

## **10th Global Dialogue Platform on Anticipatory Humanitarian Action**

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Lessons from anticipatory action: are we getting it right?

6-8 December 2022, Berlin and online

### **Template for satellite side events**

Please fill out the template (next page) to submit your proposal for a **satellite side event** at the 10th Global Dialogue Platform and submit it by **25 October 2022** to Thereza Jatobá, event coordinator ([therezajatoba@gmail.com](mailto:therezajatoba@gmail.com)) with [dialogueplatform@drk.de](mailto:dialogueplatform@drk.de) copied in.

#### **About the satellite side events**

- These are independently organized events. The Global Dialogue Platform's production and organizing teams will not provide support for the preparation and implementation of these events.
- For hybrid or online formats, session organizers are responsible for setting up Zoom links (or similar) and sharing these with participants.
- Information about the side event will be listed in the agenda for the Global Dialogue Platform and promoted through the event's communications channels and promotional materials.
- Satellite side events should be between 30 and 90 minutes.
- The use of online tools is encouraged; however, the decision on which tools to use lies with the organizing team for each satellite side event.

## Template for satellite side events

Event title	
Event summary for the Global Dialogue Platform website (200-300 words)	
Key objectives (up to three bullet points)	
Expected outcomes (up to three bullet points)	
Event lead(s) (title, name, organization, email)	
Speaker(s) – up to five, plus one moderator/facilitator (title, name, organization, email)	
Event format (hybrid, in-person or online)	
Proposed date and time (in CET)	
Zoom link for the event, if hybrid or online	
Participatory or interactive tools that will be used	
Reference website or documents	

The boxes in blue will be used to create the session description on the event website.