

ILGA WORLD'S ----- GENERAL MEETING



ilga 2022
world conference
LA • LONG BEACH
LGBTIQ YOUTH: FUTURE PRESENT CHANGE
JUVENTUD LGBTIQ: CAMBIO FUTURO PRESENTE



This Guide explains the procedure of ILGA World's General Meeting that will take place during the 2022 ILGA World Conference in Long Beach, Los Angeles, California, United States from 2 to 6 of May 2022.

The **Standing Orders** of ILGA World govern the General Meeting and are the basis for this document. Should there be discrepancies (we hope not), the Standing Orders take precedence.

TABLE OF CONTENTS

1 **General Meeting**
Our time to make changes at ILGA World
What is the General Meeting?

2 **How to get involved?**
Actively participate in shaping ILGA World

3 **Timeline - When do we need to get involved**
First mailing
Second mailing
Third mailing

4 **Resolutions and amendments to the Constitution and Standing Orders**

5 **Nominations**

6 **Destination:**
LA Long Beach

7 **FAQ**
Frequently Asked Questions

GENERAL MEETING

OUR TIME TO MAKE CHANGES AT ILGA WORLD

Since the 1970s, ILGA World Conferences have brought together representatives of LGBTIQ organisations from all over the world. They have been fundamental events for our movement ever since, and are spaces for ILGA member organisations to have their say in how the organisation should run.

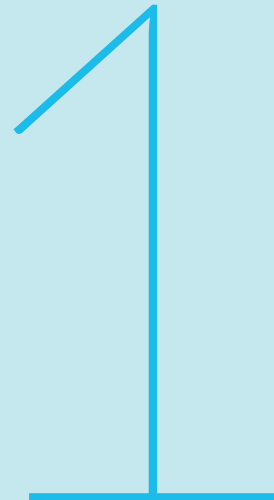
The **ILGA World Conference 2022** will be the next destination of our global family to assess where our communities stand, share experiences and best practices, build alliances and partnerships, discuss the future of our movement, and collectively chart ways to advance equality worldwide. This is when the General Meeting (GM), as well as several other sessions, comes into play!

GMs are where the representatives of the full members of ILGA World gather and cast their votes to make crucial decisions for the future of our organisation. Members take decisions at ILGA World in three main ways:

- **Proposing, discussing, and voting on amendments** (changes) to ILGA's **Constitution** and **Standing Orders**, or on resolutions on topics of concern to the membership.
- **Electing the seven global members of the 19-member ILGA World Executive Board:** the Co-Secretaries General and the Chairs of the five Steering Committees - Women, Trans, Intersex, Bisexual, and Youth - as well as alternates (back-ups) for each of these.
- **Deciding about the organisational strategy** of ILGA World (this will not happen at the GM in LA Long Beach, because the current strategy covers the time period until 2023)

Additionally, member organisations will choose **the time and place of the next ILGA World Conference**.

ILGA World is a queer democracy in action. So, **it is our time to get involved and exercise each of our member organisation's voting power** to shape our global community's future governance, and decide on who will represent this huge family in the next two years!



In order for an organisation to become a full member, you must meet certain criteria. Firstly, your membership application must be approved by ILGA World. To be able to exercise the rights of a full member, the membership fees have to be paid (C4.6 of the Constitution). Full membership is open to lesbian, gay, bisexual, trans or intersex non-profit organisations. This category includes LGBTI groups which form part of a non-LGBTI organisation.

The other 12 are elected by ILGA regions at their own General Meetings.

WHAT IS THE GENERAL MEETING?

Perhaps the best way to think of the General Meeting is like a **conference within a conference**. The ILGA World Conference runs from Monday to Friday and there are plenty of workshops that will focus on the work that activists are doing all around the world. The General Meeting takes place in the midst of all this: starting with a plenary on the Wednesday morning, followed by General Meeting workshops, elections and a closing election with voting on the Friday afternoon.

There are many activists and allies at the ILGA World Conference, but **only member organisations of ILGA World can actively participate in the General Meeting.**

A little bit confusingly, the General Meeting of ILGA World is referred to as 'World Conference' in our Constitution and Standing Orders.

