



# IN PERSON PEACE WORKSHOPS: DETAILED INFORMATION

## LOCATION

All workshops will take place at [Maison de la Paix Campus](#) at the **Conference Center of the Geneva Graduate Institute** (capacity: 20 persons) in room C2 and C3.

## SLOT AND ROOM ATTRIBUTION

Geneva Peace Week assigns panel slots and rooms to ensure coherence within the overall program. The **date, time, and room allocation** will be confirmed in the selection email by the **end of June**.

## SUGGESTED FORMAT

Each **Peace Workshop** lasts **90 minutes** and should follow this structure to ensure an interactive and engaging session:

### 1. Official Introduction (10 minutes)

- **Welcome remarks** by the moderator or facilitator.
- **Introduction of the facilitators and participants** (if appropriate).
- **Overview of the session's objectives, methodology, and expected outcomes.**
- **Icebreaker or quick interactive activity** to set the tone.

### 2. Interactive Workshop Session (60 minutes)

- **Thematic presentation or framing discussion (10–15 minutes)**
  - A brief presentation on key peacebuilding concepts, challenges, or case studies.
  - Facilitator sets the context for the interactive component.



- **Group work or interactive activities (30–40 minutes)**
  - Participants are divided into 3 small groups to engage in **scenario-based discussions, problem-solving exercises, or role-playing activities**.
  - Each group works on a predefined question, challenge, or case study.
  - Facilitators circulate among groups to guide discussions and provide input.
- **Plenary discussion and knowledge exchange (10–15 minutes)**
  - Groups present their key takeaways, insights, or proposed solutions.
  - Facilitators guide a **short discussion** to connect key points and encourage reflection.

### 3. Audience Q&A and Closing (20 minutes)

- **Q&A segment**
  - Participants share reflections, ask questions, or seek clarification.
  - Facilitators ensure that different perspectives are heard.
- **Key takeaways and next steps**
  - Summary of main discussion points and lessons learned.
  - Sharing of **relevant resources or follow-up actions**.
- **Closing remarks** and acknowledgments.

## SPEAKERS

Each workshop may have **up to four speakers**. To ensure diverse perspectives, we encourage **diversity across sectors, gender, age, and nationality**. All speakers must participate on-site.

## ALLOWED MATERIALS

During your session, you may display:

- **PowerPoint presentations**
- **Videos**

Please bring all materials on a **USB stick** and upload your documents on the computer available in the room.

Organisers are responsible for **covering costs** related to **travel and accommodation** of their speakers.

## INTERPRETATION

The primary language of instruction is **English**. Due to room constraints, interpretation will not be provided. Should you wish to invite non-English speaking contributors, please provide live interpretation by our own means.

As an alternative, we strongly encourage the use of **pre-recorded videos with English subtitles** for non-English-speaking contributors.

## MANDATORY INFORMATION

To ensure seamless event organization, organizers must meet the following deadlines:

### 1. Concept Note Submission

- **Deadline:** Early September
- **Purpose:** Update the GPW website and finalize the program release by **15 September 2025**.
- **Required Information:**
  - Final event title
  - Event description
  - List of organizers
  - List of speakers
- **Failure to submit on time will result in event cancellation.**

### 2. Run of Show Submission

- **Deadline:** One week before the start of GPW
- **Purpose:** Ensures smooth technical execution and coordination with the assigned **technicians and technical assistants**.

### 3. Post-Event Report

- Organizers must submit a **short report** on their session early November, which will be included in the official **GPW Session Report**.

## COMMUNICATIONS

- A **kickoff session** for communications teams will take place in **September** to explain how to access GPW promotional materials.
- Organizers are **responsible for promoting their own event** through their respective channels to maximize attendance.

- Please ensure all relevant details are **shared internally** with your communications team.

## HUMAN RESOURCES

Organizers must provide a moderator and facilitators for working groups.

We encourage you to secure a note taker in order to prepare your session report.

## ROOM ACCESSIBILITY

Organizers will have access to the room **30 minutes prior to the start of the session**. Rooms are set up in island mode to accommodate 20 participants. The setting cannot be changed.

During this time, you can:

- Test and upload your **PowerPoint presentations and videos**.
- Coordinate with moderators and speakers.

Volunteers will be responsible for arranging seating and cleaning the room. A room manager will pass by to ensure everything is in order and provide support if necessary.

It is important that you finish your event on time to allow the next session to start on time.