



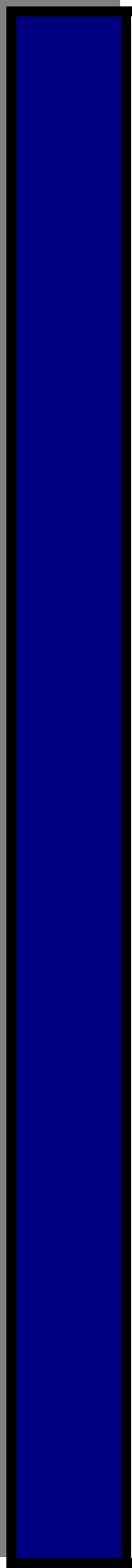
VII. DEVELOPING AND STRUCTURING THE TRIBUNAL/HEARING PROGRAM

Having identified the overall content and focus of the tribunal/hearing, the remainder of the program should now be planned in as much detail as possible. When deciding on the structure for the program, the makeup of the target audience should be kept in mind. Generally, the goal is to arrange an overall program structure that enhances the delivery of your key messages. This includes ensuring that testimonies within sections flow well and maintain interest, and that there are smooth and logical transitions between sections. As you move forward in the organizing process, it is useful to sketch out a preliminary program that you can add to and/or modify as the planning process progresses. This way, when you arrive at the moment of finalizing program details, you will already have a preliminary sense of the structure as well as the information to answer any outstanding questions and/or concerns.

Once all testimonies are confirmed, compile a preliminary schedule which includes projected times for all speakers including the opening and closing speaker(s), testifiers, moderators and judges. The draft schedule will be helpful when deciding how much, if any, additional time you have to fill in the program. At this time it would also be useful to identify any additional segments or presentations that would be important to include in their own right and/or which would enhance the program. This can include cultural activities and performances, refreshment breaks, and so on. The subject matter of tribunals/hearings is extremely serious and can be quite difficult for audiences (as well as judges and respondents) to hear and absorb. One or two brief interludes with a positive focus - a poetry reading, short film, or musical/dance performance, for example, will be very welcome at an appropriate point in the program. At the same time, it is important to think about ways of maintaining audience attention within sections and throughout the delivery of testimonies. For example, if possible, some of the testifiers might use film/video and/or other visuals as part of their presentation. The following points highlight the main issues and considerations that need to be considered when developing the tribunal/hearing Program.

OPENING/INTRODUCTORY COMMENTS

Prior to the delivery of testimonies, an appropriate member(s) of the organizing team should make brief welcoming and introductory remarks. This commentary should provide the audience with an overview of the program for the day,



an introduction to the tribunal/hearing's purpose and objectives, and any relevant background information on women's human rights that would help to contextualize the forthcoming presentations.

DECIDING THE ORDER AND GROUPING OF TESTIMONIES

There are a number of variables to consider when determining the order in which testimonies will be presented.

Grouping Testimonies

If you have more than 5-6 presentations, it is useful to organize the testimonies into sections according to a common issue or theme. Grouping the testimonies into separate sections of roughly equal numbers, helps to give the audience a clearer picture of the overall issues and concerns being highlighted by the tribunal/hearing. If you decide to group testimonies into sections, you need to decide on the order of the sections as well as the order of testimonies within those sections.

Ensuring Diversity

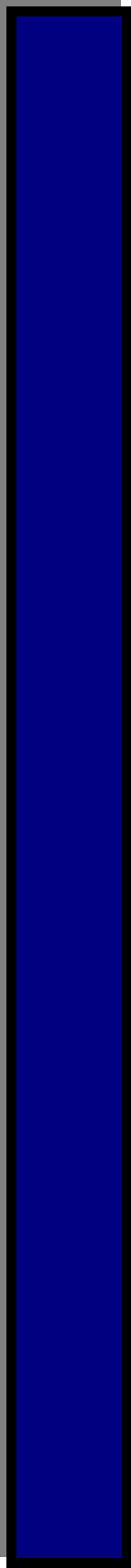
Whatever the themes or issues the tribunal/hearing committee chooses to highlight, aim to achieve balanced representation among speakers across lines of race, ethnicity, socio-economic background, disability, sexual orientation, regional/geographic location, and so on. It is particularly important for the organizers of an international or global event to ensure that the order and number of testimonies are regionally balanced.