Who actually can make proposals or vote: individuals or organisations?

ILGA is a federation of organisations. It is the member organisations that make proposals or vote. Organisations are of course represented by individuals, but to exercise your organisation's democratic right to make proposals or vote, you must show that you are authorised to do so by your organisation.

HOW TO GET INVOLVED?



ACTIVELY PARTICIPATE IN SHAPING ILGA WORLD

The ILGA World conference is not only a great way to learn and network but an opportunity to get involved in the governance of the organisation. There are three main ways to do it. You can send a proposal to introduce the changes you wish to see in ILGA World's governing documents, or send a proposal on an issue relevant for the organisation and the global movement, or run for the Board election.

Send a proposal – If you think changes should be made to ILGA World's governing documents or if there is an issue the organisation should address, send your proposal to the Chairing Pool in advance of the conference. Your proposal will be shared with the membership before the conference in the second mailing; then other member organisations may propose amendments to it - which are then also shared with the membership before the conference in the third mailing; finally, it will be discussed during the conference at one of the GM workshops. On the last day, full members will vote in the plenary whether your proposal should be approved (with or without amendments).

Become a Board member - To be involved in the governance of ILGA World between the conferences, you can run to become part of the Executive Board. Present your candidacy to the Chairing Pool! Your candidature will be announced in the second mailing and, if you comply with all the technical requirements for the position, you will have a chance to present your candidacy to the membership at the World Conference. Eligible full member organisations will vote in the elections.

If elected, you will become a part of the 19-person Executive Board representing all six regions and the Steering Committees. Please remember there are some technical requirements for some Board positions and a lot of responsibilities related to being a Board member, so check the **Guidance for Nominations for the Executive Board** (sent in the first mailing) before your submission.

You need the permission of your full member organisation to run as a Board member and your candidacy needs to be endorsed by at least one full member organisation (this can be your own organisation)

For example, the Chair of the Women's Committee must identify as a woman; the Chair of the Bisexual Committee must identify as bisexual; the Chair of the Intersex Committee must be intersex; the Chair of the Trans Committee must identify as trans; and the Chair of the Youth Committee must identify as LGBTIQ and be under 30 years old.

TIMELINE

WHEN DO YOU NEED TO GET INVOLVED

The process begins well in advance of the conference to enable the member organisations to prepare their proposals, receive and review the proposals of others, to decide who they will nominate for positions on the Board, and to decide where the next ILGA World conference will take place. This is done to provide timely, meaningful, and transparent participation in the governing of the organisation.

FIRST MAILING

[ACCESS THE FIRST MAILING HERE](#)

Send in your proposals and candidate nominations for the Board

In the run-up to the conference, member organisations will receive three mailings from ILGA World. According to our Standing Orders, the first mailing is sent on **17 January 2022** from our current Co-Secretaries General, Luz Elena Aranda and Tuisina Ymania Brown. In this communication, you will receive:

- the relevant **forms for proposing resolutions and amendments** to our **Constitution** and **Standing Orders** - watch out for these two terms as you will be hearing them very often!
- the relevant **forms for candidacies for seven governance roles** - two Co-Secretaries General and the five Chairs of the Steering Committees (and their alternates/back-ups),
- information on **how to submit a bid to host the next conference**.

What else? The first mailing will also cover information pertaining to the pre-conferences held right before the official launch of the conference.

There are then three weeks for member organisations to make these submissions. You must submit the relevant forms correctly and on time. Late or incomplete forms will not be considered, and proposals that don't follow the required format will also be rejected.

Important: the deadline to submit proposals and nominations is **7 February 2022**. Submissions must be sent to chairingpool@ilga.org. The Charing Pool will receive all the proposals and nominations and compile them to share with the membership.



SECOND MAILING

NO LATER THAN 21 FEBRUARY 2022

Send your feedback

The second mailing will arrive in your inbox no later than **21 February 2022** and it will announce:

- the **preliminary agenda** of the conference and the General Meeting
- **all proposals received** from member organisations and the Board to either amend the Constitution or Standing Orders or for resolutions.
- details of the **nominated candidates** for positions on the Board

Member organisations then have four weeks to look at the received proposals and to consider them and, if they wish, submit amendments. You may consider this one last chance to speak out before the GM sessions start at the conference, where we will be discussing and voting on them.

