

Spotlight Sessions, Speakers' Corner, Marketplace of Good Practices and Exhibits

Information Note for Organizers

Background Information

This Note provides practical information for organizers of spotlight sessions (*page 1*), speakers' corner presentations (*page 4*), the marketplace of good practices (*page 5*), and exhibits (*page 6*) for the Global Refugee Forum (GRF).

Note: All organisers and speakers must be registered for the GRF in order to access the Palais des Nations. Information regarding how to register may be found [here](#).

I. SPOTLIGHT SESSIONS

In addition to the plenary discussion and high-level dialogues, the GRF will feature a number of Spotlight Sessions. These will take a deeper look at the main areas of focus for the first GRF.

Location: Spotlight Sessions will be allocated to different rooms in the Palais des Nations.

Format: Moderated panel discussion.

Time allocation: Each spotlight session has been assigned a time of either 45 or 90 minutes. The times allocated are available online at: <https://www.unhcr.org/5dcc411c7>

Please note that all spotlight sessions are requested to end **10 minutes before the start of the next session** to facilitate time for the change of speakers and participants in between sessions.

Please check the programme to verify the date and time of your session, as some rooms and times might have changed.

A full programme of the GRF will soon be made available online at: <https://www.unhcr.org/programme-and-practical-information.html>

Interpretation: English and French interpretation will be provided, unless otherwise indicated in the programme.

Checklist for organizing spotlight sessions

In advance of the session:

- Please note that there is a **limited number of seats available on the podium** in any given room of the Palais des Nations. Organizers should refer to the [conference rooms guide](#) (see “Chairperson’s table, seating”) to check the capacity.
- Please send to the GRF Coordination Team (hqgrf@unhcr.org) and the Secretariat (patelro@unhcr.org) the following information:
 - The **exact title of the spotlight session** with the Global Refugee Forum Coordination Team. The title cannot exceed 60 characters, including spaces, due to requirements at the Palais des Nations.
 - The **names, organisations, and email addresses of all speakers** in the spotlight session. This is essential to ensure that their names are included in the registration list and in the programme.
- Organizers are responsible for **inviting moderator(s) and panelists** to participate in the spotlight sessions, including drafting and transmitting formal invitations, as needed. In cases where travel is funded by the spotlight session organizers, arrangements are also their responsibility. Organizers may use the following [template for the invitation](#), as required.
- The Secretariat must be informed **immediately of the participation of panelists who require special arrangements**, such as ramp access to the podium in the room where the spotlight session is held.
- Organizers should **ensure that all panelists who require an entry badge to the Palais des Nations are registered**. It is important to note that all NGO speakers, regardless of whether they possess a grounds pass, must be registered. Please refer to the [information note](#) on the Global Refugee Forum website for instructions regarding registration.
- Please note that spotlight sessions will be considered **private meetings** and not open to the press or the public. They will only be open to individuals who have registered to participate in the Global Refugee Forum.
- Organizers are requested to prepare a **flier** to help advertise their spotlight session, following a standard format provided by the Secretariat. It is important to ensure that the **full names, titles and organizations of all speakers and moderator(s) on the podium** are clearly indicated on the flier, so that nameplates may be prepared accordingly. Please use the following [template for the flier](#). Please **provide your flier** to the GRF Coordination Team (hqgrf@unhcr.org) and the Secretariat (patelro@unhcr.org) to allow time for it to

be reviewed prior to posting on the Global Refugee Forum website and for the nameplates to be prepared in advance.

- Efforts are being made to make the Global Refugee Forum as eco-friendly as possible. Therefore, the distribution of **materials** is discouraged. However, any materials distributed should be placed outside the conference room of the spotlight session. Organizers are asked not to include maps in any publications due to sensitivities.
- Organizers should let the Secretariat (patelro@unhcr.org) know if any **special equipment** aside from a computer, projector and a screen is required for the session. Any use of PowerPoint presentations or slides should be supported and managed by the organizers.
- **Refreshments**, including water for speakers on the podium, will be provided by UNHCR.

On the day of the session:

- Organizers and speakers are encouraged to **arrive at the Forum at least 90 minutes before the session** to allow time for potentially lengthy security procedures.
- Please aim to **arrive at the room of your session early** to ensure that the equipment in the room is working and that everything is in place.
- **Nameplates will be provided for the moderator(s) and speakers** listed on the spotlight session flier. The nameplates will be available in the room that the spotlight session is being held on the morning of the session. The organizer should place the nameplates on the podium.
- **Nameplates for participants will not be available** due to the large number of spotlight sessions.
- To manage **interventions from the floor**, a UNHCR staff member will be seated behind the moderator to support the creation of a list of participants in the session who wish to take the floor. Another UNHCR staff member will be in the room to collect names of participants who wish to speak. Participants will be requested to raise their hand if they wish to speak, and the staff member will take their name and communicate it to the staff member behind the moderator at the podium to include in the list of speaking requests.
- The moderator should be advised to vary the order of speaking requests among States and other participants, as it is not required to follow protocol in speaking order for the spotlight sessions or special events.

