



SAVE THE DATE

02-04

June, 2025

**GUIDELINES FOR
REMOTE
SATELLITE EVENTS**



5TH WORLD CONGRESS ON JUSTICE WITH CHILDREN

**Advancing Child-centred Justice:
*Preventing and responding to violence
affecting children in child justice systems***



Terre des hommes
Helping children worldwide.



GUIDELINES FOR REMOTE SATELLITE EVENTS

SATELLITE EVENTS: THE WORLD CONGRESS CLOSER TO NATIONAL CHALLENGES

Satellite events in a nutshell

The World Congress Satellite Events are organized in different parts of the world and aim at being strategic at national and regional levels to engage with relevant actors in those constituencies.

The organizers of each satellite event will choose from the World Congress on Justice With Children themes and topics, that are relevant at the national or regional realities from each correspondent country.

*The national or regional Satellite Events would be framed and organized as **national or regional Panel Discussion (Round table style), Action-oriented Working Group, Certified training workshop, etc.** and would bring together experts, policymakers, professionals, children, young people, etc. This setup ensures a dynamic exchange of ideas and insights at both the global and national levels.*

[APPLY TO HOST A SATELLITE EVENT](#)

i. What is a Satellite event? Main features

The 2025 edition of the World Congress will provide an opportunity for different state agencies, civil society groups, and academic institutions to organize 'satellite events' that will be associated with the main event in Madrid.

Below are some key features of a 'satellite event' of the World Congress on Justice With Children 2025

- Satellite events are happening at the same time as the World Congress, hence, from 2 to 4 June 2025, or in the immediate days following.
- While organizers of the satellite events can choose a suitable schedule for the celebration of the satellite events in their countries and/or regions, those events will connect to all, some, or one to the World Congress plenary sessions that will take place in Madrid. The plenary sessions of the World Congress will happen both in the morning and afternoon to accommodate different time zones. Thus, it is important to follow the World Congress program and accommodate the timing of the satellite event accordingly to be connected to the plenary sessions.
- The satellite events will focus on the main themes and one or more of its subtopics (see [5th World Congress JWC 2025 - Theme](#)) of the World Congress, though contextualization according to the priorities of the country and/or region where the satellite event is taking place is advisable.



- It'd be advisable (though it is not mandatory) to record the satellite event. If recorded, the satellite event will be uploaded to the web page of the World Congress, being publicly accessible and acknowledged (see [5th World Congress JWC 2025](#)).
- To be an official satellite event of the World Congress, an expression of interest/application is to be submitted from September to November 1. through the website of the Global Initiative on Justice With Children (<https://justicewithchildren.org/en/World-Congress-Justice-Children-2025>). Once approved by the organizers of the World Congress, information and guidelines regarding the registration process to the satellite event will be communicated by the world congress' organizers.
- The logos of the satellite event organizers in each country and/or region will appear on the web page as 'associated partners' of the World Congress on Justice With Children.
- The organizers of the satellite events will provide to the World Congress team the main discussion points reflected upon during the event. Those points will be summarized and posted on the World Congress web page and accessed publicly. The satellite event's final points of discussion will be an essential piece within the **2025 – 2030 Justice With Children Global Strategy**.

ii. Objectives of the satellite events

The organization of a satellite event within the World Congress on Justice With Children has the following main objectives:

- **Advance child-centered justice principles at local, national, and regional levels**, ensuring coherence in the global agenda and giving opportunities for children to voice their concerns and claims in their language within their constituencies.
- **Increase diverse participation in the World Congress**, better engaging with local, national, and regional partners, ensuring a wider audience and localized approaches to the child justice agenda.
- **Facilitate meaningful engagement and participation of local, national, and regional stakeholders** in satellite events, focusing on addressing their specific needs and priorities.
- **Reduce the carbon footprint associated with a global event such as the World Congress** by offering satellite events that combine face-to-face dynamics without the need to travel by air, alongside hybrid participation options and connection to the central event in Madrid.
- **Ensure that the hybrid approach of combining online and offline elements caters to diverse participants**, including those with limited mobility, financial constraints, or geographical or other type of barriers.

iii. Satellite events methodology

NATIONAL/REGIONAL SATELLITE EVENTS CONNECTION WITH THE IN-PERSON WORLD CONGRESS EVENT IN MADRID

The agenda of the national/regional satellite event will incorporate a session where participants gather to watch the World Congress International Plenaries virtually. Then, different sessions can be accommodated in the agenda of the national/regional satellite event.

World Congress International Plenary	Livestreamed from Madrid
National or Regional Satellite Event (Roundtable)	In-person at the country in which the national or regional satellite event is taking place
N.B.: When time zone disparities prevent live streaming of the World Congress International Plenary sessions, recorded versions of the plenaries will be made available through the World Congress website.	