You cannot submit new amendments or resolutions at this stage, but can only propose amendments to the already-submitted amendments or resolutions.

Important: the deadline to submit amendments to proposals is **21 March 2022**. Again, you must submit the relevant forms correctly and on time. Late or incomplete forms will not be considered, and proposed amendments that don't follow the required format will also be rejected.

The Chairing Pool will receive all the proposed amendments and compile them to share with the membership.

THIRD MAILING

NO LATER THAN 11 APRIL 2022

Getting ready to meet at the conference

This mailing will mark the last communication before the ILGA World Conference that will take place on 2-6 May 2022. You will receive the **final agenda of the conference and the General Meeting**, and get insight into the pre-conferences and workshops that await you in LA Long Beach! Also, you will receive the **various amendments to proposals** (submitted in response to the second mailing) and **bids for the next host city**.

Do you have any questions for the candidates? You will have the chance to pose your questions to them at a session at the conference prior to voting! The third mailing will also contain the written presentations of candidates for each position. We encourage you to have a look at their profiles and prepare your questions for them.

RESOLUTIONS AND AMENDMENTS TO THE CONSTITUTION AND STANDING ORDERS

The ILGA World Conference is the unique moment where members can have a direct impact on the (future) work of the organisation, including electing its leaders and making amendments to its **Constitution** or **Standing Orders**, and when relevant adopting a new **Strategic Plan**.

Before proceeding, it is crucial to understand what these documents stand for and why they matter for ILGA World members - especially those attending the conference.

These three documents give shape to the democratic structure of the organisation and ensure its legitimacy as the world federation of organisations working for the equal rights of people of diverse sexual orientations, gender identities and expressions, and sex characteristics everywhere.

Members can submit two kinds of proposals to the Conference:

- **Proposal of a resolution:** Resolutions are normally formulated as a statement leading to a request to somebody to do something. This will be followed by an explanatory note giving the background and reason.
- **Proposal of an amendment to the Constitution and/or Standing Orders:** You can propose to make changes about certain items (articles or clauses) in the Constitution and/or Standing Orders.

Full ILGA World members are those who have paid the membership fee before the closing plenary of the General Meeting begins.

Resolutions cannot be made to change the Constitution and/or Standing Orders.

RESOLUTIONS

By proposing a resolution, you are demanding an action you would like ILGA World to take. This does not concern any change in the Constitution and/or Standing Orders. Rather, you can ask for ILGA World to dedicate further efforts to address an issue that closely concern the global LGBTIQ community.

To exemplify, at 2019 ILGA World Conference in Wellington, a member organisation proposed a resolution on sex workers' rights, which is relevant to ILGA World's operations. Through their resolution, they demanded ILGA World to continue to support to inclusion of LGBTIQ sex workers in the LGBTIQ movement; publicly support the decriminalisation of sex work; and collaborate with LGBTIQ sex workers in developing strategies to improve their lives in all regions

If you wish to submit a proposal for a resolution, you are expected to provide background information that supports your resolution and clearly state what steps should be taken. Please see the example below:

Arguments supporting the resolution

Increasing stigmatisation of LGBTIQ sex workers and obstacles they face etc.

What is expected?

ILGA World is asked to support decriminalisation of sex work through a public statement and involve the LGBTIQ+ sex workers in laying out strategies to ameliorate their livelihoods.

AMENDMENTS TO THE CONSTITUTION AND STANDING ORDERS

Amendments are changes to the ILGA World’s governing documents: the **Constitution** and **Standing Orders**. It is important that your proposal is very clear about what should be changed.

There should be a note accompanying your proposal to state the reason and rationale for the proposal. In order to clarify the consequences of the proposal, include a section showing the current wording of the relevant article in the Constitution or Standing Orders compared to how the article would look if the proposal were passed.

An example from past proposed amendments that were approved in Wellington are provided below.

