

Organizing your session

	Building	Total Capacity
Room CR	New Building	714
Room S1	Main Building, South Courtyard	200
Room S2	Main Building, South Courtyard	100
Room S3	Main Building, South Courtyard	100

General Information

All regular sessions will be held on WTO premises and will be allotted a strictly monitored two hour time slot. Interpreters will be present at each session and will ensure that they are translated to all of the WTO official languages (English, French and Spanish) except for the evening sessions scheduled on Tuesday 25 September.

Organization of Sessions

Please remember that it is strongly recommended that four speakers and one moderator participate in two hour slot sessions. Each speaker should prepare a 5 to 8 minute introductory statement, after which the session should be opened to comments and questions from the audience. Speakers are encouraged to make concise and dynamic presentations.

Presentation Facilities

These sessions are designed to function as lively and interactive discussions and although we will accommodate PowerPoint presentations, we highly discourage their use. However, if you consider them absolutely necessary we urge you to keep the number of slides to a minimum and to project key points and figures. We can, however, post a more detailed outline or PowerPoint text on the Forum website in advance of your session, if received in due time. Please send such documents as soon as they are available or no later than **Friday 21 September** to publicforum2012@wto.org. These will also help WTO interpreters prepare for your session.

Meeting Rooms

Parallel sessions will be operating throughout the length of the Public Forum following Registration and the Opening Ceremony on 24 September. Simultaneous interpretation of all Forum sessions will be provided in the WTO's three official languages – English, French and Spanish except for the evening sessions scheduled on Tuesday 25 September. The general location and total capacity of each meeting room is outlined above.

The Role of the Moderator

Please advise your moderator to structure the session as follows:

- Introduce the session (5 minutes) – outline theme, topic and main discussion points.
- Invite each speaker to present their case (5 to 8 minutes each). It is essential that speakers finish within the allotted time.
- Invite questions/comments from the panellists in response to these statements.
- Open the session to questions/comments from the audience.
- Offer concluding remarks (5 minutes) – highlight key points that emerged during discussion. (Do not summarise the session).

Note: All sessions will be stopped at the end of the two hour time limit.
Good timekeeping is necessary to facilitate a truly interactive discussion.

Moderators can encourage such discussion by commenting on the content of the presentations and posing follow-up questions to the audience. They should remind speakers from the floor to introduce themselves and to limit their statements to brief comments or questions. In sum, it is the moderator's role to make the session as balanced, lively and interactive as possible.

Information for the Programme

Please provide an abstract of up to 250 words outlining the main objective(s) of the session, the relevant questions to be addressed and the final list of confirmed speakers. This will be copy-edited and posted within the Public Forum programme on the WTO web site in advance of the event. Please send your summary in a word document as early as possible and no later than **Friday, 27 July** to the e-mail address publicforum2012@wto.org indicating "Abstract" and specifying the number of sessions in the subject heading.

Summaries of the 2012 Public Forum Sessions

All organizers are required to provide a summary of their session within three weeks of the event so that they can be posted on the WTO website.

Please bear in mind the following guidelines when preparing a summary of your session:

Content

We urge organizers of sessions to ensure that each report is organized in the following manner:

- Title of session
- Writer of report (indicating job title and organization)
- Summary: Please provide a short overview of the session including the main objective(s) of the session and the relevant questions that were addressed. This should be no more than 250 words.
- Presentations by the panellists: Brief summary of the main points raised by each panellist.
- Questions and comments by the audience: A selection of some of the questions/comments following the presentations.
- Conclusion: Short description of how the panellists concluded the session.

Word Count

Up to 2,000 words. Due to space limitations, it will not be possible to accept contributions longer than this.

Deadline

The final summary report for the Public Forum Publication is due **Friday 12 October 2012**. All summary reports received by the deadline will be edited, translated and included in the 2012 Public Forum Publication. Please send your final reports to publicforum2012@wto.org indicating Final Report and the Number of the session in the subject line.

Website

Once your contribution has been copy-edited, it will be posted within the Public Forum programme on the WTO web site. When all contributions have been received, these will be compiled into an electronic publication and posted on the web site.

Personal Belongings

Please remind audience members not to leave any personal belongings in the meeting rooms at the end of the day. All rooms will be locked after closing hours.

Forum Reception

All Forum participants are kindly invited to a reception to be held in the Atrium on **Monday, 24 September** from **6:15 pm to 8:15 pm**.

Programme

A version of the Public Forum Programme is available on the Forum webpage.

Discussion forum

Please note that in the run-up to this year's Public Forum, participants and organizers of sessions are invited to submit short articles (of no more than 1,000 words) on the themes of the Forum and to give their views on the articles submitted by others. Articles should be sent to publicforum2012@wto.org indicating discussion forum on the subject line.