Department of Foreign Affairs

International Conference on Women, Peace, and Security

PICC Plenary Hall, Pasay, Metro Manila
28-30 October 2024







Scope of Work

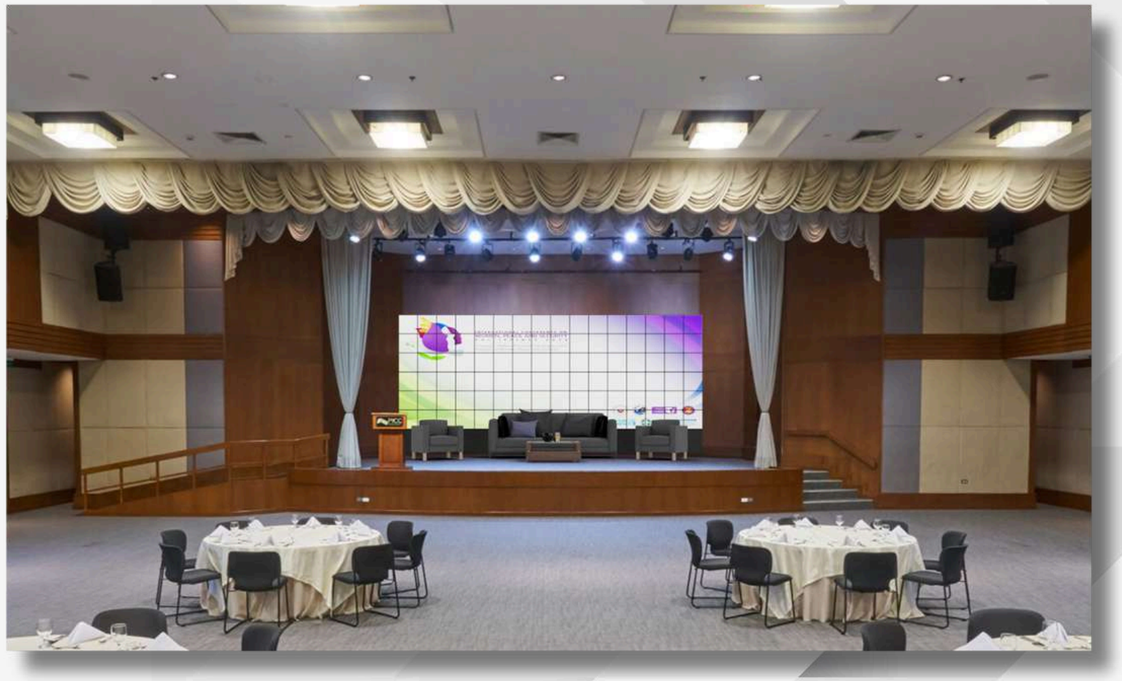
Red Root was responsible for the comprehensive planning and execution of the event, ensuring all aspects were effectively managed.

- Developed and recommended the event floor plan, including mock-ups and 3D renderings.
- Designed and prepared the layout for all event collaterals.
- Managed the printing and production of event materials.
- Supervised floor and stage operations throughout the event.
- Deployed ushers and registration personnel to facilitate guest management.
- Developed and implemented the event registration system and microsite.
- Managed the event's livestream, photography, and live feed.
- Oversaw technical requirements, including lighting and sound management.

3D Mock Up Renders



Main Plenary Venue Mock Up Setup



Side Event Venue Mock Up Setup

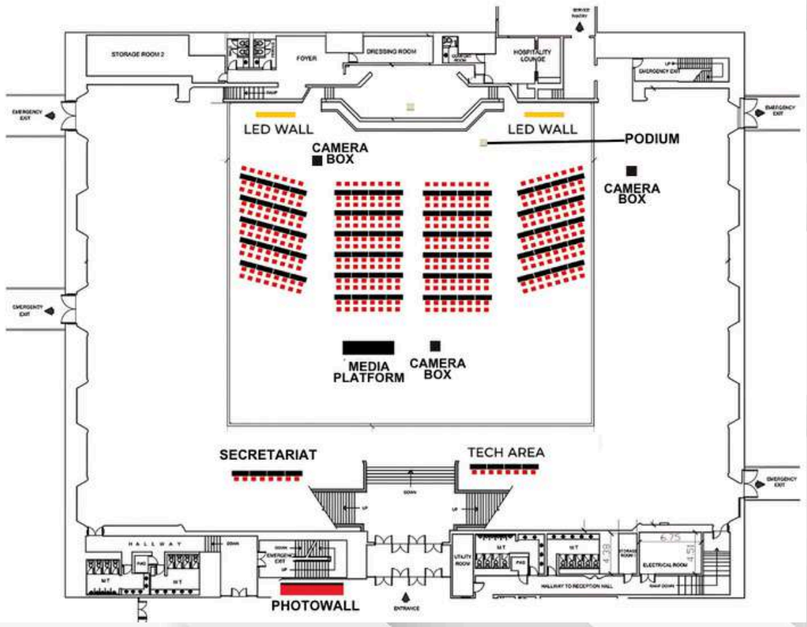
Floor Plans

The plenary required three venue setup changes, and RedRoot prepared a detailed floor plan for each to ensure smooth transitions.

*camera position is subject to change

*registration area is moved to delegation bldg.

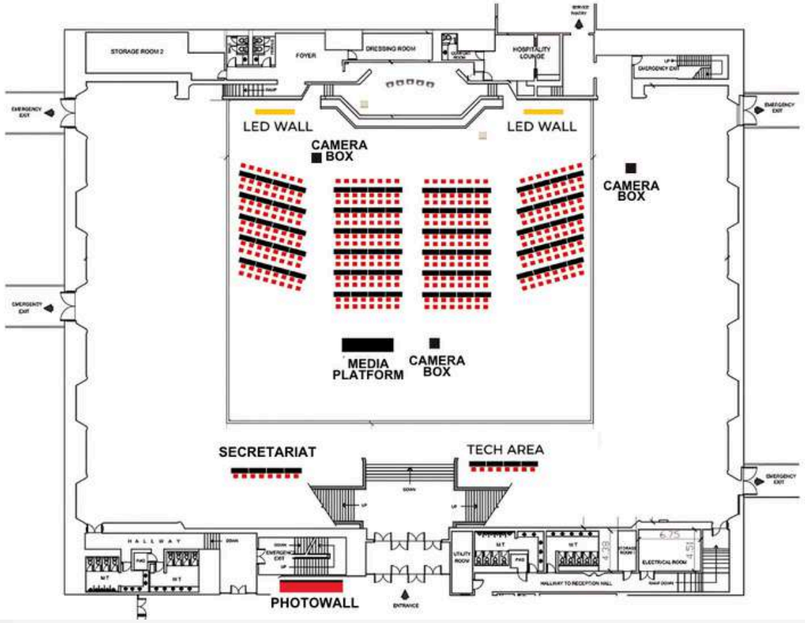
RECEPTION HALL
OPENING PROGRAM



*camera position is subject to change

*registration area is moved to delegation bldg.

