

12th Global Dialogue Platform on Anticipatory Humanitarian Action

Mainstreaming anticipatory action: collaboration in complex contexts

22-24 October 2024, Berlin and online

Session proposal guidelines

The 12th Global Dialogue Platform will take place from 22 to 24 October 2024 as a hybrid event, with participants meeting in Berlin and many more participating online. Parallel sessions are an integral part of the Global Dialogue Platform, and **25 to 35 slots** are available for parallel sessions.

Theme

The theme for the 12th Global Dialogue Platform is **Mainstreaming anticipatory action: collaboration in complex contexts**. We welcome proposals relevant to any of the themes highlighted in the [concept note](#).

Session durations

1-hour sessions can include presentations, panel or fishbowl discussions, games, ignites, participatory debates, television style interviews, world cafés, short workshops, or any other format you can come up with.

2.5-hour sessions are for **in-depth workshops** and should include a **break**. In-depth workshops must be dynamic and hands-on, providing space for learning, knowledge exchange, challenging discussion, and/or co-production of meaningful outputs. A maximum of **8 slots** are available for these sessions.

Session format

The Global Dialogue Platform is a hybrid event with up to 350 in person and 2000 online participants. Sessions should be designed as hybrid by default. Exceptions can be made for 'in person only' sessions in cases where this is essential for practical or sensitivity reasons. If this is the case, please state it in your submission.

Session (co-)design

This year we introduced a 'sandpit' approach to session development, bringing prospective session leads, facilitators and speakers together in an interactive online workshop to:

- learn about this year's concept note and evaluation criteria
- learn about best practices for hybrid and participatory session design
- network and collaborate to co-design diverse sessions and avoid duplication

If you did not join one of the session proposal development workshops, please:

1. Read the [concept note](#)
2. Watch the [recording](#)
3. Review the [brainstorming Padlet](#):
 - Is someone already working on your idea? Get in touch with them to explore collaboration.
 - Is your idea not on the board yet? Add it so that others can get in touch with you to collaborate (or at least ensure their idea is different!)
4. (Co-)design your session proposal and [submit it using the online form](#) by **26 July**.

Language

The language of the 12th Global Dialogue Platform is English. If you plan to organize a session in a different language, please explain how you will ensure that both the in person and online audiences can participate. Unless your session is in Kapelle (see below), you must arrange your own interpreters at your own cost.

Room setup

All breakout rooms will be set up with:

- laptop signed into Zoom (meetings) and connected to the event website
- projector and screen
- microphones and speakers
- remote-control video camera
- flipchart and pens
- facilitation pack (pens, post-its, coloured card, etc.)
- tables and chairs (please indicate your preferred layout – cabaret or theatre)

The setup for the large plenary space, '**Kapelle**', will be slightly different:

- livestream director, technicians and camera operators
- online simultaneous translation into Arabic, French and Spanish
- projectors and multiple screens

- microphones and speakers
- chairs in theatre layout

Kapelle can be requested for parallel sessions but is **not suitable** for hybrid interactive workshops as it does not run on 'Zoom meetings' (the online audience cannot turn on their cameras or microphones or go into breakout rooms).

Additionally, sessions in Kapelle will be required to submit by **15 October 2024**, the following items to support the livestream delivery:

- Any slides, webpages, videos, polls, etc. that will be used during the session.
- A detailed director's plan indicating what should be shown when (including the details of any online speakers).

Please consider carefully whether you wish to request Kapelle for your session. A limited number of slots are available and if more sessions request Kapelle than there are slots available, priority will be given to the highest scoring proposals.

Session lead: roles and responsibilities

The leads for parallel sessions are responsible for:

- coordinating the (co-)design of the session
- submitting a proposal by **26 July 2024**
- securing moderators/facilitators and speakers for the session
- attending (and ensuring their session team attends) pre-event briefings
- providing information to the event organizers in a timely manner
- keeping session details up to date via the Global Dialogue Platform website

Evaluation and selection process

A selection committee will evaluate session proposals based on the criteria below. Session leads will be informed about the outcome of their proposal by **9 August 2024**.

