



## 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.*



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- 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