Current text	Proposed amendment	Explanation/Note
C1.1 Recognising the fundamental pride that lesbians, gay men, bisexuals, trans people, and intersex (LGBTI) people have in their gender identity and expression, sexual orientation, and bodily diversity;	C1.1 Recognising the fundamental pride that lesbians, gay men, bisexuals, trans people, and intersex people (LGBTI) people have in their gender identity and expression, sexual orientation, and bodily diversity sex characteristics ;	change ‘bodily diversity’ to ‘sex characteristics’.

To ease processing, all proposals must be submitted in Microsoft Word using **the Amendments Form**. Follow the instructions on the Amendment Form carefully. Proposed amendments that do not follow the required format will not be accepted. If you wish to have a look at further examples, here are **all the proposals** from the ILGA World Conference 2019 held in Wellington.

Amendments to (others’) proposals

Following the second conference mailing where proposals are published, member organisations can put forward proposals to amend others’ proposals - sent either as an amendment or resolution. Such amendments shall have the same format as mentioned above. It should be clear what should be changed and how the final proposal would look if the amendment was carried. These will then be circulated **in the third conference mailing**.

In addition, the General Meeting Workshops at the Conference and, rarely, the General Meeting itself in plenary session (where all delegates from member organisations meet together) can make amendments to proposals. Both the amendments included in the third mailing and amendments made at the conference must refer to the same issues as the original proposal. New proposals are not permitted after the deadline after the first mailing.

Important notice: In case the submitted proposal does not comply with the guidelines set out in this document, the Chairing Pool is entitled to disregard the proposal without any further procedure.

NOMINATIONS



The conference is where some of the Board Members of our organisation are elected.

The ILGA World Executive Board acts and makes decisions on behalf of ILGA World between the Conferences within the framework of the Constitution and Standing Orders. The **Executive Board** consists of two Co-Secretaries General elected at the World Conference, two Representatives from each region – ILGA Asia, ILGA-Europe, ILGALAC, ILGA NAC, ILGA Oceania and Pan Africa ILGA – all elected at the Regional Conferences, as well as the Chair of each of the **Steering Committees**: Women, Trans, Intersex, Bisexual and Youth, all elected at the World Conference.

Regional representatives and their alternates are elected either during their own regional conference, held in-person or virtually, or in the run-up to an ILGA World Conference. For instance, ILGA NAC will hold its elections right before the ILGA World Conference 2022.

One of the major **advantages of being a full member organisation** is that you have a chance to choose and influence the leadership of ILGA World, or to run for elections and join that leadership yourself. Member organisations vote for two Co-Secretaries General and the Chairs of the Steering Committees (as well as their alternates/back-ups). Voting takes place at the Conference itself, but nominations for members for the future Board take place before the Conference (between first and second mailing).

What does the ILGA Board do?

The Executive Board is the body responsible for the good governing of ILGA - approving processes and procedures of the organisation, thus providing guidance for ILGA's Executive Director in organising and coordinating the organisation. The Executive Board deals primarily with procedural issues. The Executive Board governs the organisation and provides advice to the Executive Director. The Board has an obligation in conjunction with the Executive Director to abide by Swiss law.

Key areas of work of ILGA Board members:

The functions of the Executive Board are set-out in Article C8.6 of the Constitution and include:

- to represent ILGA World internationally and implement ILGA World policies
- to ensure the organisation of world conferences
- to appoint the Executive Director
- to oversee the management of the Executive Director, who manages the administrative office and ILGA World staff
- to report regularly on their activities to the membership and to each World Conference
- to undertake fundraising for the organisation.

On top of that, the Co-Secretaries General have additional responsibilities - including...

- represent the organisation
- act as joint line manager to the Executive Director
- ensure the Executive Board functions properly.

What are Alternates?

Alternates are Board member back-ups who assume responsibility when the elected person is unable to attend Board meetings or carry on their functions as a Board member. Alternates are not Board members unless and until that situation arises.