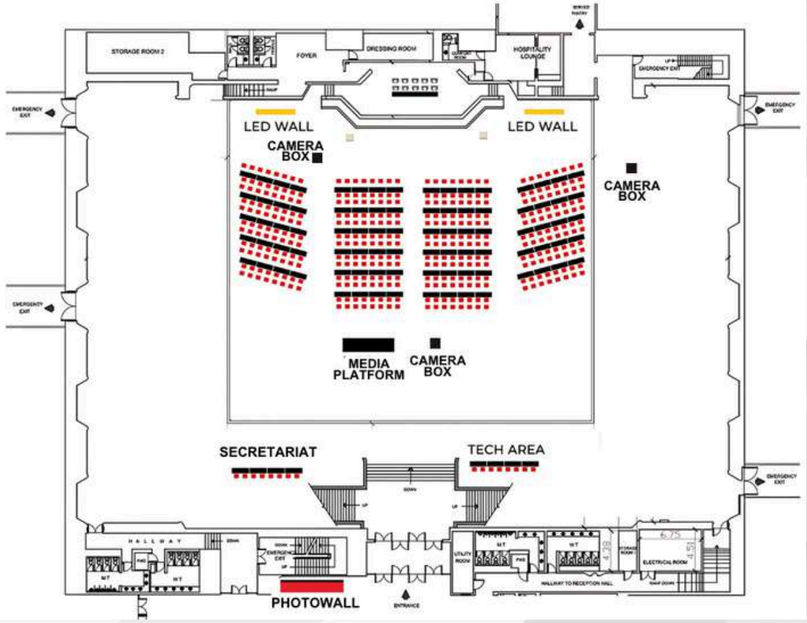
RECEPTION HALL
HIGH LEVEL PANEL



*camera position is subject to change

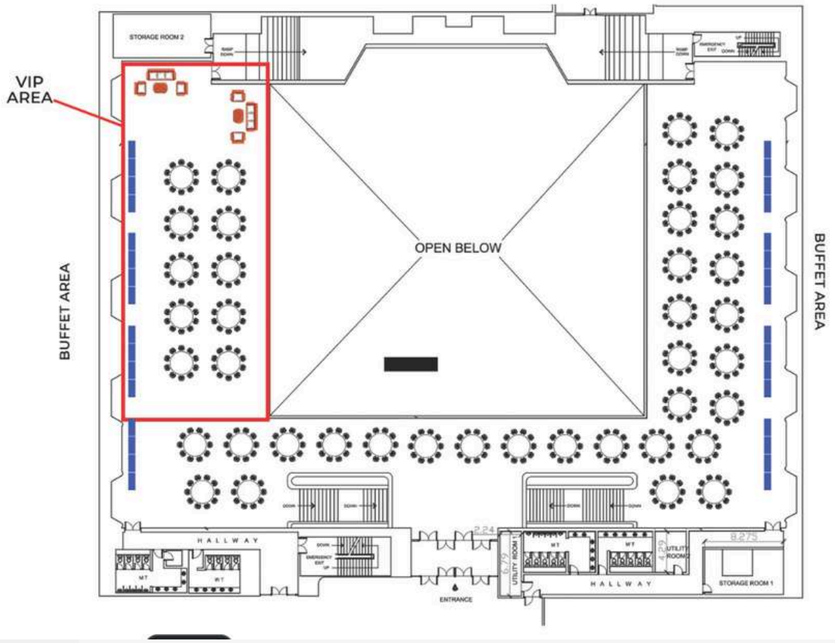
*registration area is moved to delegation bldg.

RECEPTION HALL
GENERAL DISCUSSION



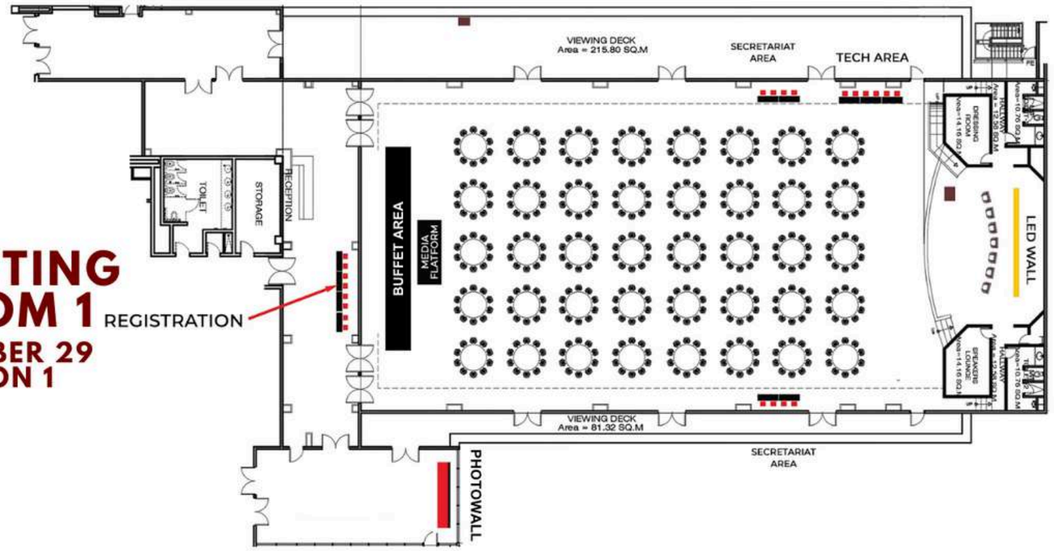
Floor Plans

MEZZANINE



MEETING ROOM 1

OCTOBER 29
SESSION 1











Initial branding slide options.

