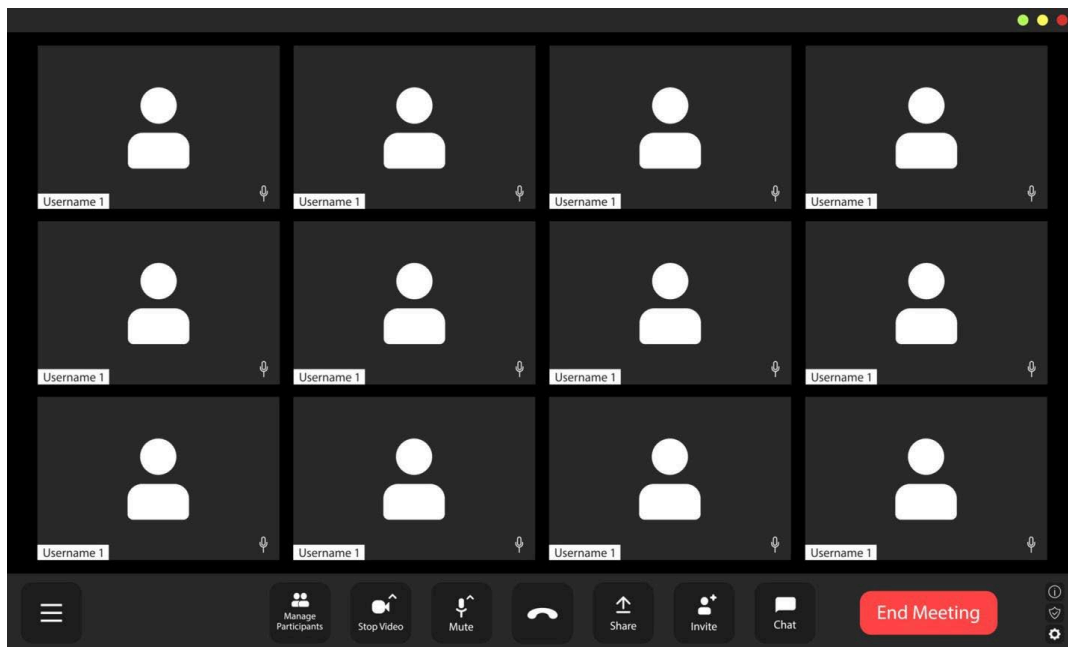


# GENEVA PEACE FORUM 2026 ONLINE WORKSHOPS

## DETAILED INFORMATION

### LOCATION & ACCESS

Online workshops will take place via **Zoom**, as part of the **Geneva Peace Forum** programme.



### SLOT ALLOCATION

Workshop scheduling is coordinated by the Geneva Peace Forum team to ensure overall programme coherence and thematic balance.

- The **date and time** of your session will be confirmed in the **selection email (by end of June)**
- Specific scheduling requests will not be considered.

# RECOMMENDED WORKSHOP STRUCTURE

To ensure strong engagement and meaningful exchange in an online setting, workshops should follow an **interactive and well-paced format**:

## 1. Welcome & Framing (10 minutes)

- Welcome by the moderator
- Introduction of speakers and facilitators
- Presentation of objectives and agenda
- Quick live poll or interactive question to gauge participant expectations

## 2. Scene-Setting Inputs (15 minutes)

- 2–3 short, focused interventions (max. 5 minutes each)
- Clear framing of the central question or challenge
- Presentation of guiding questions for discussion

## 3. Breakout Group Discussions (30 minutes)

- Participants divided into **up to 4 breakout rooms**
- Each room led by a designated moderator

**In breakout groups, participants will:**

- Discuss 2–3 guiding questions
- Identify key insights, challenges, and recommendations

**Note:**

- Each breakout moderator is responsible for **taking notes and recording key points**

## 4. Plenary Reporting & Interactive Exchange (20 minutes)

- Breakout moderators present key insights (2–3 minutes each)
- Participants engage via chat, reactions, or short interventions
- Moderator synthesizes key themes across groups
- Optional: live poll to prioritize recommendations

## 5. Collective Reflection & Action Points (10 minutes)

- Identification of **3–5 key takeaways**
- Highlighting potential next steps or collaboration opportunities

- Sharing of relevant resources and links in the chat

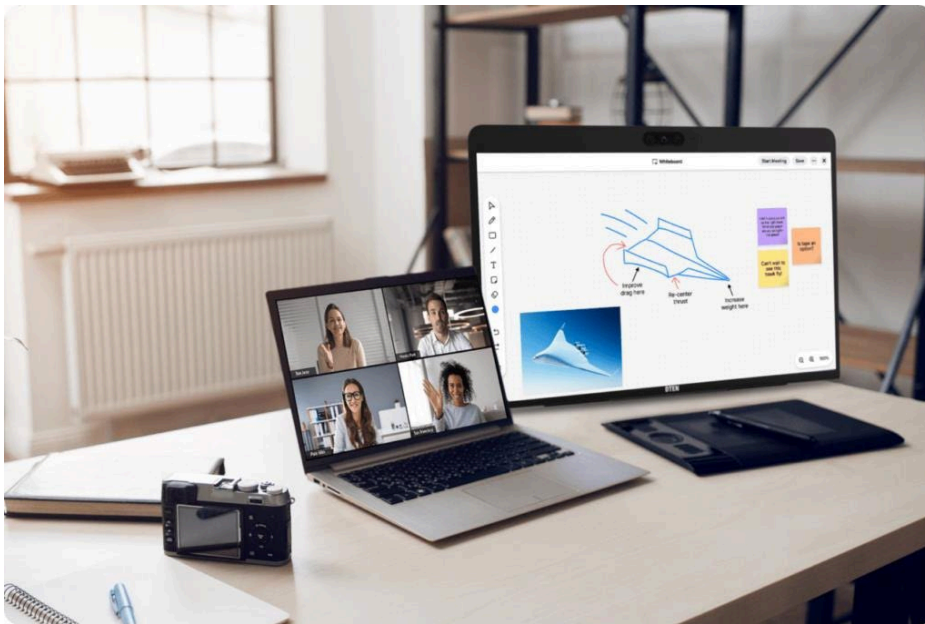
## 6. Closing (5 minutes)

- Final remarks
- Information on follow-up materials
- Acknowledgment of participants

## WORKSHOP FORMATS

Organizers are encouraged to adopt one of the following formats or propose an innovative alternative:

### Creative Workshop



Art-based and reflective sessions (e.g. drawing, collage, poetry) that foster emotional engagement, empathy, and shared reflection in a virtual setting.

