

Agenda for
Women's Conference Circle Briefing and Reception
Wednesday, January 24

- 12:30 Check in at OEOB, proceed to Room 450
- 1:00 Welcome on behalf of the First Lady
 Melanne Verveer (10 minutes)
- 1:10 Report on the Fourth World
 Conference on Women
 Marjorie Margolies-Mezvinsky (5 minutes)
 Video (13 minutes)
 Geraldine Ferraro (10 minutes)
- Activities of the Interagency Council
 Theresa Loar (5 minutes)
- Activities of the White House Office
 of Women's Outreach & Initiatives
 Betsy Myers (3 minutes)
- 1:40 Break to move to White House Conference Center
- 2:00 Group discussions
- 3:15 Break to move to White House for reception
- 4:00 HRC remarks
- 4:10 Receiving line

Women's
Conference
Circle

Women's Conference Circle Briefing Breakout Session
January 24, 1995
2:00 - 3:15 pm

Worksheet for Facilitators/Note-takers

I. Purpose

A. Get people to talk about what's happening in their communities and encourage dialogue among the participants to share specific information.

B. Offer ideas of things that we know are happening and suggestions of things that people can do.

C. Make government representatives available to answer policy questions regarding follow-up to the Women's Conference.

II. Format

A. 60 people/room, sitting in a circle.

B. Similar to NGO commitments briefing in Beijing.

C. Facilitators are co-anchors. They should welcome the group. Offer a brief self introduction and introduce the Delegate and Council members in the room. Lay out the goals of the session, then open the floor for discussion. (DO NOT GO AROUND THE ROOM AND ASK INDIVIDUALS TO IDENTIFY THEMSELVES AS THIS WILL EAT UP A LOT OF TIME)

D. Those who wish to speak should stand and state their name, where they are from and their organization.

E. Participants can share their ideas or ask a question. Facilitators should limit the time allotted to each person to no more than 2 minutes.

F. There will be two notetakers in each room. Facilitators should point out the importance of each individual identifying themselves to ensure accuracy and credit in the report that will come of the sessions.

III. Talking Points (use if asked)

- A. Women's Conference Circle
- B. Interagency Council on Women
- C. CEDAW
- D. How to obtain the video - call Rose Kemp
- E. Where to obtain the Platform for Action