also present. The IFSW logo and name are prominently displayed. Below the logo, there are navigation links for Social Work Action, Regions, Commissions, Information Hub, Events, 2020 General Meeting, 2020 Conference, and Shop. A blue banner at the top of the main content area reads "UPDATED INFORMATION ON IFSW & COVID-19". The main heading is "ACCOUNT". The login form includes a "Username or email address" field, a "Password" field, a "Remember me" checkbox, and a "LOGIN" button. A red arrow points to the "Lost your password?" link located below the "Remember me" checkbox.

Once you are logged in, you are going to see your account information page:



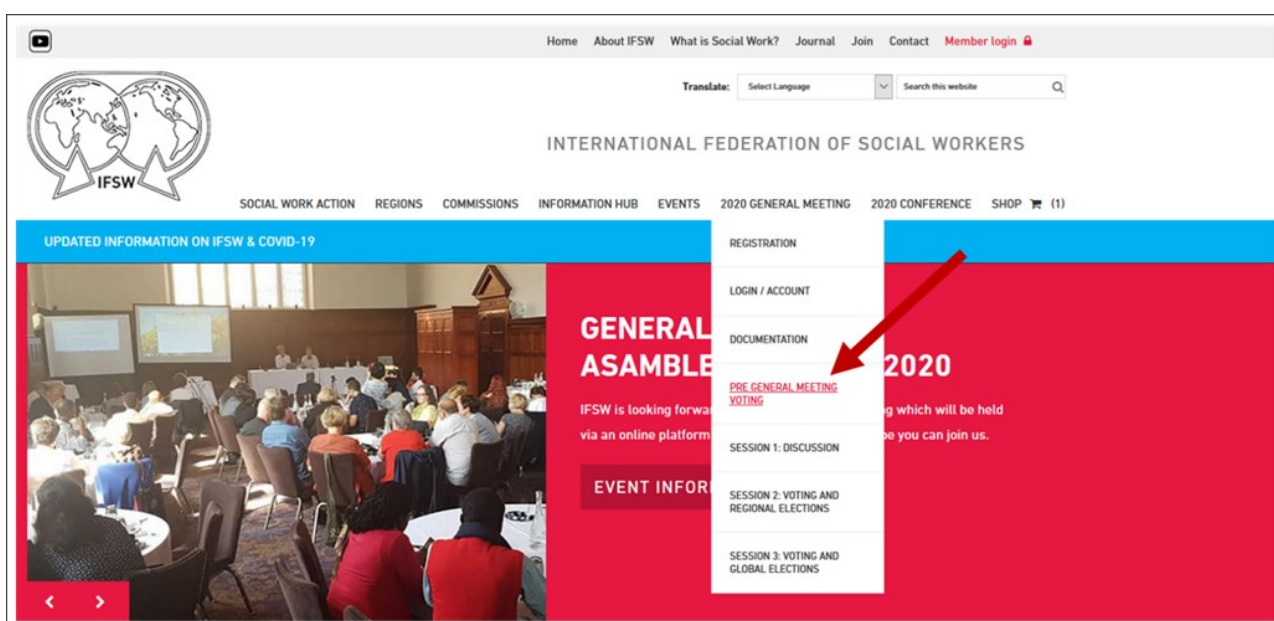
The screenshot shows the IFSW account dashboard for a user named Violette Anan. The heading is "ACCOUNT". Below the heading, there are navigation tabs: Dashboard (selected), Profile Details, Change Password, and Logout. The main content area displays a welcome message: "Welcome, Violette Anan". Below the message is a circular profile picture of Violette Anan, followed by her name "Violette Anan" and her handle "@Violette Anan". A message below the profile information states: "From your account dashboard you can edit your profile details and edit your password." At the bottom of the dashboard, there is a link: "Not Violette Anan? Sign out".

# Voting

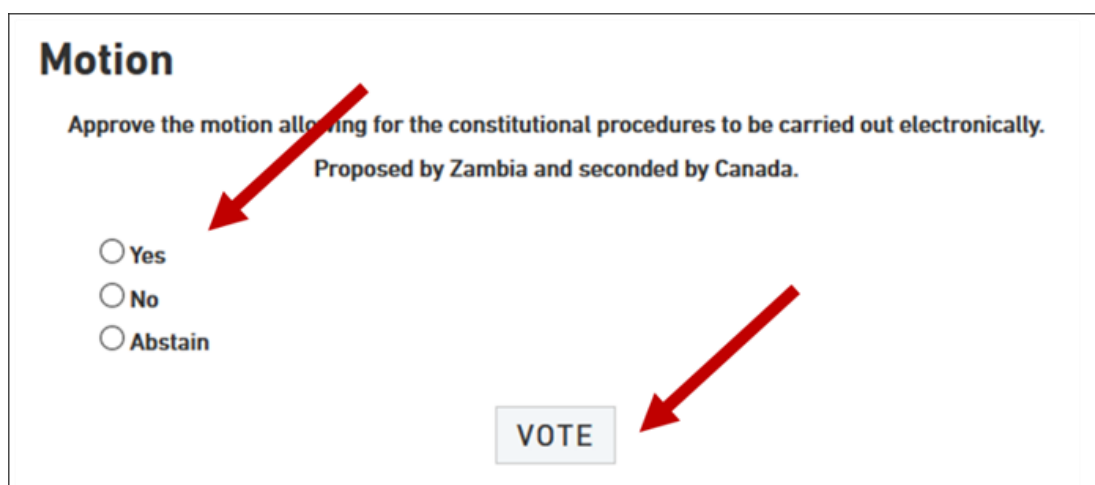
There are two sessions that Main Representatives are entitled to vote in:

- Day One: Voting on Motions
- Day Two: Voting on Motions and Elections

To open any of the voting pages, please refer back to the main menu:



To cast your vote, please select the answer (yes, no, abstain) and then click on "VOTE":





# Voting (Continued)

Once the vote was successfully processed, the following message will appear:

**Motion**

Thank you, your vote has been registered.

# Join and become an IFSW Friend today!

Anyone can join as a Friend of IFSW. Friends join to show their support for international social work and to become of a world-wide community. As a Friend of IFSW you receive:

- Free online access to the journal: International Social Work (ISW) published by Sage publications. You will be able to access all the articles in the journals dating back to January 1959.
- Advance access to all IFSW publications at reduced cost.
- Discounted conference registration fees (whenever possible).
- The opportunity to create and/or participate in international, regional or local social work or social justice campaigns.
- The certificate of 'IFSW Friends Status' membership



**Individual Friend membership**

\$50 for 1 year

**SIGN UP NOW**



**Student Friend membership**

\$25 for 1 year

**SIGN UP NOW**



**Life Friend membership**

\$600

**SIGN UP NOW**



**Organisational Friend membership**

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## Thank you!

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