

The GTDF rules of the game

Conference dos and don'ts

1 Introduction

Welcome to the Geneva Trade & Development Forum! We, the organisers, have done our best to provide you with a platform and a setting for the discussions that we hope will allow you to think hard, about critically important issues, to express yourself freely, to communicate and inspire, and to learn from others. Our purpose is to move you away – as playfully as possible – from your usual routine and comfort zone, to expose you to paradoxes, entice you to juggle new ideas, think creatively, meet new people and form new communities of practice and change. This document is designed to clarify expectations and to guide you through the GTDF process.

2 Objectives of the Forum

Here is a reminder of what we want to achieve with the GTDF.

The goal of the GTDF is to be(come) a novel neutral platform that engages in an ongoing, constructive and operational dialogue on trade and development challenges faced by (least) developing countries and marginalised people; where the various stakeholders active in trade and development interact freely, exchange their experiences and develop concrete and innovative solutions. The Forum serves to rally high-level actors with different backgrounds, mindsets, experiences and visions, based on inclusiveness; stakeholders from governments, civil society, private sector, academia, media and international organisations have been invited to partake in the process.

3 Deliverables of the 1st GTDF Conference

Here is are the concrete – and admittedly ambitious – outputs the organisers and supporters of the GTDF would like to see at the end of the Conference.

- country-specific proposals for Action plans (APs) and/or policy recommendations involving relevant stakeholders at different levels from the North and the South.
- Policy principles on trade governance to put the multilateral trade system back on track
- New ideas, knowledge, insights, tools and approaches to promote trade as a development tool
- A process to extend the follow-up activities of the different APs to other potential interested countries or regions
- A follow-up mechanism piloted by theme leaders leading to concrete implementation steps based on the Conference's conclusions as well as guidelines for further cooperation among participants (including a website to continue interactions between events)
- A newly formed constituency for change of selected key stakeholders to work with the results of the Conference and to advance the Forum's agenda.

4 Conference arenas

The Conference sessions will take place in different arenas, each expected to inspire, nourish and reinforce the other.

Plenaries will serve to set the tone of the discussions and launch the dialogue as well as digest and synthesize the results and conclusions of the different conversations.

Keynote speakers will explore and debate novel approaches to the conundrums posed by trade liberalisation and globalisation.

In the *theme sessions*, participants are expected to review and fine-tune the draft action plans and/or policy recommendations with the stakeholders (public and private) present.

The *high-level panels* will address key policy issues by exploiting part of the output from the work of the various theme groups. They are expected to raise awareness and stimulate innovative and proactive solutions.

The *ministerial caucus* is designed to give policy makers a closed space to debate new horizons and novel ways to enhance the multilateral trade system.

Participants will also have the opportunity to take a deeper look at selected themes in *side events*.

Lastly, different spaces are available for *spur-of-the-moment exchanges*: go for a breakfast encounter (we call them “energy breakfasts”) in your hotel, a coffee break in the Regent Congress Centre or a drink in the Lounge of the Hotel Royal.

5 Conference tenets

Benefiting from the very broad diversity of the participants meeting in Crans Montana, we have an amazing opportunity to learn from one another and to work together productively in a dynamic and creative manner to find concrete solutions to pressing issues. Keeping in mind the ambitious goals of the Forum, here is what we expect from you:

Personal contribution

The Forum is a neutral platform, focused on finding solutions, not a negotiating platform. You are here in your own capacity and not as a representative or spokesperson of an organisation. We invite you contribute to the debate by being solution-oriented, realistic and constructive or by freely exploring novel ideas, approaches and solutions. As a stakeholder, you contribute to problem solving to the best of your ability.

Respect

The effectiveness of the Conference will depend on collegial interactions in the spirit of academic freedom. All stakeholders should feel safe to express their views and ideas in an atmosphere of respect.

Interaction

The Conference programme is highly ambitious. At the same time, we want to give everyone as much air

time as possible and we want to stimulate innovative thinking. So, on the one hand, all chairs, moderators and facilitators have been instructed to keep a firm hand on timekeeping and structuring the discussion. (This may mean that you could be interrupted while speaking. We hope you understand this is not meant disrespectfully.) On the other hand, the design and style of the different Conference session formats will vary (e.g. efficient and action-oriented, “funky”, serious, intellectually challenging, etc.). Independent of the style, however, we hope that the discussions will be interactive, lively and stimulating.

Discretion

One of the core missions of the Forum is to disseminate knowledge and ideas. Thus, participants should feel free to take notes and quote from what is presented and discussed at the Conference, except when mentioned otherwise. Should you feel reluctant to share experiences or opinions under these conditions, please ask the chair to apply the Chatham House Rule. This means that no one may quote from your designated contribution.