Do you know good candidates for the ILGA Board, or do you consider yourself a strong candidate? Here are a few questions you may want to ask yourself:

- are you willing to commit to work for the whole duration of the mandate?
- are you a good team player and willing to work in an (international) team?
- are you able and willing to manage your time to carry out Board business efficiently?
- are you able to attend up to three ILGA World Board meetings a year (ILGA covers your costs)?
- are you able/willing to work on governance issues, including developing and monitoring organisational policies?
- do you have experience in governance?
- are you able to distinguish between different roles and work with stakeholders at different levels?
- do you have experience in representing an organisation in public?
- do you have good communication skills and are you able to communicate within diverse environments – e.g. in relation to member organisations, staff, other Board members and media?

Made up your mind yet?

If you wish to run as a candidate for a Board position, you must make sure at least two different forms are submitted:

1_ a **candidate form** confirming that you wish to run for the position, that you comply with any technical requirements, and that you have the permission of your member organisation to run

2_ a **nomination form** signed by the representative of a member organisation.

Both forms are then sent by e-mail by 7 February 2022 to chairingpool@ilga.org.

Important: both the candidate and the nomination form must be signed by a legal representative of the relevant member organisation, or by a person delegated officially to this task by the member organisation.

All candidates for the ILGA Board must come from a full member organisation that is up to date with the payment of their membership fees, but they do not have to be from the organisation nominating them.

Multiple organisations may nominate the same person for a position by submitting a nomination form. The membership will be informed in the second mailing of all the organisations nominating each candidate.

Organisations may not nominate more than one candidate for the same position.

Each form should represent a single candidate. This does not mean, however, that an organisation is limited to 1 (one) nominee for the ILGA Board. Be sure to fill out one form per candidate.

Candidates may run for more than one position, but may only hold one position on the Board. However, a person may be both a Board member and an alternate to another Board position.

A person may be a Board member and also be on both an ILGA regional Board and ILGA Steering Committee.



DESTINATION:

LA LONG BEACH



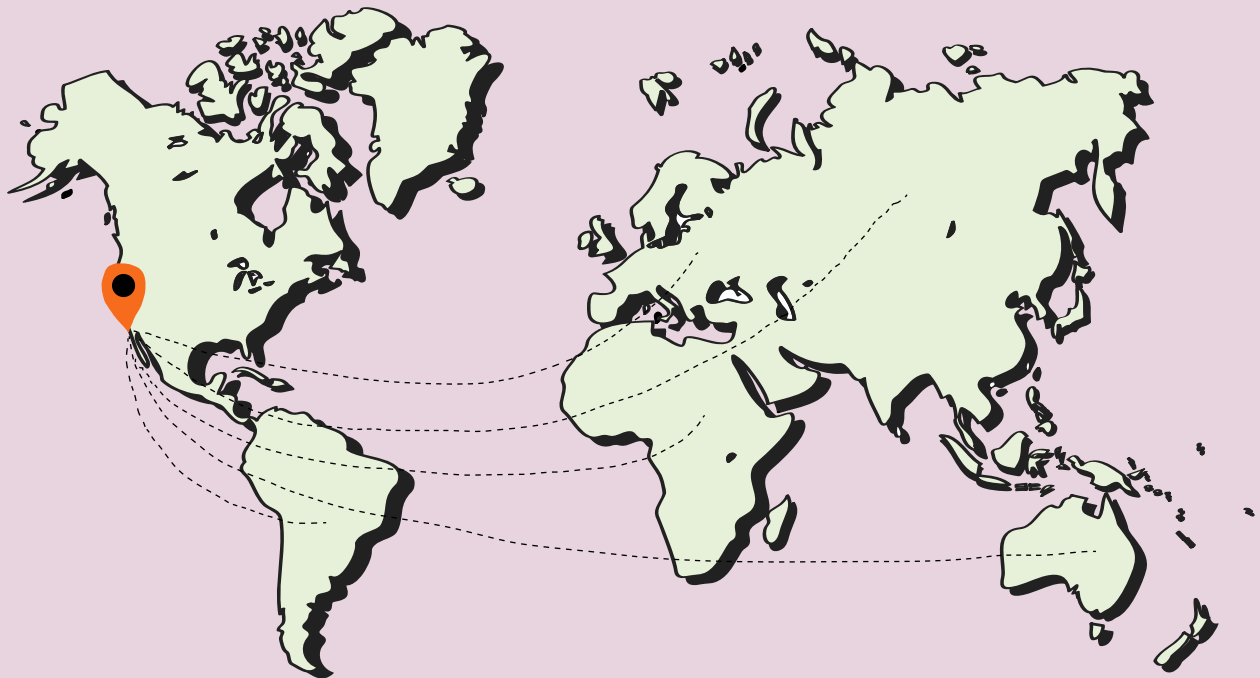
What does the procedure look like when the General Meeting kicks off? You can see these in **the minutes from the last General Meeting.**