The World Congress Plenary sessions will be streamed in English, Spanish, Arabic and French.

TYPE OF NATIONAL/REGIONAL WORLD CONGRESS SATELLITE EVENTS

- They could be of local, national, or regional scope.
- There is no minimum or maximum of participants required.
- They can be organized in any language. Should the organizer require the plenary sessions of the World Congress to be projected in a language other than English, French, or Spanish, it is the organizer's responsibility to make the necessary arrangements.
- Satellite events can be organized (not exhaustive) as:
 - **Panel discussions (roundtable style)**: Diverse, interactive, and inclusive discussions between a 4 or 5-speaker panel and the audience.
 - **Action-oriented Working Group**: Hands-on group exercises where you can team up with your partners and organizations to tackle specific human rights challenges and develop concrete calls for action, outcomes, and joint initiatives.
 - **Certified training workshop**: Where you can share tools, details of your successful project, ideas, or promising practices on justice with children through skills- and capacity-building workshops.
 - **Dynamic and learning-by-doing session**: Interactive and flexible sessions featuring discussions, multimedia, and collaborative activities, creating a learning experience that encourages the exchange of ideas and knowledge in a dynamic and responsive environment.
 - **Research workshop groups on relevant thematic area and scientific publications**



This approach ensures that satellite events not only complement the main World Congress but also cater to diverse preferences, existing initiatives, projects, etc., and that they address regional, national, and local goals.

SELECTING A VENUE FOR A NATIONAL/REGIONAL SATELLITE EVENT

Selecting the venue for a satellite event requires careful consideration to ensure its success. The venue can be provided by local partners such as universities, government counterparts, World Congress partners, or corporations:

- Begin by identifying venues that align with the event's objectives and logistical needs, such as size, location, amenities, and accessibility.
- Evaluate potential venues based on their ability to accommodate your expected attendance, provide necessary equipment or technical support, and offer a conducive atmosphere for networking and engagement.
- If possible, align timing so that national/regional satellite events can synchronize their schedules with the international plenary sessions, either broadcasting them live or following recorded broadcasts, ensuring continuity and engagement with the overarching themes of the World Congress (see [5th World Congress JWC 2025-Programme](#)).
- Confirm the venue and date as early as possible to secure your desired location and avoid scheduling conflicts.

TECHNICAL REQUIREMENTS FOR NATIONAL/REGIONAL SATELLITE EVENT VENUES

- Reliable internet connectivity: a solid internet connection is essential for seamless communication and live streaming, ensuring participants can engage effectively. This is also crucial to be able to watch live stream or record the World Congress plenaries: the World Congress team will provide the online platform to connect and view the main plenaries to the organizers.
- High-quality microphones: quality microphones for speakers are crucial to ensure clear and audible presentations, fostering an engaging and professional atmosphere.
- Language need/translations: translation of international plenaries will only be available in English, Spanish, French, and Arabic. If the national/regional satellite events are conducted in any other language, the organizers of the satellite should plan for translation resources within the venue of the satellite event.
- Video recording of satellite event (if desirable and consented by all participants including children and youth): the website of the World Congress can be used to upload the recorded satellite event enabling broader access to valuable content and knowledge sharing to a wider and global audience. If the satellite organizers plan for video recording, it is necessary to ensure the consent of all the attendees, including very specifically children and youth. Satellite event organizers can request assistance from the World Congress team to receive a Zoom link for the national/regional satellite event recording.



- Facilitators and note-takers: the satellite event organizers should plan for a tandem or qualified facilitator and note-taker within the satellite event.
- Registration of participants to a national/regional satellite event would be possible through the webpage <https://justicewithchildren.org/en/World-Congress-Justice-Children-2025>.

PARTICIPATION OF CHILDREN AND YOUNG PEOPLE IN A NATIONAL/REGIONAL SATELLITE EVENT

Children and young people should be provided with a range of options for how they can be involved in a satellite event. These can include, for example:

- A child or young person chairing the event, or co-chairing alongside a supporting adult if the child wishes so.
- Children and young people as panelists where they can share their perspectives and messages.
- Children and young people being involved in documenting and reflecting on the event, as moderators, note-takers, special guests, etc.

In any role that children and young people are given, the World Congress team together with the satellite organizers will plan to provide children and young people with the needed individual and collective support to ensure that they are well-prepared to undertake their role.

Once the specific role(s) of children and young people are established, the child safeguarding focal point of the satellite event organizers should ensure that informed consent is obtained from the child/young person and their parent/caregiver. This includes informing them of the risk assessment and mitigation measures/support available. The World Congress team will be able to support the child safeguarding process in coordination with the satellite event organizer.

