

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. In performing these tasks, Session Leads will coordinate with the Program Team (PT), 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. An onboarding session and detailed guide will be provided to the selected Session Leads.

Core Tasks and Responsibilities of Session Leads

- 1. Content of the session:** Develop, together with a PT member, the content of the session and ensure it helps to deliver on the overarching aims of the conference and the Accra Call.
- 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 PT member who ensures coherence with the overall conference agenda. Each session should also strive to achieve gender, stakeholder, and geographic balance. Session Leads will also be 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 countries¹ 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 PT member, and event support staff. The Session Lead will be responsible for convening planning meetings of the session team. The Session Lead should regularly provide an update to a PT member, including any hurdles and roadblocks faced.

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

Session Leads: Frequently Asked Questions

1. What is the role of a Session (Co)Lead?

Session Leads are institutions, or organizations that 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 aligns with the overarching theme of the conference (“Cyber Resilience for Development”) and its pillars (i.e., Rethink, Evolve, Anticipate), and also actively contributes to the realization of one or more [Accra Call](#) actions and commitments.

2. Can I change the session title, description, or questions?

Yes, but on the condition that the proposed changes contribute to improving the overall program of the conference. Any proposals in this regard should be communicated to a PT member as soon as possible. The proposed changes will be discussed with the PT and agreed with the GC3B Secretariat.

3. What are the criteria for the session preparation?

Session Leads, with the support of a PT member, 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 countries².

4. 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 PT member, and one or two support staff from the session lead’s organization to help with administration, and speaker engagement and communication. The session team should establish its own working modalities (e.g., frequency of the calls, etc.).

5. What assistance/resources from the GC3B are available to assist the Session Leads?

Session Leads will be assisted by a PT member for quality control to ensure that the session fits with the overall objectives of the conference and alignment with the overall program to avoid duplications and create synergies among sessions. In addition, the GC3B Secretariat will provide support with the session logistics, including on the day of the conference.

6. Who will send out the invitations?

Invitations to speakers will be sent by individual Session Leads. The GC3B Secretariat will provide you with an invitation template if required. The registration process will be centralized. The Session Leads are welcome to propose people and organizations relevant for invitation their sessions and conference overall, subject to approval by the GC3B organizers.

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

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

A limited financial support will be available to support speakers from developing countries. However, as such resources are limited, the Session Leads are encouraged to secure other sources of funding for their speakers.

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

The GC3B Secretariat will appoint a communications advisor responsible for the communications aspect around the conference and 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 applicable channels (i.e., social media, newsletters, etc.), while tagging GC3B across its channels and using the #GC3B25 hashtag.

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

A GC3B staff member will be assigned as your main point of contact for questions or to help resolve any issues that arise.