- A **conference room attendant** will be available to support you in resolving minor technical issues. However, please note that they will be covering multiple rooms at once. If you are experiencing difficulties and are not able to locate a conference room attendant, please pick up the phone located inside the room and dial 750 50. This will put you through to technicians who can come to the room to assist you with set-up and technical issues.
- Please provide **copies of all presentations to the interpreters** as this will facilitate their work and ensure a better quality of interpretation. Please also request that the moderator remind participants of the **available interpretation languages** before the start of the session to help ensure that they make full use of these services.
- Organizers are responsible for ensuring that **water and glasses provided by UNHCR for each speaker are placed on the podium**.
- Due to the large number of spotlight sessions, organizers are requested to remind the moderator(s) to manage their session in a way that ensures that it is kept **within the allocated time and is ended 10 minutes before the start of the next session**.

For any queries on the above information, please contact Roshni Patel in the Secretariat at patelro@unhcr.org and the GRF Coordination Team at hqgrf@unhcr.org.

II. SPEAKERS' CORNER

Selected Member States and other stakeholders will have the opportunity to speak about their good practices at a speakers' corner at the GRF. The speakers' corner will allow for a wide range of good practices to be presented in a lively and engaging manner, including those that may not be covered in the main sessions.

Speakers are encouraged to **arrive at the Forum at least 90 minutes before their allotted timeslot** to allow time for potentially lengthy security procedures.

Location: Exhibition Gallery (in front of Room XX, 3rd Floor, Building E), Palais des Nations, Geneva. Please note that this is an open space.

Format: Short **6-minute presentations** where one or two speakers present the good practice they are showcasing behind a podium.

Time allocation: 10 minutes is allocated for each Speakers Corner, including the time it takes to set it up and dismantle it, which will require on average 4 minutes. A moderator from UNHCR will be on hand to introduce speakers and manage the time.

The times allocated are available online at: <https://www.unhcr.org/5dcc411c7>

Please check this programme to verify the date and time of your session.

A full programme of the GRF will soon be made available online at:
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Description of set-up for Speakers' Corner:

- **1 podium** (for 2 people maximum) with 1 standing microphone and sound.
- **Audience space** of 40 chairs and an open space for people to stand.
- **One 80-inch screen** at the side of the stage (with connection to a computer) to showcase a presentation or other media as needed.
- **Stage background** of a 10m x 2.80m UNHCR backdrop with the GRF lock-up logo in 6 languages and 2 GRF campaign photos on the side.

Recording: The Speakers' Corner will be recorded by UNHCR's Video Unit. Both video and audio recordings will be made available on the GRF website.

III. MARKETPLACE OF GOOD PRACTICES

The marketplace of good practices will provide an opportunity for interested Member States and other stakeholders, whose proposals are selected, to exhibit their good practices in an innovative and engaging manner, and will be open to all participants of the GRF. These will be linked to the areas of focus or to specific refugee situations where comprehensive approaches are being applied.

Location: Salle des Pas Perdues, Building A, Palais des Nations, Geneva.

Exhibition booths: There will be one booth for each good practice being showcased. The format of the booths will be as follows:

- **Total measurements of the booth:** 2.48m (height) x 3.00m (width)
- **Surface for posters:** 2.48m (high) x 2.00m (width)
 - Note: participants will need to bring their own posters.
- **A screen of 48 inches** will be placed on the arch (2.48m (height) x 1 m (width))
 - A laptop will be connected to the screen to use as needed to showcase videos, PowerPoint presentations, or any other material.
- **1 table and 2 chairs** will be also provided.

- No information or material needs to be sent in advance, since each participant will be in charge to set up the booth in terms of look and feel, including all relevant materials to exhibit.

Set-up of Booths: Organizers of the marketplace must set up their booths on **Friday, 13 December starting from 9am until 5pm** (Palais des Nations hours for visitors). The booths must be fully set up before Monday, 16 December.

Poster installation: Blu Tack will be provided to affix the posters.



The booths have no clip/gripping-function at the top, and no double-sided tape is allowed that would destroy the panels. Any damage to the booths will be charged to the organizers of the exhibit accordingly.

Mock-up of booths:



IV. EXHIBITS

There will be small special spaces provided for the exhibition of selected art, photography, and other materials throughout the GRF across the Palais.

Equipment: UNHCR will provide the support to be used to hang exhibits, but each organizing entity and individual should bring their own material and do their own hanging.

Insurance: Each participant organizing an exhibit should have their own insurance in case of damage.

Location: Exhibits will be located on the 2nd and 3rd floor of Building E at the Palais des Nations, including the *paserelle* connecting building B and building E.

Set-up of Exhibits: Organizers of the marketplace must set up their exhibits on **Friday, 13 December starting from 9am until 5pm** (Palais des Nations hours for visitors). The exhibits must be fully set up before Monday 16 December.

GENERAL INFORMATION

Refugee Participation: All organizers **must urgently notify their co-sponsorship focal points** of any refugees taking part in their events so that the corresponding missions in Geneva can be notified, invitations are sent and visas are processed in time.

Displaying printed materials: In the sake of greening the GRF, there will be **NO general display area for materials**. All information on the GRF will be in the website. Any printed materials should be placed at the allocated marketplace booth or in the room of your Spotlight Session for participants to take.

Full map of the Palais des Nations with details on buildings and conference rooms [here](#).

