



Guide for Technical Session Leads

2020 Understanding Risk Forum

Singapore | May 18 – 22, 2020

The purpose of this guide is to provide Understanding Risk (UR) Technical Session Leads with the information and tools to successfully plan and facilitate a technical session at the 2020 Understanding Risk Forum (UR2020). Technical Session Leads are members of the disaster risk identification community who bring together a unique combination of area expertise and skills in facilitation. As a Technical Session Lead, you will play a critical role in framing the discourse of UR2020 by: (i) identifying the topic of the session; (ii) inviting experts and practitioners as session panelists or providing an alternative, highly interactive session; (iii) presenting an overview (ignite) presentation on the opening night; (iv) coordinating, and perhaps moderating, the conference session; and (v) providing a summary of the best practices discussed in the session for the conference proceedings publication.

As a Technical Session Lead, we ask that you follow three principles to make your session, and UR2020, even better:

1. *Be open to including news speakers from the UR community.* It is important to recognize that every UR community member is an expert in their own right, whether they are a technical expert or a community leader. We will open a Nominations for Speakers in the coming month, and we would like you to consider including new voices, expanding your network, and reaching out to nominated individuals that may be a good fit for your session.
2. *Increase the level of audience participation.* We are bringing an audience participation and facilitation expert onto the UR team. He will provide ideas and options to help you generate more and better quality audience engagement for your session. In the coming months, he will provide a “menu” for tactics for you to choose. As the time to UR gets closer, he will host a webinar to discuss the tactics in more detail and offer “office hours” so that you may ask questions and receive feedback for how to structure your session. Consider this a learning experience for how to design better sessions!
3. *Think outside the box.* We hear time and again how the best sessions are those that are creative, new and push participants to think outside the box. Do more of that when presenting information and designing your session!



Roles and Responsibilities of Technical Session Leads

After being selected as a Technical Session Lead, you will need to submit the following information:

i. Session Title and Abstract:

Submit a catchy title and abstract to the UR organizing team (GFDRR Innovation Lab, contact below). Please reference the comments from the UR Organizing team in your resubmission of a title and abstract. The UR team can and will help you with creative session titles. This information will be uploaded to the UR website (www.understandrisk.org) leading up to the event.

ii. Session Participants:

UR technical sessions should include a diverse (in organization, nationality and gender), interesting group of speakers or be a highly interactive session, such as a serious game.

If you would like to have presentations, you must select one of the following formats, or receive approval by the UR team, for the session to ensure that there is a way to integrate the audience into the session:

- a. Presentation format: 3 – 4 experts and practitioners in the field to speak for a *maximum* of 10 minutes each.
- b. Ignite format: 6 – 8 speakers to present [ignite-style presentations](#). Ignite presentations are a total of 5 minutes with 20 slides that auto-advance every 15 seconds (see: <http://igniteshow.com/>).
- c. Panel format: A panel of 3-4 experts and practitioners to discuss the topic, with audience participation, e.g. significant time spent for Q&A

If you do not want to have presentations within your session, please propose a session format. You *must* receive approval from the UR organizing team on your session format.

Please note: Technical Session Leads are responsible for organizing (and if needed paying for) the travel and accommodation of their session speakers, panelists, etc.



iii. Session Presentations:

Submit the final abstract by **February 15, 2020**. Submit the final confirmed panelists, including bios, pictures and social media accounts (if speaker wants to promote accounts), by **April 15, 2020**. Submit final powerpoints (if applicable) from speakers by **May 10, 2020**.

iv. Resource Sharing:

To give the community a sense of what the session will be on, please contribute relevant resources, e.g. journal articles, reports, news articles, infographics, to share on the UR website. Each session must submit a minimum of *three resources*, however, more are encouraged. Please send resources to Anne Mussotter (amussotter@worldbank.org) no later than **April 15, 2020**.

v. Ignite:

Promote your session on the opening night of the Forum in an Ignite style presentation: using 14 slides that auto-advance every 15 seconds for a total of just 3.5 minutes (see: <http://igniteshow.com/>). *Please note, this is shorter than previous UR forums. We cannot guarantee a spot for every session in the Ignites, simply to cut down on the time dedicated to Ignites in the program. We will instead be selecting the best Ignite presentations. Please send us your Ignite presentation (your powerpoint with you presenting it) in video format (via WeTransfer, Dropbox, OneDrive, etc) by April 20th.* Selections will be made by May 1st. The in-person Ignite rehearsal in Singapore will take place on the afternoon/evening of Sunday, May 17 or the morning of Monday, May 18. *If you are selected, it is required that you attend an Ignite rehearsal.*

vi. Session Management:

Manage the entire conference session. We are always looking for innovative ways to present information and welcome new format ideas. The new UR facilitation expert may be able to help you as well. You *must* receive approval from the UR organizing team for your format.

Please note: The Ignite and sessions may be recorded and available online.

- vii. Post Conference Summary of the Session:** Summarize the main findings and best practices highlighted in the session, with contributions by the speakers and audience. The summary is approximately 1,500 words and is due by August 1, 2020. This summary will be published in the UR2020 Proceedings Publication (see [UR2018 Proceedings](#)).

Timeline



Action	Timeline
Revised session title and abstract	February 1, 2020
List of potential panelists	February 1, 2020
Share resources	January 15 - April 15, 2020
Final session title and abstract	February 15, 2020
Final list of panelists provided, including bios and pictures	April 15, 2020
Ignite video submitted	April 20, 2020
Ignite selections made	May 2, 2020
Powerpoints from panelists submitted	May 10, 2020
Ignite rehearsal for those selected (in Singapore)	May 17 or 18, 2020
Summary of the session	August 1, 2020

Contact

Please contact Simone Balog-Way (sbalogway@worldbank.org) or Anne Mussotter (amussotter@worldbank.org), GFDRR Innovation Lab for more details.