2023 Global Forum
Session Guidelines and Procedures

We don't just want your ideas for sessions, we want you to take full ownership and create, organize, and facilitate a Forum session so that you play an integral role in shaping the conversations at the Forum. At the Forum, we strive to exchange knowledge of best practices using the law to support civil society with the goal to spark new ideas or develop projects and partnerships.

Overview
Sessions may relate to any topic of relevance to pro bono and public interest lawyering with the goal to generate and share new ideas, make connections, and set actionable plans that use legal tools and the expertise of lawyers to build just, equitable, and sustainable societies.

We will prioritize high-quality interactive sessions ideas that:

● feature diverse speakers,
● interactively engage the audience as participants, and
● explore innovative ideas and approaches for the use of pro bono and public interest lawyering.

Session coordinators will be responsible for:
● planning the content and structure of the session.
● ensuring interactivity to engage participants.
● identifying and inviting speakers, confirming and supporting their participation, and communicating with them about the session.
● ensuring that the coordinator and all speakers are registered for the Forum and provide their headshot and biography to the PILnet team.
● facilitating the session at the Forum.

Session Content and Approach

The purpose of the Forum is two-fold. We strive to:
● Exchange knowledge of best practices using the law to support civil society with the goal to spark new ideas or develop new projects and partnerships.
● Provide a platform for our partners to network and strengthen relationships.

Global Forum sessions should be more than just presentations of past work. Participants repeatedly voice that they want to explore and engage with new ideas that they can take back and apply to their own work. Therefore, we are looking for sessions on best practices and lessons

learned from projects that can be expanded to new jurisdictions or communities. We are also interested in sessions that allow participants to grapple with and discuss current themes and challenges in their work and the community at large.

Proposals that do the following will be given a strong preference:
- **encourage open discussion, collaboration, and interactivity — rather than those that are in a lecture format or a sequence of presentations with a Q&A.**
- both explore innovative models and approaches as well as prioritize diversity and inclusion through both participation and format will be given preference.

You should consider the diversity of Forum participants and the larger community and partners when organizing your session.

Please note, chosen sessions may be streamed to virtual registrants who will be able to comment and pose questions.

Session Length

All sessions will run either 60 or 90 minutes. You may state your preference in your session proposal form and we will do our best to accommodate that.

Process

You will be notified no later than May 15 as to whether your proposal was accepted or not. Forum planners anticipate receiving many high-quality proposals, and all sessions will be given careful consideration by PILnet, with the input of external partners where relevant.

If your proposal is accepted, PILnet reserves the right to suggest changes in the recommended speakers, substance, structure, or materials. PILnet will facilitate introductions of groups submitting proposals in that case.

If chosen, you will take sole responsibility for organizing your session. A PILnet staff liaison will be assigned to your session to guide you through the process, provide information to you regarding scheduling and logistics, and answer any questions you have. This person will be your primary contact leading up to the Forum.

Resources

PILnet will provide the session coordinator with guidance to organize the session, including a template to prepare a session outline, which must be completed and returned to your staff liaison, detailing the major points and rundown of the session, as well as a one-paragraph summary

describing the session for our website. Session coordinators will also be responsible for providing speaker names, photos, and short bios , which will be published on our website.

Registration and Fees

All speakers are expected to register for the Forum.

Session coordinators and speakers who wish to attend any session other than their own are required to pay the appropriate registration fee. Session coordinators and speakers who attend only their session and no other part of the Forum can apply for a "session only" registration fee waiver. PILnet staff will provide information about how to request and register for "session only" waivers after session decisions have been announced.

Session coordinators are asked to **support related costs of their session speakers** should they require support, including travel, lodging, and event registration, or to assist their speakers with obtaining support. PILnet is unable to cover the cost of speakers' travel, lodging, or other costs associated with attending the Forum.

In extremely limited cases, PILnet will waive the registration fees of speakers from NGOs, universities, and bar association staff upon request and subject to the outcome of PILnet's fundraising efforts.

Logistics

PILnet will provide meeting space, stationery, limited audio-visual equipment, promotion, logistical support, and session evaluation.

- All speakers are expected to be available in-person in Brussels. In exceptional cases individual speakers may be able to join remotely, ONLY upon specific arrangement and prior agreement with PILnet. In these cases, your staff liaison will provide you with the necessary logistical details. Should one of your speakers become unavailable to attend in-person, please contact your staff liaison immediately.
- All speakers are expected to hold availability for October 17th and 18th until session scheduling and the agenda has been finalized. Continued flexibility and availability is appreciated.
- PILnet cannot provide travel or accommodation support to coordinators or speakers. Session coordinators are asked to support related costs of their session speakers should they require support, including travel, lodging and event registration, or to assist their speakers with obtaining support.

PILnet

Deadlines

Mar 31   Session proposals due.

May 15   Decisions on selected sessions announced.

May 26   Finalized agenda shared with you, letting you know of the date and time of your session.

Aug 15*   Finalized session outline, including title and description for publication on our website, due.

Sep 1.   Speaker biographies and headshots due.

Sep 1   Early bird registration closes.

Oct 1   Registration closes *(please have your speakers register as soon as possible)*.

*We are happy to receive these items prior to the deadline and as soon as they are finalized.