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**To:**

- Members of the National Communications Team
- National Chief Commissioners,
- National Executive Directors,
- Chairpersons of National Boards

5 April 2024

**Circular No. IAR-C05-2024-EN:  
Interamerican Crisis Communications Forum**

Dear friends in Scouting:

Both the 2021-2024 Triennial World Plan and the 2022-2025 Regional Plan have identified crisis communication as a priority for National Scout Organizations.

Effective communication management in times of crisis is crucial to safeguarding reputation, maintaining trust, ensuring the safety and well-being of members, as well as directing the narrative and public opinion. Additionally, it is recognized as a vital component within the Safe from Harm policy.

For this reason, we extend a warm invitation to all NSOs to participate in the Interamerican Crisis Communications Forum, which will take place **virtually on April 27th and 28th, 2024**. This event will provide invaluable opportunities to exchange knowledge, learn from shared experiences, and strengthen our collective capabilities in managing adverse situations.

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**1. Objectives**

- Create a space for training and discussion over the importance of communications in crisis management scenarios.
- Enable participants to recognize the key elements of effective communication in crisis management.

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**2. Participants**

We invite national communication teams to strengthen their capacities. The forum will provide the key elements of crisis communications so that they can apply them when in needed.

A maximum limit of 10 participants per NSO has been set. It's important that participants represent the diversity of the Interamerican Scout Region; we invite individuals under the age of 30 to participate.

### 3. Venue and Date

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The meeting will take place **virtually**. Participants are expected to participate from **Saturday April 27<sup>th</sup> from 8:30 am to 5:00 pm** (Panama Time), and **Sunday April 28<sup>th</sup> from 8:30 am to 1:00 pm** (Panama Time).

### 4. Participation Fee and Registration Process

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This event will be free of charge.

As requirements for registration, all participants must attach the following documents when registering:

1. Safe from Harm course certificate: as usual, it is required that participants present the Safe from Harm course certificate. Online courses have been updated recently, so we encourage everyone to take the course it, as from now on it is a requirement: [SfH1: Safe from Harm Essential Learnings](#).
2. Certification from your NSO: letter from the NSO certifying your membership to your NSO.

Participants must complete their **registration no later than April 21, 2024**, by submitting the form at the following link: <https://app.smartsheet.com/b/form/db0c59e0d9844b1fb4bdc2e2d0762f61>

### 5. General considerations

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Each participant will receive more information about the Forum plus instructions for the call in the previous days before the opening day.

It is recommended that participants have a comfortable space available to join the call, so they can engage and make the most out of the Forum. This event will offer simultaneous translation from English to Spanish and vice versa.

For more information about this event, please contact [ssalguero@scout.org](mailto:ssalguero@scout.org)

Yours in Scouting,

**Diana Carrillo**  
Regional Director  
World Scout Bureau  
Interamerica Support Centre