

GENEVA PEACE FORUM 2026

PEACE PANELS

DETAILED INFORMATION

LOCATION

All panels will take place at the [Centre International de Conférences Genève \(CICG\)](#) in Geneva.



SLOT AND ROOM ATTRIBUTION

Panel slots and room assignments are determined by the Geneva Peace Forum team to ensure overall programme coherence and thematic balance.

- The **date, time, and room allocation** will be communicated in the **selection email (by end of June)**.
- Requests for specific time slots will not be considered.

RECOMMENDED PANEL STRUCTURE (90 MINUTES)

To ensure a dynamic and engaging discussion, panels should follow the following format.

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)

- Structured conversation guided by the moderator
- Panelists share insights, perspectives, and experiences
- Interactive discussion among panelists to explore key themes

SPEAKERS

- Maximum of **4 speakers per panel session**
- All speakers must be **physically present on-site**
- Panels should include **high-level speakers**, whose on-site management is the responsibility of the organizers
- Organizers are encouraged to ensure **diversity** (sector, gender, age, geography, grassroots representation)
- **Travel and accommodation costs** are the responsibility of organizers

MATERIALS AND TECHNICAL SETUP

During your session, you may use:

- PowerPoint presentations
- Video content

Important:

- Bring materials on a **USB stick**
- Upload files to the room computer before the session starts

LANGUAGE AND INTERPRETATION

- The primary language of instruction is **English**.
- GPF will provide **AI-powered interpretation** in many [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 DEADLINES AND DELIVERABLES

Concept Note Submission

- **Deadline:** Wednesday, 9 September 2026
- Required for programme finalization and website update

Must include:

- Final event title
- Event description
- List of organizers
- List of speakers (confirmed vs tentative)

Late submission will result in **event cancellation**.

Run of Show

- **Deadline:** Monday, 5 October 2026
- Required for technical coordination

Post-Event Report

- **Deadline:** Monday, 9 November 2026
- Short summary to be included in the official GPW report

COMMUNICATIONS

- A communications kickoff session will take place on **Tuesday, 1 September 2026**
- Organizers are responsible for promoting their session through their own channels
- Ensure coordination with your internal communications team

HUMAN RESOURCES

Organizers must provide:

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

Strongly recommended:

- A **note-taker** to support reporting

ONLINE AUDIENCE

- All events will be accessible via **Zoom (webinar mode)**;
- GPF will **set up the sessions and provide links** with registered participants on Monday, 12 October 2026
- **Online speakers receive a separate link**- please share their emails with the GPW Team. As indicated above prioritize on site participation.

ROOM SETUP AND ACCESS

- Access to the room is granted **30 minutes before the session**
- Room layout **cannot be modified**

During setup time, you may:

- Test and upload materials
- Brief speakers and moderators

Support:

- Volunteers will manage seating and room reset
- A Technician and Technician Assistant will be present to manage technical