Requirements

Please note the following requirements when submitting your session proposal.

- Each organization can only be listed as the lead for one session, although it is possible to be a co-organizer in further sessions.
- Each proposal must include a 200-word summary of the main themes and expected outcomes. These will be used to prepare the official report for the event.

Evaluation criteria

Relevance

Is the session about anticipatory action? Does it address mainstreaming and/or complex contexts (the focus areas of this year's event)? From what angles does it address the themes?

Quality

Are the session objectives clear? Will the proposed session design deliver on those objectives?

Diversity

Diversity of speakers and perspectives will be scored positively.

As a minimum, all sessions must include:

- ✓ women
- ✓ local actors, communities, or people at risk of disasters
- ✓ more than one organization

Key dates

Please [submit your proposal using the online form](#) by **26 July 2024**.

05 July	session submission form opens
26 July	deadline: submission of session proposals
09 Aug	session leads informed & registration open
21 Aug	deadline: submission of visa applications for in person attendees
22-24 Oct	Global Dialogue Platform

Further considerations to improve your session

1. Relevance to this year's objectives

Explain how the session will enable participants to achieve one or more of these objectives:

- **discover** how anticipatory action frameworks are being developed for compounding risks and implemented in complex contexts
- **learn** about how anticipatory action is being mainstreamed into national disaster risk management systems as well as into the humanitarian programme cycle / humanitarian and development programming
- **identify** opportunities for scaling up anticipatory action through funding, collaboration, learning and partnerships between government, humanitarian, development, research, academia and climate actors
- **discover** new tools and approaches to address challenges faced by practitioners, local actors, and people at risk of disasters

- **discuss** innovative approaches to foster better collaboration, partnerships, financing, and research to mainstream anticipatory action

2. Promote open discussions, critical debates, and constructive solutions

Parallel sessions should allow participants to have honest, open conversations about core issues rather than revisiting common talking points. They should enable speakers to present ‘two sides of the story’ and allow participants to hear differing opinions, highlighting the lessons learned through successes and failures.

3. Strengthen collaboration

Sessions should be designed to bridge the gaps between the humanitarian, climate, development sectors and/or to connect science, policy, and practice. They should stimulate joint learning and enable new collaborative approaches to tackling anticipatory action challenges.

4. Embrace diversity and inclusion

Parallel sessions must include perspectives from local actors, communities and/or people at risk of disasters and must avoid ‘all male panels’. Diverse voices (across all characteristics) should be fostered wherever possible, including as experts in subjects unrelated to their diversity. We encourage collaboration across organizations in co-design, development and delivery of each session.

5. Promote innovative solutions

The anticipatory action community includes many innovative ideas and entrepreneurial approaches, and we welcome proposals that showcase these.

6. Creative and interactive

Parallel sessions should use creative approaches to engage participants in meaningful learning and knowledge exchange. They should be designed to spark new ideas and encourage active participation of both online and in person audiences.

7. Hybrid session design tips

Hybrid sessions should include **at least 2** facilitators/moderators:

- One in the room focused on in person participants
- One in the room focused on the online audience
- Optional third: one online focused on the online audience

Avoid mixing online and in person participants in group activities (logistically challenging due to audio issues).

Activities can be different for online and in person participants and deliver the same outcomes. If you do this – disconnect the audio between online and in person groups before explaining the activity.

Useful tools for online interactivity include Zoom breakout rooms, multimedia whiteboards (Padlet, Miro, Mural, etc), and polls and quizzes (Menti, Kahoot!, etc)

Include a 'prioritization' stage towards the end of group activities involving reporting back to avoid information overload.

Consider asking participants to report back visually, for example with drawings, maps, models, videos or performances.

Back up verbal instructions with written instructions – whether displayed on a slide, in the Zoom chat, or written on a whiteboard.

Finally – be sure to do a dry run with your facilitation team to ensure everything works as expected, instructions are clear, and all moderators/facilitators understand the activities.

Contact

If you have questions, please contact Shona McCulloch, Anticipation Hub Learning and Events Manager at s.mcculloch@drk.de, with dialogueplatform@anticipation-hub.org in CC.

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