# *Event Title*

#### Event subtitle

## Background

….

## Objectives

The objectives of the meeting/ workshop are:

* …..
* …..
* …..

## Expected Outputs

* …
* …
* …

## Expected Outcomes

* …
* …
* …

## Participants

Description of who should/ will participate.

## Venue and Date

……, Washington, DC, USA, 2xth and 2xth January 2014.

## For further information

Contact: …

## Workshop language

## Brief Narrative Session Structure

….

## Road Map

Example to be adjusted



## Agenda overview

Example rough split to be adjusted

|  |  |  |
| --- | --- | --- |
| **Time** | **Day 1** | **Day 2** |
| 8.30 | Overall Introductions | Brief introduction and recap of Day 1 |
|  |  | **Session 4:**   * *…* |
|  | **Session 1:**   * *…* * *…* * *…* | * *…* * *…* |
| *Coffee* |  |  |
| Morning | * *…* * *…* | **Session 5:**   * *…* * *…* |
| *Lunch* |  |  |
| Afternoon | **Session 2:**   * *…* * *…* | **Section 6:**   * *…* * *…* |
| *Coffee* |  |  |
| Afternoon | **Session 3:** | **Synthesis and/ or Next steps** |
|  | * *…* * *…* |  |
| 16:30 | **Wrap-up day 1** | **Overall wrap up and workshop valuation** |

**Participants List Details**

| **No.** | **Name (First, Middle Initial, LASTNAME)** | **Title/Position** | **Organization/Institution** | ***Role*** | **Email** |
| --- | --- | --- | --- | --- | --- |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |
| 5 |  |  |  |  |  |
| 6 |  |  |  |  |  |
| 7 |  |  |  |  |  |
| 8 |  |  |  |  |  |
| 9 |  |  |  |  |  |
| 10 |  |  |  |  |  |
| 11 |  |  |  |  |  |
| 12 |  |  |  |  |  |
| 13 |  |  |  |  |  |
| 14 |  |  |  |  |  |
| 15 |  |  |  |  |  |
| 16 |  |  |  |  |  |

# For the Organizing Team

## Roles and responsibilities

Would be good to clarify and assign specific roles and responsibilities to organizing team members or participants to help with the listed tasks – there might be more so please add what you think is missing. Below is a list of possible example tasks and roles:

* Owner of the workshop (content), … process …
* Session chairs/ discussants
* Documentation, notes from group work and computers on a memory stick
* Rapporteurs
* Nominated participants for starting off the fish bowl synthesis
* Collecting all the presentations on computer that gets projected in advance
* Typing up what is written on flip charts
* Translation if any other languages than English?

## Participants

Total of xx participants: (summary description of participants categories and details)

* x organizers who are also going to present
* x are involved in the presentations
* x audience (other analysts or economists)
* …

## Question to clarify

* What do you want to achieve with the output(s) of the conference?
* Who do you want to engage with / influence to change?
* Who is the audience for the outputs of the workshop?
* …

## Next important steps

## **Trigger questions and guiding questions**

#### Guidelines to presenters:

They have 10 min. For their presentation (will be strict on timing but provide timing support system)

5 min. for clarifying questions, 🡺 bigger questions will be left for the group discussions or if needed more we set up a parking lot and create some time and space to have more in depth discussions on identified issues that need more time to be ‘solved’.

Their presentation should be structured in a way that it focuses and explicitly addresses: for now we have (to be honed and adjusted)

* What answers does your presentation provide to questions that other researchers, policy and decision makers and development practitioners might have?
* What are the key messages and responses? And for whom (researchers, policy and decision makers, development practitioners any others)?  Be as specific as you can in terms of who they are.
* Why does this matter and to whom?
* Are there any remaining challenges and gaps that you want to share with the group for further discussions?

