



ONLINE PEACE WORKSHOPS: DETAILED INFORMATION

SLOT ATTRIBUTION

Geneva Peace Week assigns workshop slots to ensure coherence within the overall program. **Date and time** will be confirmed in the selection email by the **end of June**.

SUGGESTED FORMAT

An **online 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 organizing team.
- **Brief introduction of speakers/facilitators** and their expertise.
- **Overview of the session's theme, objectives, and expected outcomes.**
- **Technical briefing** (e.g., how to use Zoom features like chat, Q&A, and breakout rooms).

2. Interactive Workshop Session (60 minutes)

- **Presentation or keynote insights (10–15 minutes)**
 - Speaker(s) introduce key themes, challenges, or case studies related to peacebuilding.
- **Breakout group discussions (20–25 minutes) (if applicable)**
 - Participants are divided into smaller groups to engage in targeted discussions.
 - Each group works on a specific question or scenario related to peacebuilding.
- **Plenary discussion (20–25 minutes)**
 - Breakout groups reconvene, and key takeaways are shared.
 - Open dialogue facilitated by the moderator, encouraging cross-sharing of insights.

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

- **Q&A segment**
 - Participants submit questions via Zoom chat or Q&A function.

- Moderator selects and directs questions to the speakers/facilitators.
- **Final reflections & key takeaways** from panelists or participants.
- **Closing remarks** and next steps (if applicable).

SPEAKERS

Each workshop may have **up to four speakers**. To ensure diverse perspectives, we encourage **diversity across sectors, gender, age, grassroots actors and geographical representation**.

ALLOWED MATERIALS

During your session, you may display:

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

INTERPRETATION

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

To access **audio interpretation or with subtitles**, participants need to connect to Wordly that will be available on the Zoom session.

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 a facilitator and online moderator to **monitor and select questions from the online chat** and **display materials**.

ZOOM SESSION

- 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 a **Technical Assistant** that will launch and close the session, welcome speakers and allow participants to enter the session.

Please connect 30 min prior to the start of your session.