




<b>NOTE FOR ORGANISERS</b>	
<b>Format</b>	<ul style="list-style-type: none"> <li>• The Forum will be held in hybrid mode subject to COVID-19 restrictions. All sessions will be livestreamed on the Public Forum virtual platform providing for both remote and in person participation.</li> <li>• Any changes in the format will be communicated to Organisers.</li> </ul>
<b>Public Forum Virtual Platform</b>	<ul style="list-style-type: none"> <li>• All PF sessions will be streamed on an All in One (AIO) platform which will include features such as Q&amp;A and Polling.</li> <li>• The AIO platform will include all PF related information including the programme, exhibitions, networking possibilities and other activities.</li> <li>• For working sessions, interpretation will be available in the three WTO languages both on-site (in the WTO meeting rooms) and online by selecting your language choice on the platform.</li> <li>• Participants only need to log in onto the platform once after which they will be able to access the live stream of all sessions. Please note that all participants, speakers and session organisers must register through the <a href="#">WTO website</a> in order to receive connection details for the PF platform.</li> <li>• All sessions will be recorded and available on the platform 24 hours after the session was recorded.</li> <li>• Training Sessions on the platform and its functionalities will be provided for organisers (week of 13<sup>th</sup> September) and moderators on (21<sup>st</sup> and 22<sup>nd</sup> September). The PF team will contact organisers with further details and to register them for the training sessions.</li> </ul>
<b>Deadline for submitting speakers and speaker's bios</b>	<ul style="list-style-type: none"> <li>• 1 September 2021</li> </ul>
<b>Speakers</b>	<ul style="list-style-type: none"> <li>• Speakers and moderators' names will be published on the WTO/PF website as well as on the PF virtual platform.</li> <li>• A short bio for each of the speakers should be provided for inclusion on the WTO/PF website and the PF virtual platform.</li> <li>• For those individuals attending in person, the WTO will prepare speakers name plates.</li> </ul>

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Conference facilities for in person participation.	<ul style="list-style-type: none"> <li>For those Organizers planning to be present on the day, the WTO will provide all the needed conference services: projector, screen, laptop, microphones, and video projection. Please note these sessions will be livestreamed onto the virtual platform.</li> <li>Please indicate any specific needs, other than those indicated above to <a href="mailto:pf21@wto.org">pf21@wto.org</a> no later than 10 September. All requests received after the deadline cannot be accommodated. We will let you know whether the WTO will be in a position to provide them.</li> </ul>
Layout of the room	<p>Most of the WTO rooms are set up similar to the picture below:</p> 
Lectern	<ul style="list-style-type: none"> <li>There are no lecterns in the rooms. Speakers will have to present from the podium.</li> </ul>
Banners	<ul style="list-style-type: none"> <li>Organisers' stand-alone banners can be displayed in the room and should be removed at the end of the session. There are no limitations or requirements regarding size.</li> </ul>
Flow of sessions	<ul style="list-style-type: none"> <li>Please note that there will be 30 minutes between each session to allow for networking and onboarding for the next sessions. The online platform will automatically stop live streaming of the session when the session time has lapsed.</li> <li>For sessions with interpretation, please note that interpreters will <u>not go over</u> the allocated time.</li> </ul>
Recording of panel discussions	<ul style="list-style-type: none"> <li>All sessions will be recorded and published on the PF platform.</li> </ul>



<p>Registration</p>	<ul style="list-style-type: none"> <li>• Last minute/on site registrations for attendance to the Forum will not be accepted. Registration closes on 6 September for those wishing to attend in person. Registration will remain open until 27 September for those who wish to attend virtually. Please communicate this information widely.</li> <li>• WTO delegates who wish to participate must register before by the 27 September deadline. Registration during the Forum <u>will not be possible</u>.</li> </ul>
<p>Badge distribution</p>	<ul style="list-style-type: none"> <li>• Badge collection/ID restitution will be possible between 7:30 and 19:00 on 28 September to 1 October.</li> </ul>
<p>Networking</p>	<ul style="list-style-type: none"> <li>• Participants will have an opportunity to network (i.e. messaging, set up video meetings) with other participants during the event on the PF virtual platform.</li> </ul>

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