x																			
DAY 1 - OCT 28, MONDAY																			
TIME	TEAM	ROLE	STATIONS		TIME	TEAM	ROLE	STATIONS		TIME	TEAM	ROLE	STATIONS		TIME	TEAM	ROLE	STATIONS	
4;00AM	Anna	Team lead	Mobile		6:30 AM	Cleo	Kits Distribution	Delegation Lobby		8:30 AM	SDE Team	Photo-Video	Reception Lobby		3:00 PM	ROTATION	LIGHT SNACKS		
	Arjay	Tech Setup	Reception Hall			Kaye	Kits Distribution				Christian Jay Manuel	Stage usher	Group Photo			Analyn	Banquet		
	Carlo	Tech Setup				Meka	Kits Distribution				Jericho Baldomero	Stage usher							
	Erick	Tech Setup				Regine	Kits Distribution								5:50 PM	Tomas	Prod Runner	Reception Stage	
	Tian	Tech Setup				Jillian Jamoragan	Kits Distribution			9:30 AM	Tomas	Prod Runner	Reception Stage			Vicencio Cagalitan	Prod Runner		
	Cleo	Reg Setup	Delegation Lobby			Rizzel Anne Ridad	Scanning				Vicencio Cagalitan	Prod Runner	4 chairs on the stage 4 wireless microphones 4 small tables each side 4 bottled water (glass) -% via mare 4 water glass - % via mare 1 Prompter at stage for the time/announcement/notice			Christian Jay Manuel	Stage usher		
	Kaye	Reg Setup				Analyn	Scanning				Christian Jay Manuel	Stage usher				Jericho Baldomero	Stage usher	Table for signing of the Pasay Declaration	
	Meka	Reg Setup				Bing	Scanning				Jericho Baldomero	Stage usher				Noel Garganza	Stage usher		
	Regine	Reg Setup				Ynah	Scanning				Noel Garganza	Stage usher				Patty	Stage Manager		
	Jillian Jamoragan	Reg Setup				Carl Gabriel Rodolfo	Usher				Patty	Stage Manager				Uno	Stage Manager		
	Rizzel Anne Ridad	Reg Setup				Jillian Jamoragan	Usher				Uno	Stage Manager				Cess	Stage Manager		
	Cess	Venue Setup	Reception Hall			Karl Marx Gaddi	Usher				Cess	Stage Manager							
	Carl Gabriel Rodolfo	Venue Setup				Kevin Kier Remo	Usher				Meka	Prompter Assist			6:30 PM	ALL RECRUITS & REG	END OF DAY 1		
	Christian Jay Manuel	Venue Setup				Mark Centino	Usher			10:00 AM	ROTATION	CREW EARLY LUNCH							
	Jericho Baldomero	Venue Setup									Analyn	Banquet			7:00 PM	Anna	Team lead	Meeting Room 1	
	Karl Marx Gaddi	Venue Setup			7:00 AM	Anna	Team lead	Mobile								Teepee	Overall Director		
	Mark Centino	Venue Setup				Teepee	Overall Director			10:50 AM	Tomas	Prod Runner	Reception Stage			Erick	Tech Head		
	Noel Garganza	Venue Setup				Erick	Tech Head	Reception Hall			Vicencio Cagalitan	Prod Runner	5 chairs on the stage 5 wireless microphones 5 small tables each side 5 bottled water (glass) -% via mare 5 water glass - % via mare 1 Prompter at stage for the time/announcement/notice			Arjay	Tech		
	Vicencio Cagalitan	Venue Setup				Arjay	Tech				Christian Jay Manuel	Stage usher				Tian	Tech Runner	Tech Run for Day 2	
5:00 AM	Teepee	Overall Director	Mobile			Carlo	Camera	2 wood lecterns on the stage (left and right) 1 for FL, 1 for everyone else 2 gooseneck mics for the podium 1 mic each podium Country name at the tables on the floor (toblerone) Table flags - % DFA			Jericho Baldomero	Stage usher				Patty	Stage Manager		
	Uno	Tech Setup				Tian	Tech Runner				Noel Garganza	Stage usher				Uno	Stage Manager		
	Patty	Venue Setup	Reception Hall			Patty	Stage Manager				Patty	Stage Manager				Cess	Stage Manager		
	Tomas	Venue Setup				Uno	Stage Manager				Uno	Stage Manager				Tomas	Prod Runner		
	Analyn	Reg Setup	Delegation Lobby			Cess	Stage Manager				Cess	Stage Manager							
	Bing	Reg Setup				Tomas	Prod Runner				Meka	Timer							
	Ynah	Reg Setup				Vicencio Cagalitan	Prod Runner												
						Christian Jay Manuel	Stage usher			12:50 PM	Tomas	Prod Runner	Reception Stage						
6:00 AM	ALL		BREAKFAST			Jericho Baldomero	Stage usher				Vicencio Cagalitan	Prod Runner	5 executive chairs						
	Analyn	Banquet				Noel Garganza	Stage usher				Christian Jay Manuel	Stage usher	5 chairs at the back of the executive chairs 2 tables black skirting 5 gooseneck mics 1 teleprompter at stage 1 elevated podium at the floor, in the middle (SONA type) with gooseneck mic 1 gavel						
											Jericho Baldomero	Stage usher							
					8:00 AM	ALL	LOCKDOWN				Noel Garganza	Stage usher							
											Patty	Stage Manager							
											Uno	Stage Manager							
											Cess	Stage Manager							
											Meka	Timer							

Manpower planning of delegation detailed per segment of the event per day.

