

## Workshop Coordinator, Moderator and Rapporteur Guidelines

### Workshops Fact and Figures

Number of workshops: up to 40
Duration of workshops: 2:00 hours
Number of panellists: 4 maximum
Workshop coordinator: 1
Moderator: 1
Rapporteur: 1
Simultaneous translations: Thai, English and Spanish or French
Equipment provided: Lap top, beamer, giant screen, stationery

**Workshop coordinators are requested to read this document carefully and take note of the respective guidelines. Thank you and happy planning!**

### 1. Guidelines for Workshop Coordinators, Moderators and Rapporteurs

#### Role of the Workshop Coordinator

Workshop coordinators are responsible for workshop design, preparation, successful running during the Conference and delivering the workshop reports. If necessary, you can be supported in your work by a Workshop Advisor. Below are a set of guidelines designed to assist you with your role.

#### **You are required to:**

- Secure and communicate with the workshop moderator, rapporteur and panellists. In particular, ensure that all have received the necessary information about the Conference, Framework, workshop format, objectives and key working questions, as well as the biographies of the other workshop members, panellists topics, papers and/or presentations. Consistently inform your workshop panellists about any changes or developments related to the workshop preparations.
- Ensure that you, the moderator, the rapporteur and the panellists have registered for the Conference. Note that Early Bird registration ends **15 September 2010**.
- Share the workshop outline with your workshop panellists, the moderator and the rapporteur. Ensure the outline is taken into account during the panellists' preparatory work.
- Develop a 500 word workshop abstract (in narrative form) containing each panellist's thematic contribution and a summary of expected findings and submit it to the IACC team no later than **1 September**. **We also ask that you provide the final panellist list and a one or two line summary of what the panellist will discuss, as well as the final title for the workshop or special session.**
- Collate panellists' papers and/or presentations and deliver them in one email to the IACC team by **8 October**. This includes the workshop papers (addressing and answering the

workshop working questions) as well as a draft of workshop recommendations (include potential outputs, concrete follow up actions and advocacy messages).

- Develop interest in your workshop by widely promoting the Conference and your workshop to IACC delegates and external individuals/organisations. Please write to the IACC team if you would like to be sent some promotional flyers.
- Ensure the efficient running of the workshop at the Conference.
- By **October**, the IACC Organisers will put you in touch with your workshop assistant. During the Conference the workshop assistant will help you in ensuring a timely and efficient running of your workshop.
- Assist the rapporteur on the day of the workshop with writing the short workshop report, and ensure timely delivery of the long workshop report
- Alert IACC team about necessary translation arrangements.

**Important deadlines:**

- **1 September** - submit your workshop/special session 500 word abstract to the IACC team (further details are found above)
- **8 September** – deadline for fee waiver and Workshop Participation Fund (WPF) requests – coordinators will receive a response by 10 September
- **15 September** – ensure moderator, panellists and rapporteur are registered for the Conference, in order to receive early registration discount
- **15 September** – early bird registration closes
- **1 October** - ensure moderator, panellists and rapporteur book their flights and hotels. We strongly advise all participants to take out travel insurance
- **8 October** - collect panellists' papers/presentations and submit to IACC team
- **10 – 13 November** - for morning sessions short workshop reports should be submitted on the evening of the workshop and for the evening sessions reports should be submitted no later than 12:00 of the following day
- **26 November** – deadline for the submission of long workshop reports
- **20 December** – deadline for submitting WPF reimbursements

Please note that workshop outlines, abstracts, papers and panellists bios will be placed on the 14<sup>th</sup> IACC website prior to the conference.

**Caution!** If you do not submit the above information to the IACC team in a timely manner, your workshop will not be included in the printed conference programme and effect recipients of the workshop participation fund.

## **2. Guidelines for Workshop Moderators**

### Role of the Workshop Moderator

The moderator's key responsibility is to ensure a provocative, solution oriented and debate driven session. Moderators should possess a comprehensive knowledge of the topics to be addressed during the workshop. It is crucial that moderators maintain regular correspondence with the workshop coordinator and other panellists; she/he should be familiar with each panellist's area of expertise, have a clear understanding of the workshop objectives and how to manage the discussion.

As a moderator, it is important that you familiarise yourself with the roles of the workshop coordinator and rapporteur.

You are required to:

- Arrange to meet with the coordinator, panellists and rapporteur at least 40 minutes before the workshop to discuss the running of the workshop.
- Begin the workshop by introducing the panellists' bios, workshop objectives, expected outcomes, working questions, session method and time structure.
- Ensure that the workshop proceeds in accordance with your specific workshop time schedule.
- Moderate the discussion and keep and your listeners engaged.
- Moderate the panel and ensure that workshop objectives and working questions are clearly addressed, secure concrete conclusions and recommendations.
- Clearly summarize the panellists' key findings and open the debate to the floor.
- Ensure sufficient time is given to questions and answers between the public and the panellists as per the workshop model.
- Control the flow and length of questions and answers between the public and the panellists.
- Close the workshop by delivering final remarks, including a summary of the most important conclusions, findings and recommendations.
- After the workshop, work with the panellists and draw up and a summary of the most important conclusions, findings and recommendations. Share this document with the workshop rapporteur.
- Finally, go through the main points to be included in the short and long workshop reports. Please check the reports upon completion.

### 3. Guidelines for Workshop Rapporteurs

#### Role of the Rapporteur

As rapporteur you play an important role in the successful reporting and follow up of your workshop. Working with the workshop coordinator and moderator, your aim is to ensure that the proceedings and outcomes of the session are clearly recorded so that the findings of the workshop can then be shared with the anti-corruption movement and made available to the public.

- Prepare **two written workshop reports** - one **short** report for immediate delivery on the evening of the workshop (or next morning for evening workshops), and one **long** report for delivery after the Conference by **26 November 2010**.
- Text for the **short and long reports** should be inputted in the Rapporteur Report Forms (to be provided prior to the Conference) and delivered to the workshop coordinator and moderator for final review and sign off. The short report shall consist of no more than 800 words and the long report shall consist of no more than 2,000 words.
- The reports will be published on the IACC website. You will be responsible for the content. Please keep in mind that the text should be clear, concise and accurate.
- Content from the short report may be included in the Conference Newsletter or the Conference Declaration.
- For **morning workshops**, please deliver the short report at the latest by **18:00 (6 pm)** on the day of the workshop.
- For **afternoon workshops**, please deliver the short report by **12:00 (noon)** on the next day of the workshop.
- The **long report** will consist of 3-4 pages and will be included in the 14<sup>th</sup> IACC CD-ROM, the IACC website and serve as a basis for follow-up to the Conference.
- The short report should be delivered in electronic format to the Rapporteurs Coordinator who will be available in the rapporteurs' room.
- The **long report** should be **sent** in Word Format to the IACC Team via email to [iacc@transparency.org](mailto:iacc@transparency.org) no later than 26 November 2010. Please remember that the moderator should sign off on the report before it is submitted to the IACC team.
- Computers will be made available for rapporteurs in a designated workshop report writing room.