



Guide for Session Leads

The purpose of this guide is to provide Session Leads with the tools to successfully plan and facilitate a technical session at the Understanding Risk Balkans Conference.

As a Session Lead, you will play a critical role in framing the discourse of the conference by: (i) identifying the topic of the session, (ii) inviting experts and practitioners as session panelists; (iii) presenting a five minute “ignite” overview presentation on the opening night; (iv) moderating the session; and (v) providing a summary of the best practices discussed in the session for the conference proceedings publication.

Roles and Responsibilities of Session Leads

As a Session Lead, you will need to submit the following information:

- i. **Session Title and Abstract:** Submit an initial outline of the session. This information will be uploaded to the UR community platform leading up to the event.
- ii. **Identify Panelists:** Identify 3-5 experts and practitioners in the field, with at least one expert from the Western Balkans region, to participate in the session as panelists.

Please note: Session Leads are responsible for the travel and accommodation of their panelists. We will work with local hotels to identify reasonable rates near the venue (Yugoslav Film Archive).

- iii. **Lead-up Preparation:** Hold online discussions and/or share relevant information with panelists to further define session content (abstract, format, presentations etc.)
- iv. **Session Presentations:** Submit the final abstract, panelist names and PPTs and other information regarding session (bios etc.) to the organizing committee prior to the event.
- v. **Ignite:** Present the session on the opening night of the conference in an Ignite style presentation: using 20 slides that auto-advance every 15 seconds for a total of just five minutes (see: <http://igniteshow.com/>).

Please note: An Ignite rehearsal will be held before the conference that session leads must attend.



Guide for Session Leads

- vi. **Session:** Moderate the conference session. Sessions will follow the below format:
- 90-minute session
 - Introduction by Session Lead
 - 3-4 short and sharp presentations by panelists
 - 30 minutes of Q&A with audience
- vii. **Post Conference Summary of the Session:** Summarize the main findings and best practices highlighted in the session, with contributions by the panelists. This summary will be published in the Understanding Risk Balkans Proceedings Publication.

Timeline

Action	Timeline
Session Title and Abstract	May 1, 2018.
Submit List of Panelists	May 20, 2018
Abstract and Format	June 15, 2018
Lead-Up Preparation	July-August, 2018
Final Abstract, PPTs, and other Session material	September 3, 2018
Ignite Rehearsal	September 17, 2018
Understanding Risk Balkans Conference	September 17-19, 2018
Provide Summary of Session for Proceedings	October 15, 2018