4:30 AM CALL TIME at HQ			
TIME	TEAM	ROLE	STATIONS
4:00 AM	Anna	Team lead	Mobile
	Arjay	Tech Setup	MR 1
	Carlo	Tech Setup	• 5 mic (lapel or handheld) • 1 mic VO • 4 cordless mics held by the sec • 4 chairs for speakers • 1 chair for the moderator • 5 side tables for water for speakers • 10 flip charts
	Erick	Tech Setup	
	Tian	Tech Setup	
	Cess	Venue Setup	
	Carl Gabriel Rodolfo	Venue Setup	
	Christian Jay Manuel	Venue Setup	
	Jericho Baldomero	Venue Setup	
	Karl Marx Gaddi	Venue Setup	
	Mark Centino	Venue Setup	
	Noel Garganza	Venue Setup	
	Vicencio Cagalitan	Venue Setup	
	Cleo	Reg Setup	
	Kaye	Reg Setup	
	Meka	Reg Setup	Reg Table Outside MR 1
	Regine	Reg Setup	
	Jillian Jamoragan	Reg Setup	
	Rizzel Anne Ridad	Reg Setup	
5:00 AM	Teepee	Overall Director	Mobile
	Uno	Tech Setup	Meeting Room 1
	Patty	Venue Setup	
	Tomas	Venue Setup	
	Analyn	Reg Setup	Reg Table Outside MR 1
	Bing	Reg Setup	
	Ynah	Reg Setup	
6:00 AM	ALL		BREAKFAST
	Analyn	Banquet	

DAY 2 - OCT 29, TUESDAY			
TIME	TEAM	ROLE	STATIONS
6:30 AM	Regine	Scanning	Reg Table Outside MR 1
	Jillian Jamoragan	Scanning	
	Rizzel Anne Ridad	Scanning	
	Analyn	Scanning	
	Bing	Scanning	
	Ynah	Scanning	
	Cleo	Scanning	
	Kaye	Usher	Distributed within Delegation Lobby to MR 1
	Carl Gabriel Rodolfo	Usher	
	Jillian Jamoragan	Usher	
	Karl Marx Gaddi	Usher	
	Kevin Kier Remo	Usher	
	Mark Centino	Usher	
7:00 AM	Anna	Team lead	Mobile
	Teepee	Overall Director	
	Erick	Tech Head	Meeting Room 1
	Arjay	Tech	Standby for Mentimeter Deployment; Padlet tools to facilitate group interactions and Q&A where speaker move around and return to stage
	Carlo	Camera	
	Tian	Tech Runner	
	Patty	Stage Manager	
	Uno	Stage Manager	
	Cess	Stage Manager	
	Tomas	Prod Runner	
	Vicencio Cagalitan	Prod Runner	
	Christian Jay Manuel	Stage usher	
	Jericho Baldomero	Stage usher	
	Noel Garganza	Stage usher	
	Meka	Prompter/Timekeeper	
7:50 AM	SDE Team	Photo-Video	Exhibits
	Christian Jay Manuel	Stage usher	Ribbon Cutting

TIME	TEAM	ROLE	STATIONS
10:00 AM	SDE Team	Photo-Video	Reception Lobby
	Christian Jay Manuel	Stage usher	Group Photo
	Jericho Baldomero	Stage usher	
	Noel Garganza	Stage usher	
10:00 AM	ROTATION	CREW EARLY LUNCH	
	Analyn	Banquet	
10:50 AM	Tomas	Prod Runner	Meeting Room 1
	Vicencio Cagalitan	Prod Runner	
	Christian Jay Manuel	Stage usher	
	Jericho Baldomero	Stage usher	
	Noel Garganza	Stage usher	Standby for Mentimeter Deployment
	Patty	Stage Manager	
	Uno	Stage Manager	
	Cess	Stage Manager	
	Meka	Prompter/Timekeeper	
12:00 AM	SDE Team	Photo-Video	Meeting Room 1
	Christian Jay Manuel	Stage usher	Ceremonial Signing of MOU
	Jericho Baldomero	Stage usher	Table for Signing
	Noel Garganza	Stage usher	
2:00 PM	Tomas	Prod Runner	Meeting Room 1
	Vicencio Cagalitan	Prod Runner	• 5 sofa chairs • 5 side tables for water for speakers • 6 cordless mics • 2 wired mics w/ stand • podium with mic • clicker & 2 TV prompter • standby laptop
	Christian Jay Manuel	Stage usher	
	Jericho Baldomero	Stage usher	
	Noel Garganza	Stage usher	
	Patty	Stage Manager	
	Uno	Stage Manager	
	Cess	Stage Manager	
	Meka	Prompter/Timekeeper	

TIME	TEAM	ROLE	STATIONS
3:00 PM	ROTATION	LIGHT SNACKS	
	Analyn	Banquet	
4:15 PM	Anna	Team lead	Banquet Hall 2
	Teepee	Overall Director	
	Uno	Stage Manager	Tech Support Only
	Patty	Stage Manager	
	Photo-Video Team	Documentation	
6:00 PM	Anna	Team lead	Meeting Room 1
	Teepee	Overall Director	
	Erick	Tech Head	
	Arjay	Tech	
	Tian	Tech Runner	Tech Run for Day 3
	Patty	Stage Manager	
	Uno	Stage Manager	
	Cess	Stage Manager	
	Tomas	Prod Runner	
	Meka	Prompter/Timekeeper	
6:00 PM	ALL RECRUITS & REG	END OF DAY 1	

Manpower planning of delegation detailed per segment of the event per day.