6 Final considerations

We appreciate your respecting the following:

The Conference is NOT to be used to:

- make long presentations, speeches, statements, reading of papers and monologues. We encourage maximum interaction
- promote or sell a given country, company, organisation, project, service or product. Such information should only be used as a basis for substantive debate on key issues

The conference venue is non-smoking; the use of cell phones is forbidden in the plenary and meeting rooms.

7 Conference roles

Audience member

This is the noblest role of all. A good audience can make the difference between a stimulating session and a boring one. You can help make a difference from the time you enter the room. Choose a seat toward the front. Formulate a good question while

you are listening to the discussants. The important point is to contribute to the conversation going on.

Moderator (facilitator)

The responsibilities of the moderator are to:

- make sure that the key messages, questions and references from the discussants are available beforehand, at the latest by **5 September 2008**
- prepare the panel and brief the discussants
- keep the debate focused on the key questions
- maintain a highly interactive, action-oriented and lively discussion
- ensure very strict overall time management

During the panel, s/he will:

- introduce the discussants and the expert(s) (name, designation and organisation + one relevant experience)
- stimulate the debate among discussants by posing key questions and cross-linking arguments
- moderate the Q&A between the discussants and the audience where foreseen
- summarise the panel session focusing on
 - visions, innovations and trends
 - lessons learnt
 - the way forward/roadmap for the future:
 - priorities/potentials for action
 - issues/questions to be deepened further

The moderators are asked to provide the organisers with a short biography (max. 150 words) and a recent photograph (format .png or .jpeg) by **5 September 2008** (this information will be made available on the GTDF website).

Shepherd (Expert)

The responsibilities of the expert(s) are to:

- ensure that discussants are aware of the current state of knowledge and key issues regarding the panel topic
- contribute to a highly interactive, action-oriented and lively discussion

- ensure that the results of the debate are brought back to the relevant working group(s)
- identify discussants and audience members that seem keen to pursue the debate; if desired, organise a follow-up discussion, e.g. at an energy breakfast

During the panel, s/he will:

- briefly introduce the topic, key issue to be discussed and general policy recommendations from the working group(s) (complementing the introductory video clip, if any)
- support the moderator in stimulating the debate among discussants by posing key questions and cross-linking arguments
- assist/complement the moderator in summarising the panel session

The experts are asked to provide the organisers with a short biography (max. 150 words) and a recent photograph (format .png or .jpeg) by **5 September 2008** (this information will be made available on the GTDF website).

Discussant

The discussants are expected to:

- participate in an interactive debate, focusing on visions and innovation, lessons learned, trends and perspectives regarding the GTDF core themes
- deliver a brief opening statement with 1 key message or idea or 1 key question that captures the basis of their vision and forms the backbone of the ensuing debate
- develop their ideas within the general debate, not make a formal presentation. However, 1-3 PowerPoint slides can be projected while the discussant presents her/his key message
- engage in a dialogue with the audience in an interactive and inclusive manner

The discussants are asked to provide the moderator and the organisers with:

- a short biography (max. 150 words) and a recent photograph (format .png or .jpeg) by

5 September 2008 (this information will be made available on the GTDF website)

- a summary, on 1 page, of their key message, question and references. These will be made available to the audience before the panel. The deadline for submission to the moderator and the organisers is **5 September 2008**. Discussants may submit a full paper or presentation for the web archive and/or publication in the GTDF proceedings (deadline for submission is **30 September 2008**)

Keynote speaker

Keynote speakers have been invited for their potential to be a source of inspiration for the Conference. They are asked to present new concepts and ideas as well as how to include them into the discussion and brainstorming.

The keynote speakers are asked to provide the organisers with:

- a short biography (max. 150 words) and a recent photograph (format .png or .jpeg) by **5 September 2008** (this information will be made available on the GTDF website)
- a summary, on 1 page, of their key message, question and references. The deadline for submission to the organisers is **5 September 2008**. Discussants may submit a full paper or presentation for the web archive and/or

publication in the GTDF proceedings (deadline for submission is **30 September 2008**)

Rapporteur

The rapporteur's responsibilities are:

- To draft a summary of the panel session with the essence of the debate, including relevant input from the audience, for dissemination to the working groups and through web news and other channels. Format of this summary:
 - size: maximum $\frac{1}{2}$ -1 page
 - time frame: **within one hour after the end of the session**
- To compile, on max. 3 pages, the key elements of the panel debate and other relevant interventions during the session for publication (deadline **10 October 2008**), with special emphasis on:
 - visions, innovations and trends
 - lessons learnt
 - priorities/potentials for action
 - issues/questions to be deepened further
- If requested to do so, the rapporteurs will also make themselves available to the GTDF media team to conduct interviews, media briefings and other media related activities.

(Be the change you want to see in the world.)
Mahatma Gandhi