

# GENEVA PEACE FORUM 2026 DOCUMENTARIES

DETAILED INFORMATION

## LOCATION

All documentary screenings will take place at the **Centre International de Conférences Genève (CICG)** in Geneva.



## SLOT AND ROOM ALLOCATION

Documentary screening 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.

## PROPOSAL REQUIREMENTS

- Proposals must include a **trailer** or **preview link** for the selection committee to evaluate relevance and suitability

## RECOMMENDED SCREENING STRUCTURE (90 MINUTES)

To ensure an engaging and impactful session, documentary screenings should follow the following format.

### 1. Documentary Screening (60 minutes)

- Full screening of the selected documentary film
- Ensure the film is formatted and loaded in advance on the room's equipment

### 2. Moderated Discussion (30 minutes)

#### a. Q&A and discussion segment

- Facilitated dialogue between the audience and key contributors
- May include the film director, protagonists, relevant experts, or practitioners

#### b. Key takeaways and next steps

- Summary of the film's main themes and lessons for peacebuilding
- Sharing of relevant resources or follow-up actions

#### c. Closing remarks and acknowledgments.

## MATERIALS AND TECHNICAL SETUP

During your session, you may use:

- Documentary film (pre-loaded via USB stick)
- 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**.
- Interpretation will be provided for the panel segment only.
- 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 **Wednesday, 2 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:

- A **moderator/facilitator** for Q&A sessions

Strongly recommended:

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

## 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 logistics

Sessions must **end on time** to ensure smooth transition to the next panel