Ordering Testimonies Within Sections

In general, it is a good idea to begin and end on a particularly strong note. Try to alternate testifiers according to their speaking/presentation styles and mode of testimony delivery. Aim to balance formal speakers with those who tend to be more lively and informal, for example, or try to include at least one testimony in each section that utilizes audio-visual resources, or perhaps includes a poem.

Ordering Sections Within the Overall Program

Use the order of the sections to foreground priority themes and issues. If you are planning a half-day or shorter event, the first issues and testimonies presented will get the most attention. If the tribunal/hearing is a day-long event,



the beginning of the second half is also a timeslot that can be used effectively. If the judges or respondents are a major draw for the event, and they are slotted to speak last, the section just before the judges' presentations will also be an advantageous timeslot in which to highlight key issues. As suggested before, in terms of the overall program, aim to begin and end with the themes/issues that are likely to attract greater attention. This is not a comment on the merits of individual testimonies or sections, but a reminder that when a tribunal/hearing is a public/media event, sustaining interest among the audience and the members of the media is an important goal of the event. This will vary according to whichever issues are timely or topical, as well as with the content and mode of delivery of specific presentations.

Use of Visuals and Performance Arts

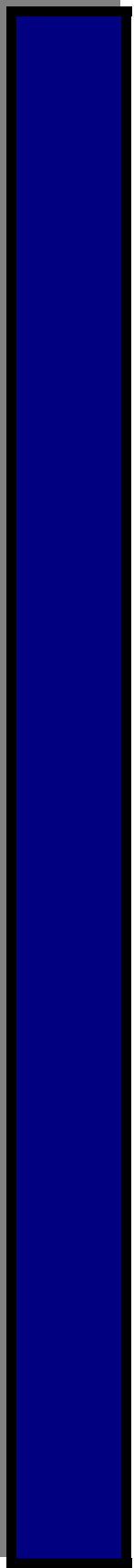
Intersperse any presentations that use visuals (slides, video clips, posters, etc.), or music, dance, or poetry throughout the program. As testifiers prepare testimony, encourage the use of visuals as part of presentations, if available. If meeting the requirements of human rights documentation is less important, it is also a good idea to encourage some testifiers to deliver their testimonies through performing arts. Otherwise, music, dance, and/or poetry can be performed by non-testifiers in order to provide important breaks in the program.

JUDGES OR RESPONDENTS STATEMENTS

As outlined in Section V, judges or respondents statements can be delivered at two different points in the program. If testimonies are grouped into sections, each judge/respondent can be assigned to respond to a section consistent with their areas of expertise. This works best if the comments are made at the close of the respective section. If time permits, the judge/respondent could also deliver brief final remarks toward the end of the program. Alternatively, all of the judges/ respondents can deliver their statements at the conclusion of the program.

SELECTING MODERATORS

Moderators play an important role in the tribunal/hearing program. In addition to providing the audience with brief introductions to the sections and speakers, they also keep the program moving forward within the timeframe that has been established. Depending upon the length of the program and how you structure the presentation of testimonies, you should choose approximately 3-5 moderators for the tribunal/hearing. When selecting moderators, choose individuals who are familiar with the tribunal/hearing process and the issues that are being



discussed in the section they will moderate. It is advisable to select individuals from the tribunal/hearing committee or Human Rights Advisory Group since they are most familiar with the goals and objectives of the tribunal/hearing.

CLOSING REMARKS

Following all of the presentations, the tribunal/hearing should conclude with a very brief commentary from a key player in the tribunal/hearing organizing process. Closing remarks can include thanks to all participants (especially the testifiers) and to the individuals and organizations that played an instrumental role in shaping the tribunal/hearing; a call to action based on the demands issued from the tribunal/hearing; and, a positive statement about future avenues to be pursued.