

## ITF Event Guidelines

### Before the event

- Speakers and chairs are requested to supply a short biography (up to 170 words), their presentations (if any) and a picture to [eventsregistration@biicl.org](mailto:eventsregistration@biicl.org) no later than two days before the event.
- A projector and screen will be available if speakers wish to use slides. Speakers are encouraged to limit their presentation to 15 slides if they decide to make such presentation.
- Presentations or papers will typically not be printed out for distribution prior to the event, unless by special request.

### During the event

- ITF events are designed to be as interactive and frank as possible. All speakers and participants are encouraged to participate in their individual capacity, rather than as representatives of their organisations, States, or clients.
- Unless otherwise agreed, presentations and discussions in all ITF sessions are 'on the record'. This means that the speakers may be identified and quoted.
- Should a speaker wish to talk 'off the record', the Chair will make this clear at the beginning of the session. In such cases, the speaker may not be identified and quoted. All subsequent collective discussion reverts to the standard 'on the record' format.
- Individuals attending ITF events may be video recorded, audio recorded or photographed during a meeting. This media may be used for promotional purposes on social media platforms, through podcasts or publication by other means. If you do not consent to the use of your comments or likeness, please notify a member of the events team.

### Speaker guidelines

- An invitation to speak at an ITF event is non-transferrable.
- Speakers are asked to focus on key law and policy issues and controversies rather than on general information. Event participants will already have a good knowledge of the basic concepts.
- Speakers are asked not to give a reiteration of their clients' positions nor an extended academic lecture, but rather a brief well organised and provocative introduction to stimulate a lively discussion in the remainder of the session.
- Speakers are asked to keep their presentations brief to allow maximum time for discussion. Each session normally lasts one and a half hours and the aim is to allow slightly less than an hour of participatory discussion.
- In a session of three speakers, each is asked to limit remarks to 10-15 minutes each. During the ensuing discussion, the panel speakers should have opportunities to contribute further and to respond to any specific points raised.

## Session chair guidelines

- Session chairs are expected to make brief (less than 5 minutes) remarks on the theme of the session before introducing the speakers and chairing the subsequent discussion.
- The main task of the session chairs is to ensure that all speakers remain on time and to provide opportunities for the audience to contribute to the discussion.
- The chairs are encouraged to take questions in rounds, e.g., three questions in one round, before inviting the panellists to address them.
- The chairs are expected to ask those asking questions from the floor to introduce themselves and to limit their interventions to one minute.

## After the event

- Participant lists will not be circulated beyond those individuals who attend the event.
- ITF will upload electronic copies of presentations/slides to the ITF members-only secure area of the BIICL website unless otherwise instructed by the speakers.

## Hosting an ITF event

- If a member is interested in hosting an event, this needs to be discussed this with the Forum director in advance. Although not guaranteed, the Forum attempts to provide all members with an equal opportunity to host events and to participate in them as speakers.
- As a host, the member is expected to provide a venue with a projector and a screen, as well as post-event catering (normally drinks and canapes). BIICL will provide a list of attendees as well as other materials related to the institute's activities for distribution.
- As a host, the firm may invite up to ten of its own employees or clients to the event free of charge (in addition to speakers). Other attendees need to register via the BIICL website or by emailing [eventsregistration@biicl.org](mailto:eventsregistration@biicl.org).
- Every speaker is entitled to invite to the event one guest free of charge.
- Unless otherwise agreed, the presentations will be recorded and may be subsequently published as podcasts online.

## Useful links

- [ITF members-only section](#)
- [BIICL podcasts](#)