- 1 The out-going Co-Secretaries General chair the approval of the Chairing Pool.
 - Once it is approved, the current Board hands over the conference to the Chairing Pool to manage the rest of the GM

- 2 The Chairing Pool initiates and runs the session for the following items:

- approval of the report from the Executive Board
- approval of the report from the Women's Committee
- approval of the report from the Trans Committee
 - approval of the report from the Intersex Committee
 - approval of the report from the Bisexual Committee
 - approval of the report from the Youth Committee

- 3 At this point, the plenary is suspended for two days while the General Meeting Workshops take place. This is where the various proposals and amendments are discussed, ILGA's finances are examined, and a new membership fee may be discussed. Elections also take place in this period.



4 The plenary is reconvened by the Charing Pool on the final day of the conference where it runs through the remaining items on the agenda

- approval of the new Strategic Plan of ILGA (not in 2022)
- approval of the audited accounts for 2018 and 2019 and 2020
- approval of the financial report for the current year
- approval of the budget
- appointment of an auditor
- proposals and amendments from full members, the Executive Board, the Steering Committees and Regional Executive Boards
- any change in the membership fee
- announcement of the election of the Co-Secretaries General and alternates
- announcement of the Election of the Chairs for the Women's, Trans, Intersex, Bisexual and Youth Steering Committees and their alternates
- election of the host city for the 2024 World Conference.

Voting by proxy? Send [the form](#) to the [Charing Pool](#).

Recommendations from the pre-conferences and regional caucuses (if any) may also be received and adopted by the General Meeting, but note that they are recommendations only and not formal resolutions.

[Recommendations from the 2019 conference can be found here.](#)

Voting on proposals: When it comes to voting proposals at the conference, amendments are dealt with first. If there is more than one amendment to a proposal, the most far-reaching are voted upon first. In all cases, a simple majority vote (more votes for "in favour" than "against") decides whether an amendment is included in the original proposal or not. Then the GM finally votes on the proposal as amended. Resolutions and amendments to the Standing Orders are passed by a simple majority vote (more vote for than against). Changes to the Constitution need a majority of 75% of the votes cast for and against.

FAQ

FREQUENTLY ASKED QUESTIONS

1. Who qualifies to vote in the elections?

Full members who paid their membership fees for the past three years can vote in the elections. For instance, if Organisation X paid their membership fee for the years 2019, 2020, and 2021, they are allowed to vote in the elections that will take place in May 2022.

2. Who can submit proposals and amendments to proposals?

Full members, the Executive Board, the Steering Committees and Regional Executive Boards can submit proposals and amendments to proposals (Constitution C7.4).

3. What governing positions are available if I want to run as a candidate?

Any member of a full ILGA member organisation (whose organisation paid the membership fees for the three prior years) can run as a candidate for the following positions: Co-Secretary General, Chair of the Bisexual / Intersex / Trans / Women's / Youth Steering Committees. Alternates are also elected at the conference. You can run for more than one position, but you cannot hold more than one position on the Board. Your candidacy needs to be endorsed by at least one full member organisation of ILGA World.

4. Can I run as a candidate for Chair of any Steering Committee?

You can run for the Chair of any Steering Committee (Bisexual, Intersex, Trans, Women's, Youth) for which you are eligible. The Chair of the Women's Committee must identify as a woman, the Chair of the Bisexual Committee must identify as bisexual, the Chair of the Intersex Committee must be intersex, the Chair of the Trans Committee must identify as trans, and the Chair of the Youth Committee must identify as LGBTIQ and be under 30 years old.

5. Who can nominate candidates for Board positions?

Member organisations can nominate candidates.

