Briefing Document – Session Leads

This briefing document seeks to provide guidance and clarity to individual session leads around the process, responsibilities/deliverables, and general expectations.

The main task for Session Leads is to **develop a high-quality session that helps deliver on the aims and objectives of the Conference**. In short, the Session Leads are responsible for the formulation and delivery of their respective sessions – including definition of the session objectives, identification of target groups and key stakeholders, proposing and securing speakers, and coordination of the session preparations. Session leads will be supported in performing these tasks by an advisor from the Program Advisory Team, the event communications team, and the event management team. Sessional Leads are also expected to provide support with "on-the-day" engagement and management of session participants and session execution.

Core Tasks and Responsibilities of Session Leads

1. **Content of the session**: Develop, together with a PAT advisor, the content of the session and ensure it helps to deliver on the overarching aims of the Conference (i.e., knowledge sharing, agenda setting, catalyzing action, and/or community building).

2. **Agenda**: Identify potential speakers - the most knowledgeable, senior/influential, and/or reputable expert speakers, moderators, and contributors for the session topic. The proposed names should be discussed with a PAT advisor who ensures coherence with the overall conference agenda. Each session should also strive to achieve gender, stakeholder, and geographic balance. Session leads will be also responsible for following up with the invited speakers to ensure their participation.

3. **Target groups**: Identify key stakeholder groups for which the session is relevant and propose a shortlist or organizations and/or individuals who should be invited to the session. The session leads should pay particular attention to involving partners from the low- and middle-income countries[1] and the development community (e.g. international financial institutions, donors, national development agencies).

4. **Management**: Formulate the session team composed of Points of Contact representing the session (co)leads, a Program Advisory Team (PAT) advisor (if needed), and event support staff. The session team will be responsible for convening planning meetings. The Session Lead should regularly provide an update to a PAT advisor, including any hurdles and roadblocks faced. The PAT advisor will serve as a connection to the PAT Chair and the GC3B team.

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[1] This category includes the DAC list of ODA recipients as established by the OECD.

Session Leads: 9 Frequently Asked Question

1. **What is the role of a session (co)lead?**

Session leads are countries, institutions, or organizations who have volunteered to steer the preparation of one or more conference sessions. They are expected to develop the content and structure of the session ensuring it helps deliver on the overarching aims of the conference (i.e., knowledge sharing, agenda setting, catalyzing action, and/or community building).

2. **What are the criteria for the session preparation?**

Session leads, with the support of a PAT advisor, are responsible for selecting speakers, panellists, facilitators, and moderators of their session. They should strive to secure the most qualified, experienced, and/or reputable expert speakers, moderators, and contributors for each topic. The composition of the session should reflect the overall format and fit the objectives of the session. Each session should also strive to achieve gender, stakeholder, and geographic balance. Each session should aim to ensure that, at minimum, 50% of speakers come from developing countries[2]. The GFCE Secretariat, through a PAT advisor, may suggest specific changed to the session in order to align it better with the conference objectives.

3. **What is a session organizing team and who sets it up?**

Each session lead/co-lead is responsible for designating a session team. The session team is expected to ensure smooth preparation of the session and is responsible for all its aspects. The make-up of each session team may vary from session-to-session, depending on the specific needs and format of the session. In general, each session will have a lead, potentially a co-lead, a PAT, and one or two support staff from the session lead's organization to help with administration, and speaker engagement and communication. The session organizing team should establish its own working modalities (e.g., frequency of the calls, etc.). Updates on the progress should be provided to the PAT chair at least every two weeks. PAT chair will provide regular updates to the GFCE Secretariat.

4. **What assistance/resources from the GFCE are available to assist the session (co)leads?**

Session leads will be assisted by an advisor from the Project Advisory Team (PAT) who will ensure that the session fits with the overall objectives of the conference and ensure coordination with other sessions to avoid duplications and create synergies. In addition, the GC3B conference team will provide support with the session logistics, including on the day of the conference. The PAT chair will provide regular updates regarding different aspects of the conference organization.

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[2] This category includes the DAC list of ODA recipients as established by the OECD.

5. How should I decide on the format and length of the session?

The GC3B will be primarily an in-person event. The GFCE will provide livestreaming of the sessions. The format and length of the session should be chosen to best meet the goals of the session. Sessions should ideally be in one of the following formats:

Panel: A format used to raise awareness on an issue and offer unique insights in an interactive dialogue among the speakers. Debates are panel-type discussions curated to bring different perspectives to the issue and generate new ideas. This format serves well for the agenda-setting and knowledge-sharing session objectives. Format details: moderator (1), speakers (3-4), duration (60 minutes), tentative size (150-200 participants), theatre style.

Roundtable: A format used to dive into a specific issue and integrate various points of view, followed by discussions where all participants are encouraged to participate. Roundtables are ideally designed to agree on follow-up actions or launch a process of change over a specific issue or challenge. They are intended to be higher level than workshops. This format serves well for the agenda-setting and catalyzing action session objectives. Format details: moderator (1), speakers (3-4), duration (75 minutes), tentative size (20-30 participants), boardroom style.

Workshop: A format used for expert-level, in-depth, and highly interactive discussions. Workshops are focused on sharing knowledge and ideas around a compelling issue or challenge, identifying possible solutions, and fostering collaboration. For example, it can include brief key insight or impulse-giving remarks by a few discussion leaders, followed by smaller discussion groups that tackle a specific question with a view to identifying catalysts for change. This format serves well for the community building and catalyzing action session objectives. Format details: facilitators (1-3), duration (75 minutes), tentative size (30-40 participants), banquet style.

Within each format, the session leads have flexibility in proposing a specific set-up, including a series of lightening talks to describe a particular initiative, solution, tool, or resource of relevance.

6. Who will be sending out the invitations?

Invitations to speakers will be sent by individual session leads. The GC3B conference team will provide you with an invitation template if required. Invitations to participants will be sent by the GFCE and followed up by the four co-organising partners, the Conference Lead, and by members of the GC3B Steering Committee. The registration process will be centralized. The Session leads are welcome to propose people and organizations relevant for their sessions and conference overall.

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8. **Will there be sponsorship of travel costs for key session/conference speakers and participants?**

There is limited funding available for sponsorship of travel costs for speakers and key participants.

9. **How do we communicate about the conference and/or the session?**

The GC3B appointed a communications advisor responsible for the communications aspect around the conference. GC3B will provide communications materials, videos, briefing documents, and media kits for session leads to use. The communications advisor will propose posts and timelines regarding the communications strategy. Each session lead is encouraged to share information about their session across all channels that exist (i.e., social media, newsletters, etc.), while tagging GC3B across its channels and using the #GC3B hashtag.

10. **Who do I contact if I have questions about my session or the conference?**

The Conference Lead will be your main point of contact for questions or to help resolve any issues that arise.