PEACE PANELS:
DETAILED INFORMATION

LOCATION

All panels will take place at **Maison de la Paix Campus**, either in:

- The **Conference Center of the Geneva Graduate Institute** (capacity: 140 persons), or
- The **GCSP Conference Room** (capacity: 90 persons).

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 Panel** lasts **90 minutes** and should follow this structure to ensure a dynamic and engaging discussion:

1. ### Official Introduction (10 minutes)
   - Welcome remarks by the moderator or officials
   - Brief introduction of the panelists
   - Overview of the session's theme and objectives

2. ### Panel Discussion (60 minutes)
   - Structured conversation guided by the moderator
   - Panelists share insights, perspectives, and experiences
   - Interactive discussion among panelists to explore key themes

3. Audience Q&A (20 minutes)

- ○ Questions can be taken from both **on-site** and **online** audiences
- ○ The **on-site moderator** facilitates live questions
- ○ The **online moderator** selects and relays questions from the virtual audience

SPEAKERS

Each panel may have **up to four speakers**. To ensure diverse perspectives, we encourage **diversity across sectors, gender, age, and nationality**.

We strongly encourage on-site contributions. A maximum of **two speakers** can participate **remotely.**

Your panel should include **high level speakers**. It is the responsibility of your team to manage high level speakers on-site.

ALLOWED MATERIALS

During your session, you may display:

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

Please bring all materials on a **USB stick** and hand them to the **technical assistants before your session** to ensure a smooth setup.

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

INTERPRETATION

The primary language of instruction is **English**. GPW will provide **AI-powered interpretation** in **60 languages** mainly for the audience.

To access **interpretation with subtitles**, participants need to connect to Wordly by scanning a **QR code on their phones** available at the venue and add **earphones** should they wish to access a**udio interpretation**.

While AI interpretation can translate non-English speakers' contributions we encourage you to invite in priority English speaking speakers to avoid any technical difficulties.

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

- After GPW, a **recording and transcript** of your session will be shared (subject to technical feasibility).
- 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:

- **Two moderators**:
  - **One for on-site moderation**
  - **One to monitor and select questions from the online chat** (requires own laptop).

ONLINE AUDIENCE

- All events will be accessible via **Zoom (webinar mode)**.
- GPW will **set up the sessions and provide the links**.
- Links will be available **at the beginning of October**.
- Participants that registered for **online participation** will receive the l**inks on Monday 13 October 2025**.
- You are free to share this link with anyone.
- **Online speakers receive a different link**, you therefore need to share with the GPW Team their emails.

TECHNICAL SUPPORT

Each session will be supported by:

- **One Technician**
- **One Technical Assistant**

They will be present in the room to manage **logistics, Zoom, presentations, and video playback**.

ROOM ACCESSIBILITY

Organizers will have access to the room **30 minutes prior to the start of the session**. Rooms are set up in theater style. The setting cannot be changed.

During this time, you can:

- Test and upload your **PowerPoint presentations and videos** with the technical team.

- Coordinate with moderators and speakers.
- Check audio and video equipment with the **technician and technical assistant**.

Volunteers will be responsible for arranging seating and cleaning the room.

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