## Simulation Workshop



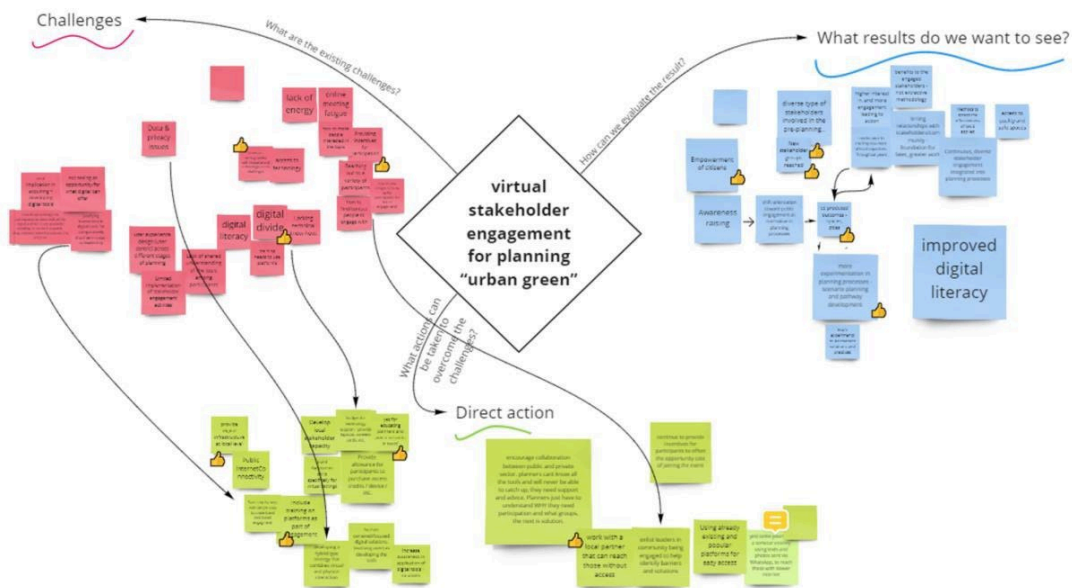
Interactive simulations (e.g. negotiation, mediation, crisis response) that strengthen decision-making, collaboration, and communication skills.

## Digital Peace Workshop



Hands-on sessions exploring tools such as early warning systems, social media analysis, and responsible AI use in peacebuilding.

## Futures & Scenarios Lab



Foresight-based workshops using scenario-building and visioning exercises to explore future peacebuilding challenges and strategies.

## Other Formats

Innovative formats are welcome. Proposals should clearly outline:

- Methodology
- Participant engagement strategy
- Technical and logistical requirements

## SPEAKERS

- Maximum of **4 speakers per workshop**
- Organizers are encouraged to ensure **diversity** across sectors, gender, age, geography, and grassroots representation

## MATERIALS

During your session, you may use:

- PowerPoint presentations
- Video content

## LANGUAGE & INTERPRETATION

- The working language is **English**
- Interpretation will **not** be provided.

### Important considerations:

- Interpretation is **not available**
- To minimize technical risks, prioritize **English-speaking speakers**
- Alternatively, use **pre-recorded videos with English subtitles**

## MANDATORY DEADLINES AND DELIVERABLES

### Concept Note Submission

- **Deadline:** Wednesday, 9 September 2026
- Required to finalize programme and update the website

### 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 Reporting

- A **recording and transcript** of your session will be shared by end of October 2026
- Organizers must submit a **short session report by Monday, 9 November 2026**

## 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 **lead moderator** (facilitation and timekeeping)
- An **online moderator** (chat management and participant interaction)
- **Breakout room moderators** (one per room)
- A **note-taker** (for reporting purposes)

## ZOOM SESSION SETUP & FEATURES

### Engagement Best Practices

To maintain high engagement:

- Use live polls
- Keep presentations concise
- Encourage chat participation
- Provide clear instructions before breakout sessions
- Display guiding questions visually
- Assign strong breakout facilitators

### Available Zoom Features

All workshops will include:

- Breakout rooms (up to 4)
- Live polling
- Chat function
- Reactions and “raise hand” feature
- Screen sharing
- Whiteboard tools
- Q&A feature (in webinar mode, if applicable)
- AI-powered interpretation (main session only)

### Important Limitations

- **No interpretation in breakout rooms**
- **Breakout sessions are not centrally recorded**
  - Each breakout moderator must take notes independently

- Only the **main session recording** will be provided

## TECHNICAL SUPPORT & ACCESS

- The Geneva Peace Forum will:
  - Set up Zoom sessions
  - Provide access links
  - Assign a **technical assistant** to support the session

### Timeline:

- Links available: early October 2026
- Registered participants receive links: **Monday, 12 October 2026**

### Important:

- You may share the participant link publicly
- Speakers receive a **separate access link**
- Organizers must share speaker emails with the Geneva Peace Forum team in advance