CHILD SAFEGUARDING IN WORLD CONGRESS SATELLITE EVENTS

Child safeguarding is everyone's responsibility. All partners in the satellite event should be informed that the event will involve the participation of children and young people and that each person carries a responsibility.

During the 'housekeeping' segment of the satellite event, encourage a code of conduct to be highlighted, and inform participants that anyone who does not adhere to the code of conduct risks being removed from the meeting.

Designation of a child safeguarding focal point for each satellite event, whose name and contact information are communicated to all participants.



PROMOTION OF THE NATIONAL/REGIONAL SATELLITE EVENTS

Organizers of satellite events are encouraged to proactively promote their events independently. Utilizing social media platforms is highly recommended, along with tagging and the Global Initiative JWC to amplify visibility and broaden audience engagement.

Organizers of satellite events will receive a comprehensive social media package tailored for the 2025 World Congress. This package will include official banners, communication materials, templates, and design guidelines, all provided by the World Congress team.

To maximize outreach, satellite event organizers are encouraged to tag JWC in all their posts regarding the satellite event on:

Global Initiative on Justice With Children Social media			
LinkedIn: Global Initiative on Justice With Children	X (before @With_Initiative	Twitter):	YouTube: Justice With Children

LOGISTICS MANAGEMENT OF THE SATELLITE EVENTS

Below an indicative logistic management checklist is provided to facilitate the organization of national/regional satellite events:

Comprehensive needs assessment

- Determine room specifications, including capacity and expected number of guests.
- Identify budget or sponsor for coffee services.
- Considerations for VIP treatment, if applicable.

Setup and staffing

- Ensure a welcoming registration table setup.
- Identify in advance volunteers, to be informed and trained for smooth operations.

Technical Requirements

- Secure reliable internet connection.

Event duration and timing

- Define the duration of the event and schedule timing in coherence with the main plenaries as outlined in the [5th World Congress JWC 2025- Programme](#).

PARTICIPANT ENGAGEMENT IN SATELLITE EVENTS

To effectively engage national/regional participants attending the satellite events, below is a list of recommended strategic actions:

- Compiling a list of potentially recognized experts or policymakers and speakers for roundtable discussions. This precise selection can greatly enrich the event experience and attract local stakeholders. The World Congress team stands ready to assist in connecting with potential contacts, including key figures such as Ministers of Justice. If there are uncertainties regarding specific information, please reach out to the World Congress team who will gladly provide the required support.



- Enhancing local presence is essential for fostering meaningful engagement. Partnerships with national organizations, child rights national organizations, youth movements, etc. are highly encouraged. Collaborating with local partners can amplify outreach efforts and ensure relevance within the national context.
- The World Congress online platform will feature a chat where national/regional satellite events participants would be able to actively engage as they wish. Satellite event organizers might wish to assign one person to interact through the chat and capture the different messages/questions of the satellite event participants gathered.

SATELLITE EVENT SPEAKERS' MANAGEMENT

To foster active engagement during sessions below there is a list of recommendations:

For satellite events using the modality of 'Panel/Roundtable'

- Instead of scheduling formal presentations, prepare thought-provoking questions in advance with all speakers, to ensure a dynamic and engaging conversation facilitated by a skilled moderator.
- The moderator is encouraged to ask all speakers to submit questions they would like to address during the session. This approach will transform the roundtable into an engaging interview-style conversation, allowing speakers to share their expertise and insights directly with the audience.

In any modality of satellite event, plan for Q&A Sessions and Networking Opportunities

- Encourage open discussions with the audience/attendees, promoting active participation
- Include a dedicated space for networking (a small gathering at the end of the event with a coffee break or similar).

SATELLITE EVENT FEEDBACK AND KEY MESSAGES FOR THE WORLD CONGRESS 2025-2030 JUSTICE WITH CHILDREN STRATEGY

Gathering feedback is paramount for enhancing event management efficacy. It serves as a cornerstone for understanding attendee experiences, pinpointing both strengths and areas for improvement. Post-event evaluation and analysis will be conducted through the provision of a comprehensive template by the World Congress team to the satellite event organizers, facilitating the collection of crucial insights and recommendations from participants.

Additionally, the World Congress team will coordinate with the note taker to gather the key message and pledges of the satellite event national/regional participants which will form part of the inputs for the 2025-2030 Justice With Children Strategy.



TECHNICAL SUPPORT FROM THE WORLD CONGRESS TEAM TO NATIONAL/REGIONAL SATELLITE EVENT ORGANIZERS

In all steps related to organizing a national/regional satellite event (from preliminary questions, expression of interest and registration, content, logistics, engagement with partners, children and youth, etc.) the World Congress team is available to support the organizers of satellite events.