4:30 AM CALL TIME at HQ				DAY 3 - OCT 30, WEDNESDAY							
TIME	TEAM	ROLE	STATIONS	TIME	TEAM	ROLE	STATIONS	TIME	TEAM	ROLE	STATIONS
5:30 AM	Anna	Team lead	Mobile	6:30 AM	Regine	Scanning	Reg Table Outside MR 1	9:30 AM	Tomas	Prod Runner	Assist in FGD groupings
	Arjay	Tech Setup	MR 1		Jillian Jamoragan	Scanning			Vicencio Cagalitan	Prod Runner	
	Carlo	Tech Setup	1 podium, 1 long table w/ 6 chairs, additional table after the break		Rizzel Anne Ridad	Scanning			Christian Jay Manuel	Stage usher	
	Erick	Tech Setup			Analyn	Scanning			Jericho Baldomero	Stage usher	
	Tian	Tech Setup			Bing	Scanning			Noel Garganza	Stage usher	
	Cess	Venue Setup			Ynah	Scanning					
	Carl Gabriel Rodolfo	Venue Setup			Cleo	Scanning		10:00 AM	ROTATION	CREW EARLY LUNCH	
	Christian Jay Manuel	Venue Setup			Kaye	Usher	Distributed within Delegation Lobby to MR 1		Analyn	Banquet	
	Jericho Baldomero	Venue Setup			Meka	Usher					
	Karl Marx Gaddi	Venue Setup	Interview Corner (Delegation Lounge): 2 Standees, 1 chair for interviewee and 1 chair for interviewer, 5 standby chairs, 1 long table, divider		Carl Gabriel Rodolfo	Usher		1:30 PM	Tomas	Prod Runner	Meeting Room 1
	Mark Centino	Venue Setup			Jillian Jamoragan	Usher			Vicencio Cagalitan	Prod Runner	
	Noel Garganza	Venue Setup			Karl Marx Gaddi	Usher			Christian Jay Manuel	Stage usher	• 6 single sofa chairs/armchairs • 6 side tables or 2 center tables • 6glass water bottles and glasses • Podium beside the sofa chairs
	Vicencio Cagalitan	Venue Setup			Kevin Kier Remo	Usher			Jericho Baldomero	Stage usher	
	Jillian Jamoragan	Venue Setup			Mark Centino	Usher			Noel Garganza	Stage usher	
	Rizzel Anne Ridad	Venue Setup							Patty	Stage Manager	
	Regine	Venue Setup		7:00 AM	Anna	Team lead	Mobile		Uno	Stage Manager	
	Cleo	Venue Setup			Teepee	Overall Director			Cess	Stage Manager	• 6 cordless mics • 1 lapel mic/handheld mic • 4 cordless mics held by the sec • Laptop & Clicker
	Kaye	Venue Setup			Erick	Tech Head	Meeting Room 1		Erick	Tech Head	
	Meka	Venue Setup			Arjay	Tech	1 mic (lapel or handheld) for moderator 1 mic at the podium 1 mic for the VO emcee 1 Laptop for the PPT SDE to be shown at lunchtime		Arjay	Tech	
6:00 AM	Teepee	Overall Director	Mobile		Carlo	Camera			Tian	Tech Runner	
	Uno	Tech Setup	For Photo Video Team (Lounge): 2 long tables, 7 chairs		Tian	Tech Runner			Meka	Prompter/Timekeeper	
	Patty	Venue Setup			Patty	Stage Manager					
	Tomas	Venue Setup			Uno	Stage Manager		3:00 PM	ROTATION	LIGHT SNACKS	
	Analyn	Reg Setup			Cess	Stage Manager			Analyn	Banquet	
	Bing	Reg Setup	Reg Table Outside MR 1		Tomas	Prod Runner					
	Ynah	Reg Setup			Vicencio Cagalitan	Prod Runner		4:30 PM	ALL	EGRESS	
					Christian Jay Manuel	Stage usher					
6:00 AM	ALL		BREAKFAST		Jericho Baldomero	Stage usher					
	Analyn	Banquet			Noel Garganza	Stage usher					
					Meka	Prompter/Timekeeper					

Manpower planning of delegation detailed per segment of the event per day.

Crew Distribution	Time	DAY 1 Location
Breakfast	6:00 AM	Upper Bridgeway Reception (sa may pond sa likod)
Lunch	10:00 AM	
Snacks (groceries)	3:00 PM	

Banquet Protocol:

1. Everyone must eat and the banquet must monitor who has not eaten yet inculding drivers.
2. Everyone must bring their own tumbler and refill as needed.

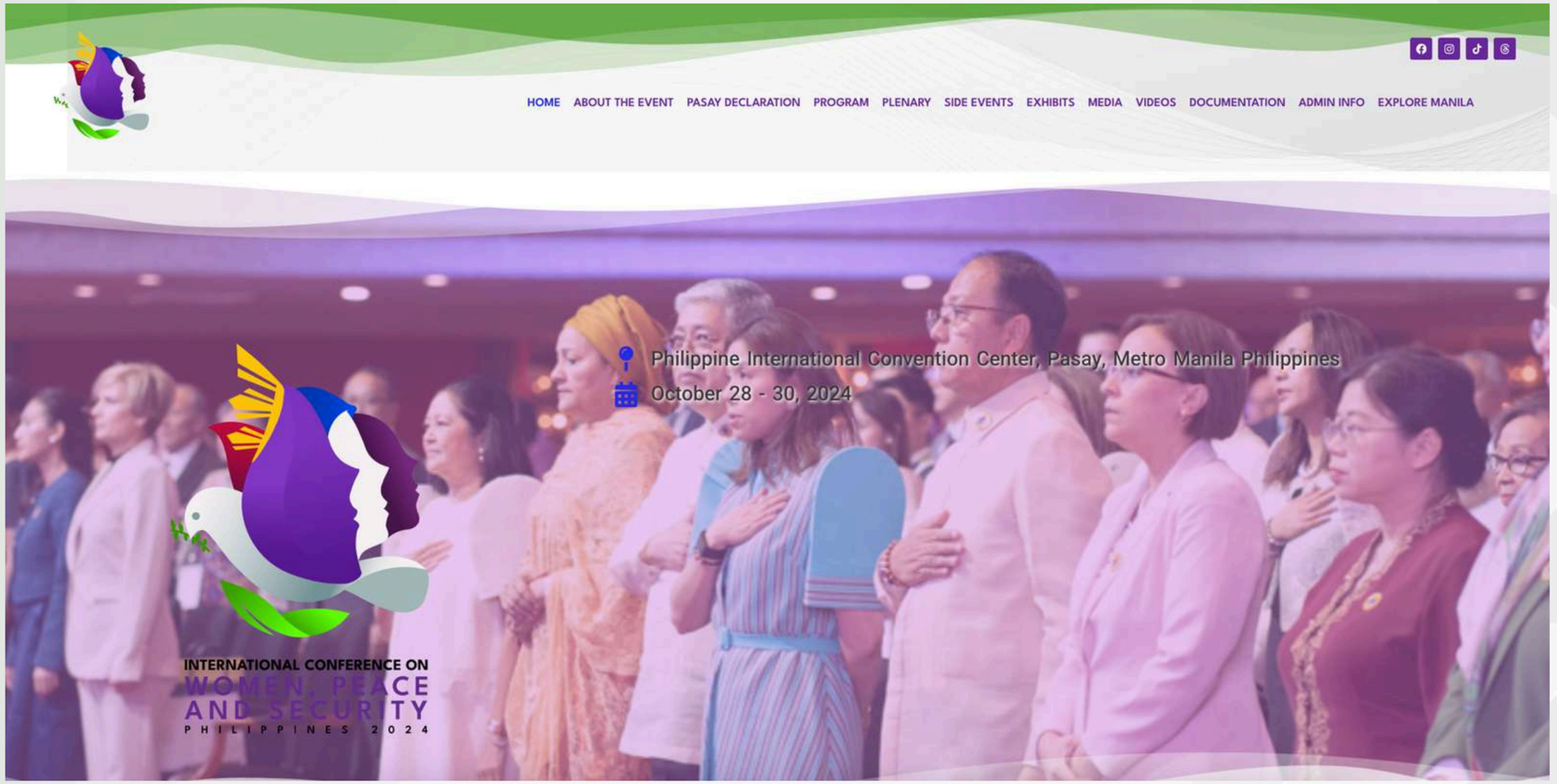
Rotation Protocol:

