



13th International
Anti-Corruption Conference

IACC

**Global Transparency:
fighting corruption for a sustainable future.**
Athens, Greece | 30 October - 2 November 2008

Workshop Organisation Guidelines for Coordinators, Moderators & Rapporteurs

Table of Contents (continued from the general table of contents)

Section	Page No.
1. Guidelines for workshop coordinators	11
2. Guidelines for workshop moderators	13
3. Guidelines for workshop rapporteurs	14
4. Workshop report forms	16
5. Workshop proposal form	19

1. Guidelines for workshop coordinators

Role of the Workshop Coordinator

As workshop coordinator, you will be responsible for the conceptual foundation, development and orchestration of the workshop. You can be supported in your work by a designated Workshop Advisor. Below are a set of guidelines designed to assist you with your task.

- Complete the **workshop proposal form** for the review of the Programme Committee. Submit it to the conference organisers no later than May 30. The workshop proposal form asks you to specify:
 - Workshop title, coordinator name and organisation, and preferred workshop model
 - Brief workshop description including target audience and key working questions
 - Expected workshop objectives, outcomes and outputs
 - Name of a qualified workshop moderator with a demonstrated ability to promote and manage discussions and, additionally, to synthesise material
 - Name of a workshop rapporteur who will have the task of preparing (i) a one-page summary of the workshop and its recommendations, immediately after the workshop; (ii) a five page long report one month after the conference
 - Depending on the chosen workshop model, details of up to five panellists, including their organisation, position, contact information, nationality, gender and category. Please remember to take account of the need for regional, gender and professional balance along with possible panellist recommendations from the Programme Committee
 - Workshop panellists should have confirmed their availability to participate.
 - Session topics, taking into account Programme Committee recommendations and the preference for case studies
 - Please include any additional information you feel may be necessary or relevant
 - Details of whether you will be willing to host or attend a press conference
 - Details regarding funding sources and /or needs

If your workshop proposal is selected, you will be required to:

- Develop a 200 to 250 words workshop outline from the information contained in the workshop proposal, using the “narrative” form and submit it no later than 01 September 2008.
- Collect panellist’s bios (100 to 200 words) and deliver in one email to the IACC team in accordance with the advised deadlines (below).
- Establish and maintain **contact with the workshop moderator**, informing her/him about any changes or developments related to the workshop preparation. In particular, ensure that at all times she/he has information about the workshop format, objectives and key questions, in addition to details of panellist’s Curricula Vitae, session topics, papers and summaries of papers.
- Ensure that you, the moderator, the rapporteur and the panellists have registered for the conference via the 13th IACC website (www.13iacc.org).
- Communicate the workshop outline to the panellists, the moderator and the rapporteur ensuring that it is taken into account during the panellist’s preparatory work.
- To avoid gaps or overlaps collect and circulate among each panellist their work, accompanied by a summary of findings or abstract.
- Collect panellist’s papers and deliver them in one email to the IACC team in accordance with the advised deadlines (below). This includes the workshop papers (addressing and answering the workshop questions) as well as the draft workshop recommendations (including all outputs and concrete recommendations of practical actions to be carried out).
- In accordance with the workshop moderator, develop a brief list of the key working questions for the session.
- Develop interest in the **participation** of the workshop and conference by promotion to individuals and organisations.
- Ensure the efficient running of the workshop at the conference.
- Ensure the delivery of the workshop reports and assist the rapporteur during their writing.

Important deadlines for you to remember

- Workshop proposal submission ends: 30 May 2008
- Workshop outline and bios: September 1 2008
- Workshop papers and draft workshop recommendations: 30 September 2008
- Workshop long reports: 02 December 2008

Please note that workshop outlines, abstracts, papers and panellists bios will be placed on the 13th IACC website prior to the conference.

2. Guidelines for workshop moderators

Role of the Workshop Moderator

- As moderator you are responsible for the successful running of the workshop. You will liaise with the workshop coordinator at least two weeks before the workshop so you access the panellists' abstracts, papers, the draft workshop recommendations and importantly, details of their Curricula Vitae. The latter will be necessary to enable you to introduce the panellists during the workshop. You will also need to draw up, with the workshop coordinator, a brief list of the key working questions that are to drive the debate.
- You shall also meet with your coordinator, panellists and rapporteur at least half an hour before the workshop to discuss the running of the workshop. You will need to contact your panellists and rapporteur in advance to arrange this.
- You will begin by introducing the panellists, workshop objectives, expected outcomes, working question(s), session method and time structure.
- If the workshop begins with a short film, testimony or documentary, you will highlight the main points for the benefit of the workshop attendants and panellists.
- It will be necessary for you to ensure that the workshop proceeds in accordance with your specific workshop time schedule.
- You will moderate, with particular reference to time keeping, the summary of presentations made by the panellists.
- You will moderate the panel discussion, ensuring that workshop questions are addressed comprehensively and with the aim of securing conclusions (including all outputs such as concrete recommendations of practical actions to be carried out).
- You will then summarize the panellists' positions for the benefit of the workshop as a whole and will then open the debate to the floor.
- You will control the flow and length of questions and answers between the public and the panellists.
- You will be expected to work with the panellists to draw up and deliver a summary of the most important conclusions, findings and recommendations.
- You will be expected to deliver final remarks, including a summary of the most important conclusions, findings and recommendations.
- You will discuss with the rapporteur the final workshop recommendations.
- Finally, you will discuss with the rapporteur any points to be made in the short and long reports. You will also need to check this report upon completion. You will assure that any information that you believe should be shared with those not attending the workshop is included.



13th International
Anti-Corruption Conference
IACC

Global Transparency:
fighting corruption for a sustainable future.
Athens, Greece | 30 October - 2 November 2008

3. Guidelines for workshop rapporteurs

Role of the Rapporteur

As rapporteur you play an important role in the successful 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 workshop can then be of genuine practical value both for the conference outcomes and the public in general.

- You are asked to prepare **two written reports** - one **short** version for immediate delivery during the conference, and one **long** one for delivery after the conference by December 2, 2008.
- Both the **short and long reports** are to be made on the Rapporteur Report form (see next page) and delivered to the workshop coordinator 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 short report will be included in the Conference Newsletter and the Conference Conclusions / Declaration on the last day of the Conference.
- 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 **09:00 (9 am)** on the next day of the workshop.
- The **long report** will consist of 3-4 pages and will be included in the 13th IACC CD-ROM and the IACC website and serve as a basis for follow-up to the Conference.
- The short report shall be delivered in electronic format to the Rapporteurs coordinator who will be available in the rapporteurs' room.
- The **long report** shall be **sent** in Word Format to the IACC Team via email to iacc@transparency.org no later than 02 December 2008.
- Computers will be made available for rapporteurs in their designated room.