Guide for Session Leads
2018 Understanding Risk (UR) Forum
May 14 – 18, 2018 in Mexico City

The purpose of this guide is to provide Understanding Risk (UR) Session Leads with the information and tools to successfully plan and facilitate a technical session at UR2018. 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 Session Lead, you will play a critical role in framing the discourse of the UR Forum 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) moderating the conference session; and (v) providing a summary of the best practices discussed in the session for the conference proceedings publication.

Sessions should be engaging and fun, with adequate time for audience participation and questions. We encourage session leads to think outside the box on ways to present information and facilitate audience engagement.

Roles and Responsibilities of Session Leads

As a 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. 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) and 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 time for audience participation:
   a. Presentation format: 3 – 4 experts and practitioners in the field to speak for a *maximum* of 10 minutes each.

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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: Session Leads are responsible for organizing (and if needed paying for) the travel and accommodation of their panelists. We will work with local hotels to identify reasonable rates near the venue.

iii. **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 Simone Balog (sbalog@worldbank.org) no later than **April 15, 2018**.

iv. **Session Presentations**:
Submit the final abstract by **February 15, 2018**. Submit the final confirmed panelists, including bios, pictures and social media accounts (if speaker wants to promote accounts), by **April 15, 2018**. Submit final powerpoints (if applicable) from speakers by **May 1, 2018**.

v. **Ignite**:
Promote your session on the opening night of the Forum 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/). 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 10 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 2nd*. The in-person Ignite rehearsal in Mexico City will take place on the afternoon/evening of Tuesday, May 15th. It is required that you are there, if you

are selected. Alternate arrangements may be made for the morning of Wednesday, May 16th if absolutely necessary.

vi.   **Session**:
Manage the entire conference session. To ensure audience participation, please select one of the formats above (see item 'ii. Session Participants'), or propose an alternative format. We are always looking for innovative ways to present information and welcome new format ideas. You *must* receive approval from the UR organizing team if your format does not follow the three formats above.
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 panelists. The summary is approximately 1,500 words and is due by August 1, 2018. This summary will be published in the UR2018 Proceedings Publication (see UR2016 Proceedings).

Timeline

Action	Timeline
Revised Session Title and Abstract	February 1, 2018
List of Potential Panelists	February 1, 2018
Share Resources	January 15 – April 15, 2018
Final Session Title and Abstract	February 15, 2018
First Draft of Blog Submitted	March 15, 2018
Final List of Panelists Provided, including bios and pictures	April 15, 2018
Ignite Video Submitted	April 20, 2018
Powerpoints from Panelists Submitted	May 1, 2018
Ignite Selections Made	May 2, 2018
Ignite Rehearsal for Those Selected (in Mexico City)	May 15, 2018
Summary of the Session	August 1, 2018

Contact
Please contact Simone Balog-Way (sbalogway@worldbank.org) or Erika Hernandez (ehernandezvictor@worldbank.org), GFDRR Innovation Lab for more details.

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