#### For the groups to discuss

capture their comments and ideas on the batch of presentations that they saw and heard. For now we have (to be honed and adjusted):

* What are the solutions proposed in the presentations
* What would be a proposed action (for policy formulation, to fill the analytical gap, etc.)
* Who would need to do this?

#### For the synthesis of each area

(current suggestion to do this with a semi-open fish bowl, i.e. we have two-three people nominated to start off and give us their synthesized key points for others then to join in and also ask questions.) For now we have (to hone and improve)

What does it mean for policy people (makers?)? For action?

What should we do about it?

#### Guidance for the day 1 summary team

Suggest that we nominate two to three participants who can provide a summary of day one (depending on the time either at the end of day 1 but would prefer as introduction into day 2)

#### For the cross themes overall

For now we have – and I really like the idea of going by theme and then along the cross-cutting issues

* What are the (common) messages and recommendations for
* Environment
* Household level
* International trade
* Gender and equity
* ???
* How can we use these findings most effectively?
* Necessary next steps and action points

## Detailed Session Plan

| **Time** | **Session content - What** | **Targeted Output** | **Duration** | **Session Format - How** | **Who** | **comments, requirements documentation** |
| --- | --- | --- | --- | --- | --- | --- |
| **Day 1** | | | | | | |
| **0900** | Welcome |  | 5’ |  |  | Room set up: |
| **0905-0925** | Introductions: workshop, objectives, participants, expectations, agenda, logistics | Flipcharts in the room of the objectives, road map over the 2 days and agenda day 1 | 20’ | Introduction of participants combined with a rapid expectation management,  We would have up on the wall the results from the monkey survey which we would explain a bit in terms of the Theory of Change and the impact pathways ideas that we would like to bring here in. |  | Ideally we would have x round tables, each with flip chart paper covered (like a table cloth) and marker pens for people to use and write on the paper, the table cloth would be changed after each discussion round.  The tables should be arranged in a semi-circle around the front presentation space to have the whole group together |
|  | **Session 1:** |  | | |  |  |
|  |  |  |  |  |  |  |
|  | Coffee Break |  |  |  |  |
|  |  |  |  |  |  |  |
|  | Lunch Break |  |  |  |  |  |
|  | **Session 2:** |  | | |  |  |
|  |  |  |  |  |  |  |
|  | Coffee |  |  |  |  |  |
|  | **Section 3:** |  | | |  |  |
|  |  |  |  |  |  |  |
| **1635-1700** | Summary and wrap up of Day 1 | Suggestions for improvement what to keep and how to change |  | Go-around for each participant to share their reflections on lessons learnt for the day and possible needs to change the approach for the next day? |  |  |
|  | End of Day 1 |  |  |  |  |  |
| **1700 or 1730** | Organizing team meeting |  |  | to discuss and make necessary adjustments |  | **Check on how collecting of notes has worked out – identify gaps and make a plan to fill them** |
| **Day 2** | | | | | | |
| **0900-0910** | Checking in |  |  |  |  |  |
| **0910-0915** | Housekeeping (if anything) |  |  |  |  |  |
| **0915-0930** | Nominated participants to give their feedback synthesis on day 1 | Summary of how far we got on Day 1 | 15’ |  |  |  |
| **0930-0935** | Introduction to Agenda Day 2 |  | 5’ |  |  |  |
|  | **Section 4:** |  | | |  |  |
|  |  |  |  |  |  |  |
|  | *Coffee* |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **1200-1300** | Lunch |  |  |  |  |  |
|  | **Section 5** |  | | |  |  |
|  |  |  |  |  |  |  |
|  | *Coffee (on the run)* |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  | **Section 6** |  | | |  |  |
|  |  |  |  |  |  |  |
| **1640-1650** | * Discussion on what next, action points and commitments from the group |  |  |  |  |  |
| **1650-1705** | * Conference Evaluation |  | **15’** | e.g. Dart board, four quadrants and share back one |  |  |
| **1705-1710** | * Closing remarks |  | **5’** |  |  |  |