



# 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, grassroots actors and geographical representation**.

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 **audio 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 **17 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 **links 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.