Organization for Security and Co-operation in Europe

REPUBLIC OF SLOVENIA
MINISTRY OF FOREIGN AFFAIRS

Seminar on Gender-Sensitive Labour Migration Policies

Brdo, 16-17 February 2009

Venue: Brdo Congress Centre
Slovenia

Information for Speakers

Dear Sir / Madam,

We are looking forward to welcoming you in Brdo at the Seminar on Gender-Sensitive Labour Migration Policies.

We would like to draw your attention to some matters of interest regarding the Seminar.

The Seminar will gather about 60-70 representatives of Governments and state institutions, social partners, international organizations, civil society and academic community.

The Seminar should stimulate a free-flowing, fruitful, smooth and focused discussion, providing a fair chance for all those who wish to make a contribution and generate concrete and viable suggestions for the OSCE and its participating States.

All speakers are kindly invited to submit to nina.lindroos-kopolo@osce.org their presentations by latest 12 February 2009 (in electronic format – word, power point, pdf file, etc) on the topic they are going to address;

In case your final presentation would not be ready **feel free to send an abstract** summarizing the main points. You may also choose to submit a longer paper providing more background/detailed information for general distribution to the seminar participants. In this case, we would ask you to send us such documents by 12 February to allow us enough time to make the required photocopies. **We also kindly request you to bring your presentation, saved on a memory stick or a CD Rom, to the seminar.**

Sending your presentation ahead of the seminar will facilitate the copying and distribution of documents to all participants and will help them to better prepare for the discussions.

During your presentation please try to provide specific and concrete examples, suggestions and good practices that can be of interest to other countries as well.

WORKING MODUS OF THE SEMINAR

The sessions will start by formal presentations of **maximum 15 minutes each**. The presentations will be followed by a discussion involving all the participants. A Moderator will chair the session and make initial comments and ask questions, based on the Speaker's presentations, thereby stimulating the discussion. The Moderator will intervene if the speakers exceed the time limit. A Rapporteur will summarize the key issues discussed.

Speakers will have the opportunity to make additional comments during the discussion. We also recommend to keep the visual support (power point/overhead), to a maximum of 10 substantive slides. Longer papers can be circulated, ideally in advance of the seminar.

The Speakers are encouraged to meet the OSCE staff and the Moderators before the start of the Seminar or of their respective session.

Please direct all your questions regarding the agenda and the content of the Seminar to:

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Please direct all the information regarding logistics and organizational aspects, as well as requests for technical support to:

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