1. Essential personnel must not leave his/her post when the main program in ongoing.
2. If the personnel must eat or go to the CR, he/she must inform his/her companion before leaving his/her post.
3. The person who will stay must be able to fulfill the duties of the person who is eating or taking a CR break.

Core	18
Livestream	5
Documentation	7
Technical	25
Recruits	10
Total	**65**

Manpower planning of delegation detailed per segment of the event per day.

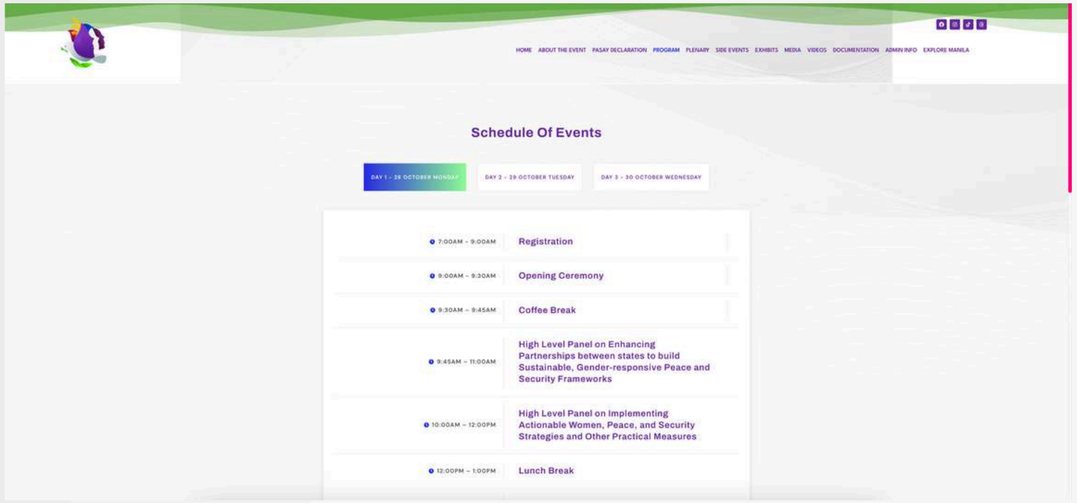
Microsite

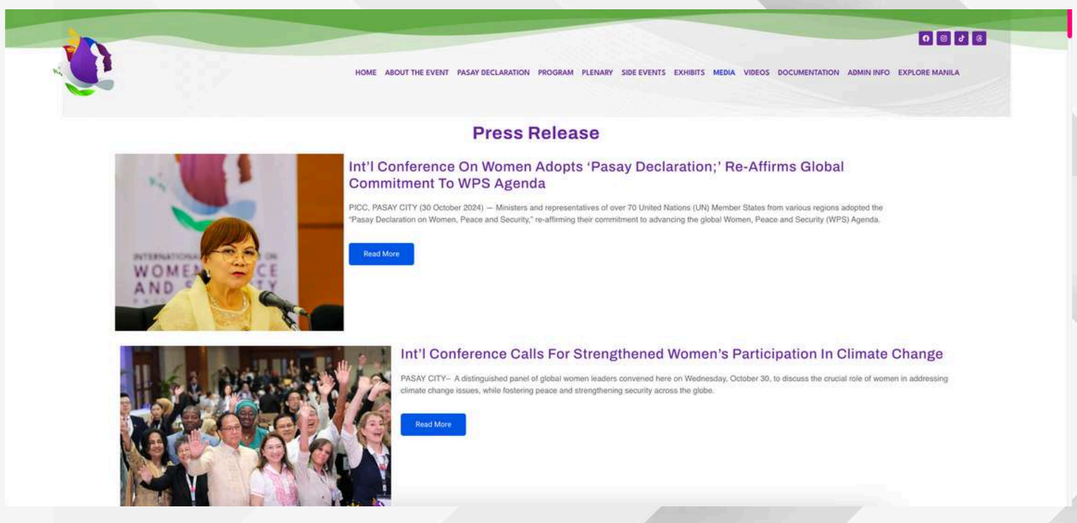


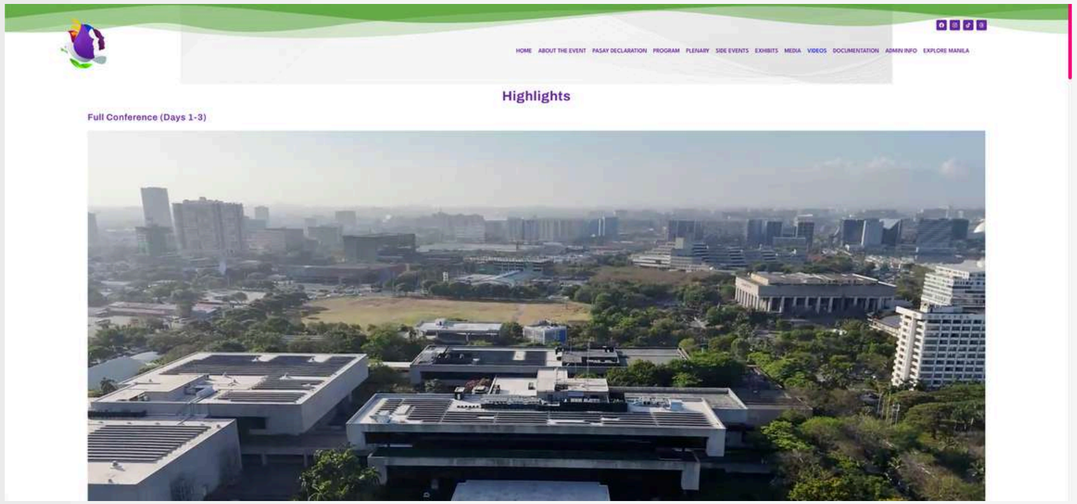
https://icwpsmanila2024.com

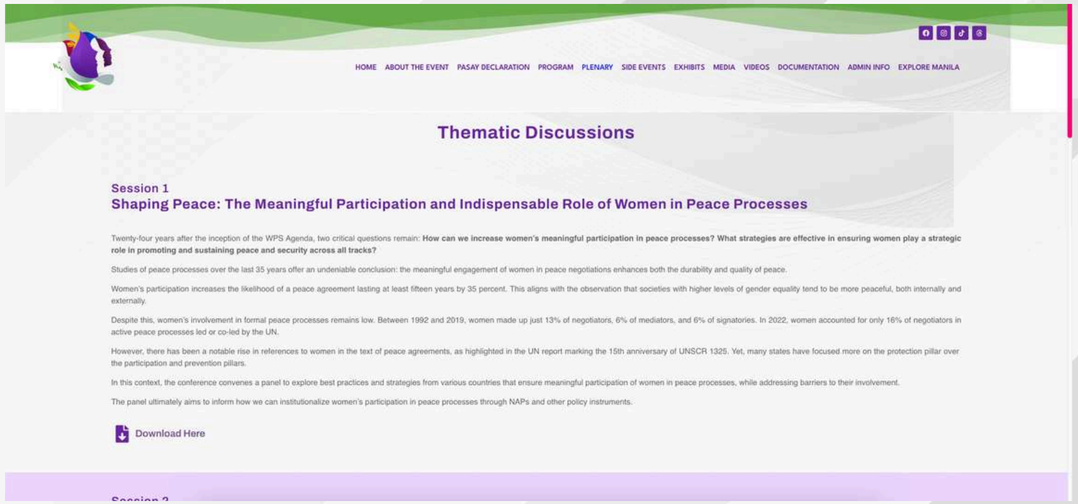
The ICWPS Manila 2024 microsite was designed as a complete information hub for the event. It featured sections such as About the Event, the Pasay Declaration, and the full Program with details of the Plenary and Side Events. It also included dedicated pages for Exhibits, Media Coverage, Videos, and Documentation, providing participants and stakeholders with easy access to event highlights and records. For practical use, the microsite offered an Admin Info section with guidelines and logistics, as well as an Explore Manila page to help international delegates discover the city.

Microsite


HOME ABOUT THE EVENT PASAY DECLARATION PROGRAM PLENARY SIDE EVENTS EXHIBITS MEDIA VIDEOS DOCUMENTATION ADMIN INFO EXPLORE MANILA
Schedule Of Events
DAY 1 - 28 OCTOBER MONDAY
DAY 2 - 29 OCTOBER TUESDAY
