

**Information note for Groups selected to address the  
Citizens' Assembly on 5<sup>th</sup> March 2017  
Proposed Structure and Guidelines**

Background

Submissions were received from a wide range of advocacy groups and other interest/representative organisations (groups). Publication of these was prioritised and they are now available online. A full list was circulated to all members. Some 117 submissions of this kind were received.

Selection of groups

At the February meeting of the Assembly, Members were asked to indicate which groups they would like to have present to the Assembly at the March meeting. In order to ensure balance, both on the day and balance in the overall programme, a final decision on which groups will be invited was made by the Chair of the Assembly, Ms. Justice Mary Laffoy.

Structure and Guidelines

Ms. Justice Laffoy has decided that in order to allow for a wide range of organisations to be heard a full day will be dedicated to this, with balance to be given to each side of the debate. These sessions will take place on Sunday 5<sup>th</sup> March. Please note that unlike previous weekends of the Assembly, which only ran until 1pm, the Sunday meeting will continue into the afternoon. Full details of when your group will be addressing the Assembly will be provided once all groups have been confirmed.

In presenting to the Assembly, groups are asked to adhere to the following guidelines:

- In keeping with the procedure used for all other presenters before the Assembly, groups are asked to prepare a paper in advance for circulation to the members. This should be kept to a maximum of 5 pages. This should be provided to the Secretariat by **close of business on Thursday, 23 February**.
- Groups should also present the Assembly with a short background note on their organisation, outlining key information such as aims/ goals, details of who you represent, date of establishment, membership etc. One speaker should be selected from each organisation. A short biography of whoever is chosen to speak should also be provided.

- Any references included in the paper should be provided with full citations. The Assembly Secretariat reserves the right to clarify any matter in relation to citations, and may provide copies of cited material on the Assembly website to assist the members in their deliberations.
- Groups are then asked to present their paper to the Assembly on the day. Groups are encouraged to use PowerPoint presentations where possible. A note on technical guidance for PowerPoint at the Assembly is included as an annex to this document. Each group will be given a maximum of 10 minutes for their presentation. You are encouraged to time your presentation to ensure that this limit is observed.
- Groups will be provided with details of the other organisations speaking with them on the platform as soon as possible. It is not possible to provide this information until such time as other groups have accepted their invitations.
- Following the presentations, the meeting will move straight into a Questions and Answers sessions. Groups may choose to have an additional representative available for these sessions, however, this will be subject to space considerations on the stage and decisions in this regard will be made at the discretion of the Chair of the Assembly.
- All papers and presentations will be made available afterwards on the Citizens Assembly Website, [www.citizensassembly.ie](http://www.citizensassembly.ie)
- It should be noted that all public sessions of the Assembly are live streamed and the presentations will be broadcast on the RTÉ News Now platform.

### **Guidelines for PowerPoint at the Assembly**

We are using a wide-screen [16:9 aspect ratio](#) for PowerPoint presentations. Please follow these [instructions to convert your presentation to 16:9](#) wide-screen format.

Also please confirm:

- Will you be using audio or video within your presentation? Please let us know in advance.
- Will you require a live internet connection for referencing websites or videos within your presentation?
- Please can you also bring a backup copy of the presentation with you to Malahide.