6. We are an ILGA World member, but we will not make it to the conference. Can we still vote?

Yes, by proxy. Even if you are not at the Conference physically, you can submit your vote via a person who is present in LA Long Beach. Remember to notify the Charing Pool in advance, and that a person may only hold proxy votes for up to four organisations not present, plus their own organisation.

ILGA World is exploring options to increase participation in elections and voting by using online tools. Please follow member mailings for details on voting

7. I am not an intersex person. Can I still run for the Intersex Steering Committee Chair elections?

No. ILGA values the representation of diverse identities and lived experiences of communities where one belongs. Therefore, while the solidarity you show as an LGBTQ+ person is essential to the intersex community all around the globe, representation of the intersex community by an intersex person is key to successful advocacy. Note that you cannot identify as intersex; you are either intersex or you are not.

8. Do I need to prepare anything for the GM session?

We strongly encourage you to read the proposals you will be receiving via email. Also, you should familiarise yourself with ILGA World's key documents such as the **Constitution** and **Standing Orders**. Remember, active participation is highly important for diverse voices to be heard.

9. Who will evaluate our proposals for amending the Constitution?

All proposals are first shared with the membership through the mailings. They are then discussed in a general meeting workshop that issues a recommendation to the final plenary. The final plenary takes place on the last day and all workshop recommendations will be voted upon. The plenary does not have to follow the recommendation. If a workshop thinks that an issue is not resolvable by itself, it may recommend that the plenary vote on the issue. In the voting process – at the workshop or the plenary – amendments are dealt with first. If there is more than one amendment to a proposal, the most far-reaching are voted upon first. In all cases, a simple majority vote (more votes for than against) decides whether an amendment is included in the original proposal or not. Then the Conference finally votes on the proposal as amended. Resolutions and amendments to the Standing Orders are passed by a simple majority vote (more vote for than against). Changes to the Constitution need a majority of 75% of the votes cast for and against.

10. Are the Constitution and Standing Orders the same document?

Standing Orders are ILGA World's rules describing the process to be used for all meetings of the World Conference and the Extraordinary World Conference. On the other hand, the **Constitution** lays out the fundamental principles which govern ILGA World's operations.

11. What is the role of the Chairing Pool?

The Chairing Pool is an electoral unit consisting of a minimum of six individuals, including two election officers. Their role is to manage the conference and ensure the smooth running of the conference, to preserve order, as well as to ensure that the business of the conference is completed. At least two members of the Chairing Pool must be women. All members of the Chairing Pool shall be from full member organisations. The Chairing Pool will include one person from the host organisation. In order to allow the Chairing Pool the possibility to prepare and ensure the smooth running of the conference, the Executive Board asks the ILGA Regional Boards and Steering Committees to make nominations for the Chairing Pool. The Executive Board will ensure that the Chairing Pool reflects the diversity of the membership, and include persons experienced in chairing or familiar with the Constitution and Standing Orders of ILGA World. The Chairing Pool has to be approved by a simple majority of delegates of full member organisations at the first plenary session.