DAY 3 - 30 OCTOBER WEDNESDAY
7:00AM – 9:00AM Registration
9:00AM – 9:30AM Opening Ceremony
9:30AM – 9:45AM Coffee Break
9:45AM – 11:00AM High Level Panel on Enhancing Partnerships between states to build Sustainable, Gender-responsive Peace and Security Frameworks
10:00AM – 12:00PM High Level Panel on Implementing Actionable Women, Peace, and Security Strategies and Other Practical Measures
12:00PM – 1:00PM Lunch Break


HOME ABOUT THE EVENT PASAY DECLARATION PROGRAM PLENARY SIDE EVENTS EXHIBITS MEDIA VIDEOS DOCUMENTATION ADMIN INFO EXPLORE MANILA
Press Release
Int'l Conference On Women Adopts 'Pasay Declaration;' Re-Affirms Global Commitment To WPS Agenda
PICC, PASAY CITY (30 October 2024) — Ministers and representatives of over 70 United Nations (UN) Member States from various regions adopted the "Pasay Declaration on Women, Peace and Security," re-affirming their commitment to advancing the global Women, Peace and Security (WPS) Agenda.
Read More
Int'l Conference Calls For Strengthened Women's Participation In Climate Change
PASAY CITY– A distinguished panel of global women leaders convened here on Wednesday, October 30, to discuss the crucial role of women in addressing climate change issues, while fostering peace and strengthening security across the globe.
Read More


HOME ABOUT THE EVENT PASAY DECLARATION PROGRAM PLENARY SIDE EVENTS EXHIBITS MEDIA VIDEOS DOCUMENTATION ADMIN INFO EXPLORE MANILA
Highlights
Full Conference (Days 1-3)