For email coordination, please contact, a focal point that will be assigned to the organizers:

world.congress@justicewithchildren.org

REGISTERING OFFICIALLY A NATIONAL/REGIONAL SATELLITE EVENT OF THE WORLD CONGRESS: EXPRESSION OF INTEREST

All interested organizations, agencies, institutions, etc. willing to organize a national/regional satellite event of the World Congress should send the 'Application' through the World Congress webpage.

The registration is open from September and will last until November 1.

APPLY TO HOST A SATELLITE EVENT

By clicking on [the link](#), organizers will be redirected to a questionnaire to share the following information.

1. Organiser Information

1. Full Name of the Organiser *

2. Organisation/Institution *

3. Position/Role *

4. Email address *

5. Phone number
(Including the country code).

6. Country/ Region *

7. Brief Biography of the Organiser
(Up to 200 words) *

8. Website of the Organisation/Institution



2. Event details

10. Proposed Title of the Satellite Event *

11. Brief Description of the Event:

*(Please provide a summary of the event, including its objectives and expected outcomes.) **

12. Date and Time of the Event

*(Please consider time zone differences and the schedule of the World Congress JWC in Madrid.) **

13. Duration of the Event

*(Please specify the start and end times.) **

14. Event Type *

☐ **Panel Discussion (Round table style):** Diverse, interactive, and inclusive discussions between a 4 or 5-speaker panel and the audience.

☐ **Action-oriented Working Group:** Hands-on group exercises where organizers can team up with their partners and organizations to tackle specific human rights challenges and develop concrete calls for action, outcomes, and joint initiatives.

☐ **Certified training workshop:** Where organizers can share tools, details of their successful project, ideas, or promising practices on justice with children through skills- and capacity-building workshops.

☐ **Dynamic and learning-by-doing session:** Interactive and flexible sessions featuring discussions, multimedia, and collaborative activities, creating an immersive learning experience that encourages the exchange of ideas and knowledge in a dynamic and responsive environment.

☐ **Research workshop:** Engage in in-depth presentations and discussions where researchers share their latest findings and insights. These workshops provide a platform for knowledge exchange, critical analysis, and collaborative exploration of cutting-edge topics, fostering a deeper understanding and sparking innovative ideas.

15. Which main theme(s) and subtopics does the event cover?

(Please select all that apply to indicate how the event aligns with the themes and subtopics of the World Congress.)

*

☐ Advancing child-centred justice

☐ Preventing and responding to violence affecting children in the child justice system

☐ Climate (in)justice for children

☐ Advancing accountability and justice for children in contexts of crisis and armed conflict

☐ Child Justice Future Challenges (ie. digital justice, artificial intelligence)

☐ Other



3. Logistics

16. Venue of the Satellite Event

(Please provide the location and details of the venue)

*

17. Expected Number of Participants *

18. Number of Speakers/Panelists:

(If you have the names of the proposed speakers or panelists, please provide them below. Additionally, if you are confident that any of them can be confirmed, kindly indicate that as well)

*

19. Language(s) of the Event

Note: *The World Congress plenary sessions will be translated into English, French, Spanish, and Arabic. If translation is needed for any other language, the satellite event organizer is responsible for arranging those services.*

*

20. As the organizer of the satellite event, do you have all the necessary technical requirements in place (e.g., internet connectivity, microphones, projectors, etc.)? *

21. It is recommended that satellite events be recorded to allow discussions to be shared on the World Congress and Global Initiative websites. This will also help incorporate the insights from these discussions into the JWC strategy. Please ensure you have the consent of everyone featured in the recording, as it may be shared on the World Congress' website and other related platforms.

Will the satellite event be recorded? *

☐ Yes

☐ No

22. Would you require support from the World Congress team for recording or streaming? *(i.e. providing a Zoom session link)* *

☐ Yes

☐ No

☐ Maybe

☐ Other



4. Participants and engagement

23. **Target Audience**

*(Who are you aiming to engage with? Specify if the event is open to professionals, policymakers, children, youth, etc.) **

24. **How will you promote the event?**

(Please outline your strategy for attracting participants.)

*

25. **How will your event align with the plenary sessions of the World Congress in Madrid?**

(Describe how you plan to integrate the international plenary sessions into your event.)

*

5. Strategic alignment

26. **How does this event contribute to advancing child-centered justice at the national/regional level? ***

27. **What are the expected outcomes of your event?**

*(Please describe the key takeaways and how they will be documented and shared with the World Congress team.) **

28. **Do you plan to organize a follow-up action after the event?**

(If yes, please describe briefly.)

[APPLY TO HOST A SATELLITE EVENT](#)