



Evangelical Lutheran Church in America

God's work. Our hands.

Planning a meeting?

Whether you're planning a meeting yourself or working with a professional meeting planner, you have an opportunity to educate potential meeting locations on the devastating epidemic of human trafficking and support those hotels engaging in training and advocacy. Here's how you can address human trafficking as you plan your meeting:

1. Educate yourself on the issues surrounding trafficking of children in the tourism industry:
 - a. Guides for planning socially responsible events
 - i. [ICCR Celebration Without Exploitation](#)
 - b. U.S. Department of State Trafficking in Persons Report
 - i. <http://www.state.gov/j/tip/rls/tiprpt/2016/index.htm>
 - c. UN documents on trafficking
 - i. <http://www.unodc.org/unodc/en/human-trafficking/index.html?ref=menuseide>
 - d. ECPAT-USA
 - i. www.ecpatusa.org
 - e. Truckers Against Trafficking
 - i. General program: www.truckersagainstrafficking.org
2. Survey your locale:
 - a. Check the ECPAT website to see if hotels in the city where the meeting will be held have already signed the Code.
 - b. Are there community groups in the area working on the issue?
 - c. Contact ECPAT to ask for additional insights about particular hotels and advice on how to proceed:

Michelle Guelbart, MSW
ECPAT-USA, Director of Private Sector Engagement
718.935.9192
www.ecpatusa.org
3. Hotel contact
 - a. When contacting hotels via an RFP:
 - i. Include a clause that states: "Preference will be given to proposals that address human trafficking and/or facilities that sign on to the ECPAT Code of Conduct, www.thecode.org."
 - ii. For hotels in California, include the following statement: "We prefer to work with hotels that partner with ECPAT-USA and have signed or are willing to sign the ECPAT Code of Conduct. Not only does this make the hotel a good corporate neighbor, but it also keeps the hotel in compliance with the 2012 California Transparency in Supply Chain Act."
 - b. When speaking with hotels directly, ask if they address human trafficking or will sign the Code.

4. Negotiations
 - a. When beginning to negotiate with a hotel, ask if they have:
 - i. Signed the Code;
 - ii. Developed a policy on human rights;
 - iii. Trained employees on the issue of trafficking;
 - iv. Established supplier agreements addressing the issue;
 - v. Developed alliances with appropriate authorities including police, anti-trafficking organizations, child welfare agencies or local partnerships;
 - vi. Provided awareness programs.
5. If a hotel signs the Code as a result of your efforts
 - a. Initiate “thank you” efforts such as personal notes from members of your organization to the hotel;
 - b. Work with your organization to notify the media.
6. If you have no hotels that have signed or are willing to sign the Code, include a letter, for everyone who checks into the hotel to give to the clerk.
7. If you are working with a professional meeting planner look at the contract
 - a. When contacting meeting planners via an RFP:
 - i. Consider a clause that states: “Preference will be given to proposals that address human trafficking and/or facilities that sign on to the ECPAT Code of Conduct, www.thecode.org.”
 - ii. For meeting planners based in California or planning events in California, include the following statement: “We prefer to work with meeting planners and hotels that partner with ECPAT-USA and have signed or are willing to sign the ECPAT Code of Conduct. Not only does this make the hotel and meeting planner good corporate neighbors, but it also keeps the organizations in compliance with the 2012 California Transparency in Supply Chain Act.”
 - b. When speaking with meeting planners directly, ask if they address human trafficking. Discussions could include if the meeting planners have:
 - i. Signed the Code;
 - ii. Developed a policy on human rights;
 - iii. Trained employees on the issue of trafficking;
 - iv. Established supplier agreements addressing the issue;
 - v. Developed alliances with appropriate authorities including police, anti-trafficking organizations, child welfare agencies or local partnerships;
 - vi. Provided awareness programs.
8. If a meeting planner signs the Code or changes its procedures as a result of your efforts, initiate “thank you” efforts such as personal notes from members of your organization.

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