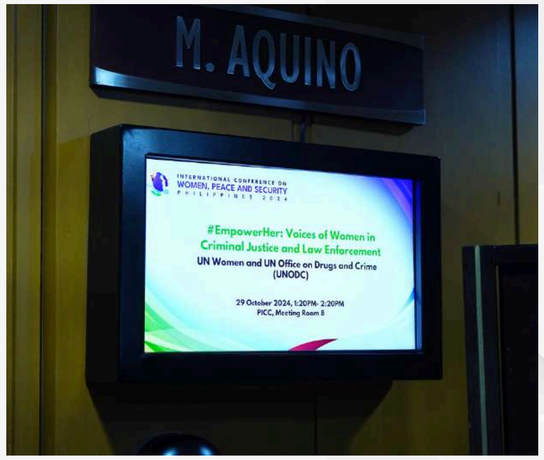

HOME ABOUT THE EVENT PASAY DECLARATION PROGRAM PLENARY SIDE EVENTS EXHIBITS MEDIA VIDEOS DOCUMENTATION ADMIN INFO EXPLORE MANILA
Thematic Discussions
Session 1
Shaping Peace: The Meaningful Participation and Indispensable Role of Women in Peace Processes
Twenty-four years after the inception of the WPS Agenda, two critical questions remain: How can we increase women's meaningful participation in peace processes? What strategies are effective in ensuring women play a strategic role in promoting and sustaining peace and security across all tracks?
Studies of peace processes over the last 35 years offer an undeniable conclusion: the meaningful engagement of women in peace negotiations enhances both the durability and quality of peace.
Women's participation increases the likelihood of a peace agreement lasting at least fifteen years by 35 percent. This aligns with the observation that societies with higher levels of gender equality tend to be more peaceful, both internally and externally.
Despite this, women's involvement in formal peace processes remains low. Between 1992 and 2019, women made up just 13% of negotiators, 6% of mediators, and 6% of signatories. In 2022, women accounted for only 16% of negotiators in active peace processes led or co-led by the UN.
However, there has been a notable rise in references to women in the text of peace agreements, as highlighted in the UN report marking the 15th anniversary of UNSCR 1325. Yet, many states have focused more on the protection pillar over the participation and prevention pillars.
In this context, the conference convenes a panel to explore best practices and strategies from various countries that ensure meaningful participation of women in peace processes, while addressing barriers to their involvement.
The panel ultimately aims to inform how we can institutionalize women's participation in peace processes through NAPs and other policy instruments.
Download Here

Directionals/ Standees





Directionals/ Standees













Pre-Event Coordination

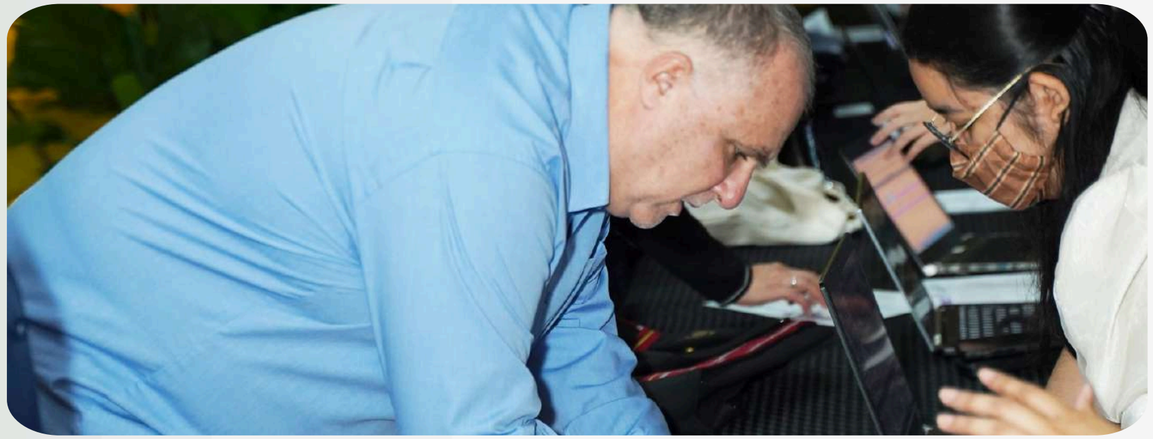


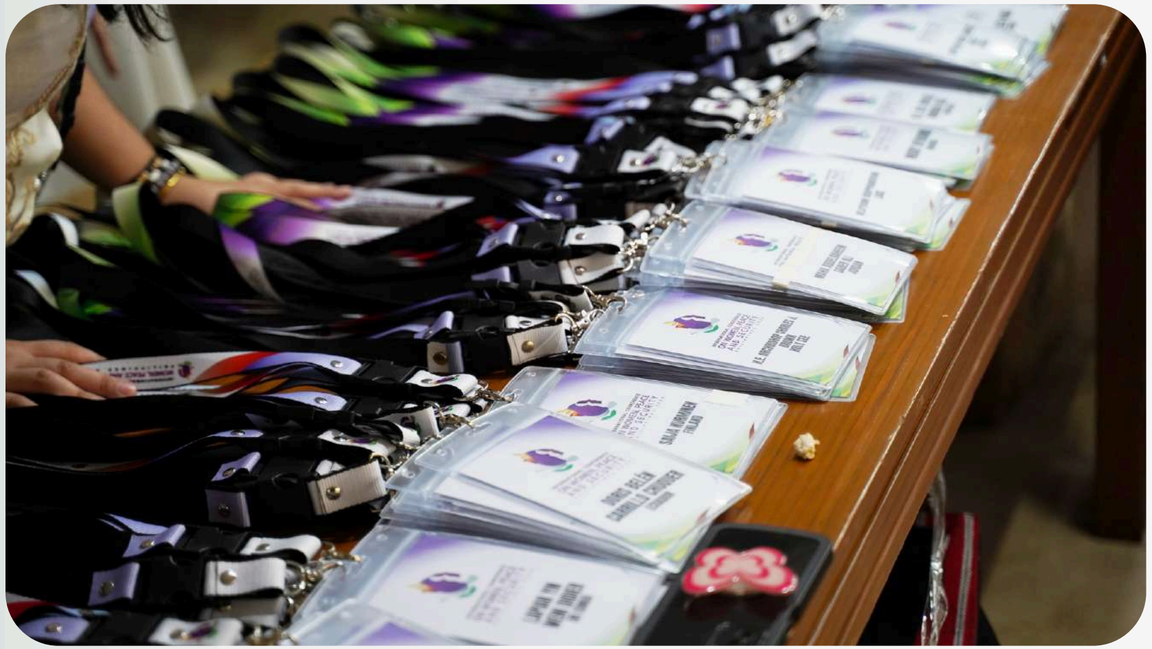




Coordination meetings with end user, liasons, security, venue supplier.

Registation Area







Once registered in the system, the participants will receive email confirmation.

During the event, registration team will facilitate the handling of ID badges to the participants.

Program



Plenary



Side events



Round Table Discussion

Program



Closing



Exhibit Area

Technical Team









During the event, programs ran simultaneously.

Our team was strategically deployed across all activities, with live feed operators, technical crew, production runners, and stage managers ensuring seamless execution and continuous support throughout the program.

Same-day Edit

https://drive.google.com/file/d/10tZ5iWbGldgS8AXVj7mH-8VKgFdjCZ1A/view