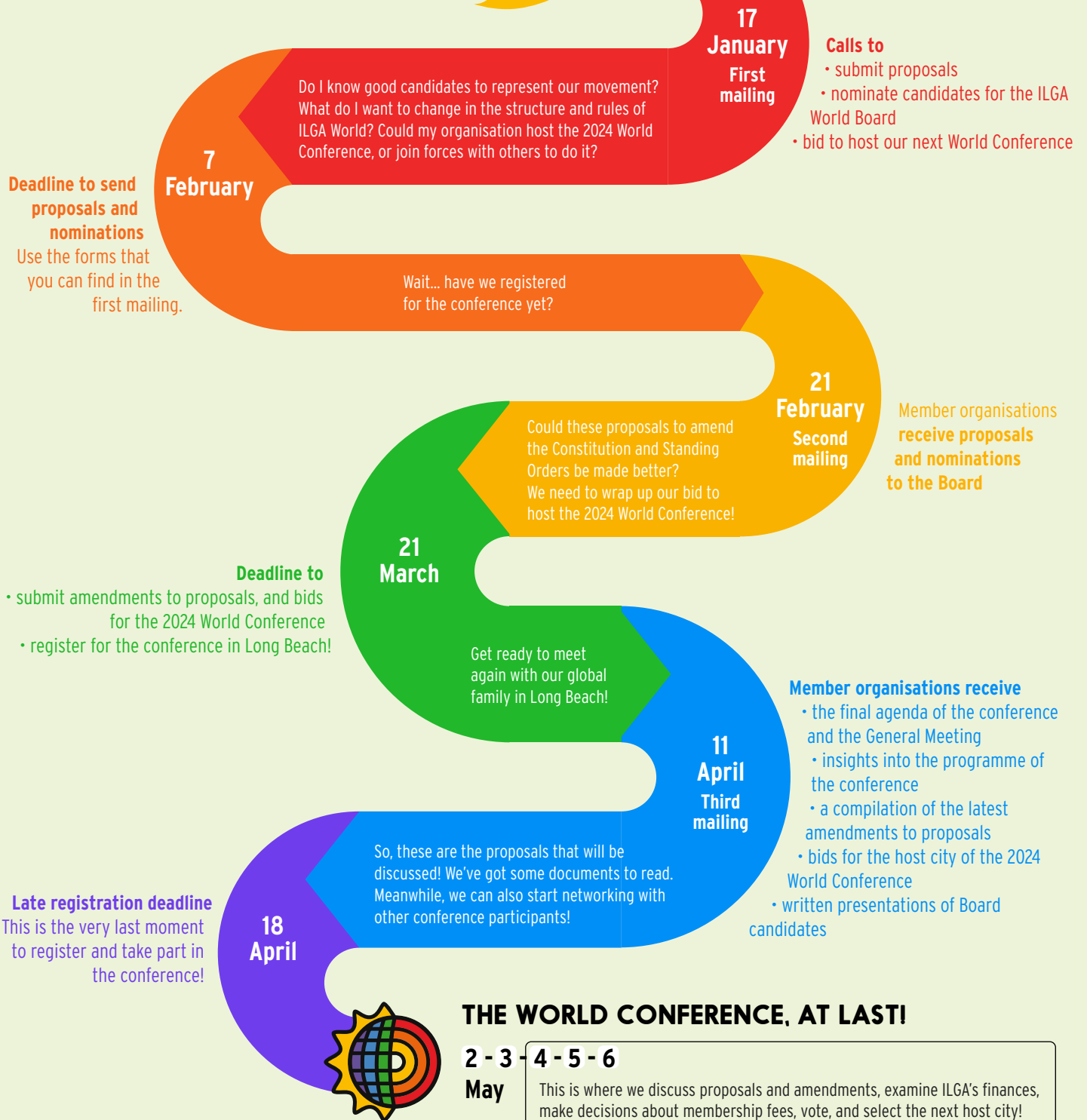
12. What is a caucus?

A caucus refers to a group of conference participants that may meet to discuss any subject of mutual interest. A caucus may decide who shall and shall not be allowed to participate. It shall give advance notice of any restrictions on participation. The running of these meetings will be wholly determined by those attending the caucus. A caucus may make recommendations to a general workshop, but not to a plenary session. Unlike general workshops, caucuses cannot produce recommendations to the Conference. All Steering Committees and all regions have one caucus each on the first two days of the conference.

ILGA WORLD FULL MEMBERSHIP COMES WITH SUPERPOWERS

BEST UNLEASHED AROUND THE ILGA WORLD CONFERENCE!

We have the power to shape the organisation, have our say about its rules and structure, and to choose who represents our global movement!





**ILGA World - The International Lesbian, Gay,
Bisexual, Trans and Intersex Association**

20 Rue Rothschild, 5th floor
1202 Geneva, Switzerland

For more information about our work,
or to download our publications,
please visit our website: ilga.org
or contact us at info@ilga.org

Join the conversation:



The ILGA World's General Meeting Guide was written by **Demet Gümüş**
and **Paula Klik** with inputs from ILGA World's Board Governance Committee,
edited and translated to Spanish by **Daniele Paletta**, and supervised by **Julia Ehart**.

Design and typesetting: **Roberta Bruno** - roberta.comics@gmail.com
The guide was published in January 2022.