



# unitar

United Nations Institute for Training and Research

## Unitar Online Catalogue

---

### Workshop on Chairing International Conferences (Vienna)

Deadline: 8 Jun 2016

---

|                          |   |
|--------------------------|---|
| Type:                    | Workshop  |
| Location:                | Vienna, Austria   |
| Date:                    | 14 Jun 2016 to 15 Jun 2016  |
| Duration:                | 2 Days  |
| Programme Area:          | Multilateral Diplomacy  |
| Website:                 | <a href="http://www.unitar.org/cdt">http://www.unitar.org/cdt</a> |
| Price:                   | \$0.00  |
| Event Focal Point Email: | diplomacy@unitar.org  |
| Contact Number:          | +41 (0)22 917 86 77   |
| Partnership:             | Austrian Ministry of Foreign Affairs                              |

---

### EVENT OBJECTIVES

The value of this workshop is to provide information, skills and guidance to delegates who may be appointed or elected to chair meetings and to enable all delegates to understand what the chairman is doing, and why he or she is doing it. Indeed, all delegates who wish to influence the outcome of a meeting need to work with and through the chairman and support the chairman's efforts. In short,

meetings require strong and able chairmen as well as supportive and cooperative delegates to be effective and successful.

In order to make this training workshop as interactive as possible, simulations and role-playing are used and discussed. Participants are asked to reflect upon and describe good practices for chairing.

## LEARNING OBJECTIVES

At the end of the 2-day workshop, participants will be able to:

- Define and analyse the role of the chairman;
- Use acquired skills and knowledge to prepare for and efficiently chair a meeting;
- Apply skills of chairmanship to deal with political or technical challenges and tensions;
- Define acquired skills to influence the outcomes of a meeting by working with and through the chairman;
- Use acquired skills and knowledge to work with and through the chairman in formal and informal parts of a meeting.

## TARGETED AUDIENCE

The workshop is open **ONLY** to diplomats of Permanent Missions accredited to the United Nations Office in Vienna. UNITAR is delighted to announce that thanks to the generous support of Austria this workshop can be offered **free of charge**. UNITAR reserves the right to make a selection among candidates.

The selected candidates are requested to participate for the full duration of the workshop. Only those who complete the entire course will be awarded a certificate. If unforeseen circumstances prevent you from attending after you have been accepted as a participant, please inform UNITAR immediately so that a place can be given to another candidate.

## ADDITIONAL INFORMATION

**Venue and Working Language:**

The workshop will be conducted in English at the UN headquarters in Vienna.

**Certificate:**

Participants who have attended all the sessions will receive a certificate of participation.

**Registration:**

For more information, please write an email to [diplomacy \[at\] unitar.org](mailto:diplomacy@unitar.org) ([diplomacy\[at\]unitar\[dot\]org](mailto:diplomacy@unitar.org)) or call +41 (0)22 917 86 77 or visit [www.unitar.org/cdt](http://www.unitar.org/cdt)