

Rules of Procedure

Panel Format

Plenary and simultaneous sessions

The session moderator will introduce the panel and manage the discussion, including opening the session for interventions from the floor following the initial statements by the panellists. The sessions will be structured so as to provide as much time for discussion as possible. However, due to the tight schedule of the Forum, the number of speakers in each session will be limited. Except for the opening and closing plenary sessions, all thematic focused panels will follow the same format:

Opening of panel by moderator

Brief introductions by 3 panellists (7 minutes each)

Further comments by 2 commentators (5 minutes each)

Interactive discussion with comments and questions from the participants

****Due to time constraints, PowerPoint and other visual presentations will not be possible during the plenary and simultaneous panels.**

Opening

Please note there will be no opportunity for interventions from the floor during the Opening Session on 3 December.

Side events

Side events are self-organized and the rules of procedure for each side event will be decided by the organizers. PowerPoint will be available in the side event rooms, upon request.

Participation

To ensure that participants from different stakeholder groups have an opportunity to speak, there will be a designated microphone for each of three categories. Participants should use the microphone designated for their stakeholder group as follows:

1. States, national human rights institutions, UN entities, inter-governmental and regional organizations;
2. Business enterprises, professional associations and networks, law firms, and consultants;
3. Civil society organizations, trade union representatives, indigenous peoples' organizations, affected stakeholders, academics, multistakeholder initiatives and others.

The moderator will strive for a balanced representation of stakeholder groups on a rotational basis, subject to the time available and the number of participants wishing to take the floor. Requests to speak may not be guaranteed. The session moderator reserves the right to use their discretion in the management of the floor interventions in order to enable as many stakeholders as possible to participate in the dialogue and to ensure a balanced debate.

Participants should clearly state their name and organizational affiliation and keep their comments short (no more than 2 minutes at most, including for State delegations) and pertinent to the topic of the session. All participants should ensure that a sense of respect and tolerance permeates the discussion.

Participants are kindly asked to avoid reading from prepared written statements, documents or published texts in order to stimulate dynamic discussions.

In order to ensure accurate recording of names and organizational affiliation of participants speaking from the floor, for the purpose of the summary document, speaker lists will be available at the back of the meeting rooms. Those taking the floor are kindly requested to complete details of name and affiliation in one of these lists *after* they have made their interventions.

Note: Side events may follow a different format, as they are self-organized.

Seating arrangements

Given the very large number of registered participants, specific arrangements will apply for the seating of State delegations during the opening and closing sessions of the Forum. A limited number of seats at the tables will be reserved in one section of Room XX at the front of the room (one per State), to be occupied only by Ambassadors or Heads of Delegations. One additional seat will be made available, behind the seat at the table, for another member of the State delegation to accompany the Ambassador or Head of Delegation. The seats will be reserved but will not have assigned names or countries. Ambassadors and Heads of delegations that wish to do so are kindly requested to take up one of the reserved seats and ensure that they are seated no later than 10 minutes before the start of the opening and closing sessions. After 10 minutes before the start of the opening and closing sessions, any seats that have not been occupied by Ambassadors and Heads of Delegation and the accompanying member of the delegation in the seat behind the table will be made available to other Forum participants to ensure the greatest possible participation of participants in room XX (Human Rights Council chamber).

In the event that the number of registered participants exceeds the capacity of room XX, the Secretariat will kindly request that all participants ensure that no more than 2 persons per delegation/organization are in room XX for the Opening Session. In this situation, the Secretariat will post a notice, and additional members of delegations will be able to take a seat and follow the proceedings via webcast in Room XVII.

Note: There will be no reserved seating arrangements for the other Forum sessions.

Submissions

All participants are invited to send statements to the Secretariat for posting on the website of the Forum. The Secretariat will make every effort to ensure that statements are posted during the Forum in a timely manner, but participants are kindly advised that there may be delays. **The deadline for contributions to the Forum website is Monday 9 December 2013.**

Languages

Please refer to the programme for each session for information on available languages. Where interpretation is provided, participants will be able to hear the interpretation by using the ear pieces available at each seat and selecting the channel for the desired language.