Guidelines for the moderators, lead speakers and participants

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1. Guidelines for the moderators

The moderator of each working session is expected to play a very active role in order to ensure a lively, participatory interaction between the panelists and the participants and among the participants. The moderator should be dynamic and assertive and pull in participants into the discussion and probe panelists and participants, including representatives from the United Nations and civil society. The moderator could deliver a short introduction to the topic in about five minutes, before giving the floor to the panelists. The moderator is encouraged to introduce the panelists, by providing their respective names and titles and inviting the participants to refer to individual biographies that will be distributed in the conference room.

An important task for the moderator is to guide the discussion towards conclusions, utilizing the guiding questions provided to all participants in advance through the Annual Session background paper, and synthesize the discussion so that policy conclusions can be drawn and included in   of the meeting.

The moderator should further ensure that the panelists and participants adhere to the guidelines outlined below. This includes time keeping.

In short, the moderator needs to:
Introduce the topic in less than 5 minutes;
Introduce the panelists (but not read the biographies);
Keep time (ensure that interventions from panelists and participants are within the indicated time limits of 5-7 minutes and 2 minutes, respectively);
Pull in participants to encourage interactive discussion;
Synthesize the discussion; and
Draw policy conclusions.

Moderators will be supported in their role by UN Secretariat staff (procedurally, by the Department for General Assembly and Conference Management, and substantively, by the Peacebuilding Support Office).

2. Guidelines for the speakers

The speakers will be guided by the working session moderators, who will solicit panelist interventions. Speakers are asked to limit their interventions to 7 to 10 minutes. The conference room is <u>not</u> equipped for Power Point Presentations. <u>Speakers are also strongly encouraged not to read from a prepared statement</u> (printed copies of written material could be distributed in hardcopies in the room).

In short, the panelists are requested to:
Keep to the time limit (5-7 minutes);
Address the guiding questions in the background paper;
Raise additional and relevant questions if necessary; and
Suggest policy recommendations.

3. Guidelines for the participants

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