



X. ON THE DAY OF (OR DAY PRECEDING) THE TRIBUNAL/HEARING

As you approach the day of the tribunal/hearing, it's very important to keep lines of communication open - with staff, testifiers, judges, moderators, support persons, participating organizations, outside consultants, as well as media. If you are organizing a large event, schedule regular meetings with staff members to keep informed about the ongoing progress, last minute issues and problems that arise, and possible changes to the schedule.

The following points are important to consider as you plan the final days leading up to the tribunal/hearing. Add additional points as they come up throughout the planning process.

PRACTICE SESSION WITH TESTIFIERS, SUPPORT PERSONS, MEMBERS OF THE ADVISORY GROUP AND MODERATORS

If time permits, a pre-tribunal/hearing practice session where all the testifiers meet and present their testimonies to each other can be a valuable exercise. A practice session can create a greater sense of mutual support among the testifiers. If testifiers are nervous about public speaking it gives them an opportunity to become more comfortable presenting their testimonies in front of a supportive audience. It also fosters greater coherence in the overall program, as testifiers have time to make minor adjustments to their scripts that will complement and/or reinforce points being made by other speakers. Such a session will also give you a chance to evaluate, and adjust, if necessary, the ordering and grouping of the testimonies.

In general a practice session should allow for:

- Introductions of testifiers, advisory group members, support persons, and moderators.
- Individual presentation of testimonies to the group.
- Feedback from the group.
- Time for testifiers to work with advisory group members and/or support persons on revisions to the final draft of their testimony.

At this point, moderators should be provided with brief biographical information for each testifier that they will introduce. There should also be an opportunity to review both time and content guidelines you have established for

moderators (section VII).

PRODUCE COPIES OF FINAL VERSIONS OF TESTIMONIES

After the practice session you will need to produce copies of final drafts of testimonies for distribution to translators, judges, members of the advisory group to judges, moderators, and the media (if specific testimony is requested on the day of the event.)

MEETING OF JUDGES AND HUMAN RIGHTS/LEGAL EXPERTS

Schedule a meeting with judges or respondents and human rights/legal experts the day before, or the morning of, the event. The meeting should be used to:

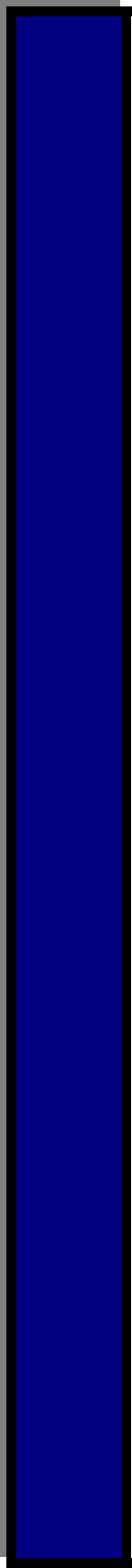
- Clarify any queries on the guidelines for judges/respondents established by the tribunal/hearing committee (Section V).
- Discuss any specific requests regarding the judges' presentations.
- Distribute copies of the final testimonies and any additional material available (press kits, press releases, etc.).
- Review the program/schedule for the event.

VENUE/SITE ORIENTATION

When booking the tribunal/hearing venue, ensure that you also schedule an on-site orientation for staff/organizers a few days before the event. All staff involved with the program should survey the space prior to the event in order to become familiar with the layout and to be better able to assist with the final logistical planning. In addition, allow ample time to set up the day before (or earlier on the day of) the event. Remember to notify the venue manager well in advance of specific requests and time needs and to verify these verbally as well as in writing as the date of the event approaches.

STAGE MANAGEMENT

As you compile a task list, select a staff member who has been closely involved in planning the tribunal/hearing to be the "stage manager" for the event. The stage manager should be situated on the side of the stage throughout the event to troubleshoot and coordinate details with the technical crew (lighting, sound, audiovisual equipment, etc.). In addition, they should monitor the timing and flow of the program and ensure that all speakers are on stage at the proper time.



The stage manager should meet with the technical crew the day before (or morning of) the event to do a run through of the entire program. This will help preempt and address any last-minute technical issues/problems.

STAFFING THE EVENT

Ensuring that proper support is available for the day of the tribunal/hearing requires a full evaluation of staffing needs well in advance. Depending on the size of your staff as compared to the expected turnout for the event, it may be useful to recruit some volunteers to work on the day of the tribunal/hearing. Volunteers can assist with tasks such as registration, distribution of programs, seating people in the audience, and so on. This will free up time for staff to assist with key aspects of the program. Other assignments that staff will need to cover include: stage management, overall logistics troubleshooter, media liaison, support to presenters, as well as all tasks associated with production including technical requests, translation/interpreter back-up, etc. Keep an ongoing list of tasks that will need to be monitored/completed on the day of the event.

LOGISTICAL CHECKLISTS

In order to have all logistical information in a clear and accessible format on the day of the tribunal/hearing, it is very useful to compile a checklist of some of the major tasks/elements associated with the tribunal/hearing. A sample site planning checklist is attached (Appendix 5), and can also be used as a guide for drawing up similar checklists for other aspects of the event - including media, program development, written materials and supplies.