Support Sessions

Guidance and Terms and Conditions

General information

Each supporting session will have a maximum duration of 1.5 hours (90 minutes). Successful applicants will receive free access to fully equipped meeting rooms and benefit from the central event's logistics. However, all organisers are fully responsible for the organisation and promotion of their supporting session and are requested to comply with the guidelines provided by the organising committee.

Session Titles

For session titles and thematic area, please refer to the conference themes. Your supporting session need to align with, at least one conference theme. Proposals for supporting sessions will be judged on their strength rather than the session title/theme that is selected, so long as they fit with the aims of the Conference.

Formats

The organising committee aims to provide a range of different formats. Following is the list of possible supporting session formats.

Panel Discussion

A panel discussion is a live discussion about a specific topic between a selected group of panelists who share differing perspectives on the topic. It takes place in front of an audience. A panel discussion should include a moderator, who asks questions to the panelists and ensures that all panelists (*generally three to five people*) have the opportunity to speak. Panel discussions should generate spontaneous interaction among panelists and between panelists and the audience. Diversity among panelists is important to the success of the session. It is strongly recommended that this format is limited to four speakers and a moderator, with five minutes per speaker to open the discussion, and that sufficient time is allowed for moderator questions, summaries and questions from the audience.

Seminar

A seminar is a format, which entails a maximum of five presenters who describe examples of projects or policies on the same topic or theme. All presenters will speak individually (*15 minutes approximately*) and there will be additional time for questions and answers. It is strongly recommended that 15 minutes per presenter is allocated and that sufficient time is allowed for questions from the audience.

Training

Proposals for training sessions should include reference to the training or learning 'objectives' which providers expect participants to meet. Training may be targeted at specific stakeholder groups e.g Early Career Researchers (ECRs). Training sessions could help participants to learn how to use a specific service, understand how to use certain datasets or tools for example. The provider will be responsible for providing materials or ensuring that participants come with their own. For example, if the training uses an online application, that participants have access to web-enabled laptops. You may make a request for such materials in the *'special requests'* section of the application form.

Workshop

Workshops should have the aim of maximizing collaboration and interactive networking between participants. An ideal workshop format would begin with a 'setting the scene'

introduction or presentation, lasting no longer than 15 minutes. This will provide the basis for extended discussion and interaction with workshop participants. You may wish to split participants into smaller 'working groups' led by a facilitator or conduct interactions as a whole group. Workshops provide an ideal platform for practical engagement, such as the testing of climate service or a tool being developed. Proposals for workshops must contain a plan for engaging the participants in an interactive manner. The final 15 minutes should be reserved for closing remarks, findings and feedback.

Proposal details

The detailed proposal should be not longer than 500 words, with a shorter summary of 60 words, which may be used in promotional material. Below are additional prompts you should consider when typing your proposal:

- What is the purpose of the supporting session?
- Who are the target groups?
- Is the event part of a bigger process?
- How will the event's success be evaluated?
- How does the content of the proposed event fit with the overall conference theme and/or the session topic(s) selected?
- Who and at what level are the proposed speakers? **At least half** of the presenters/panelists should be provided.

Equipment and special requests

If your proposal for a supporting session is successful, we will provide you with suitable facilities. In the section, you should justify your special requests for equipment or setups. We will do our best to accommodate all special requests, but none can be guaranteed.

Deadline and next steps

The deadline for proposal submission is **28th April 2019.**

Contact

Should you have any questions, please do not hesitate to contact us at:

info@acrc2019.org

Terms and Conditions

The following terms and conditions apply to the delegates submitting session proposals:

1. Providers and participants of successful supporting session proposals will be required to register for the conference as paid delegates. They will be bound by the conference registration Terms and Conditions.
2. If a proposal is successful, the organising committee will provide sufficient space and furnishings for the session to take place. Any 'special requirements' beyond venue space cannot be guaranteed.
3. By default, supporting sessions will run in parallel to the main conference. An exception may be considered for exceptionally strong proposals.
4. Choosing when supporting sessions take place remains at the discretion of the organising committee. However, requests for a certain day or time will be considered if reasons for such a request is provided. The organising committee cannot guarantee such requests are granted.
5. The organising committee reserves the right to group applications and propose to applicants joint sessions. Should this happen, session organisers will collaborate to agree on the details of how they will participate by a deadline set by the organising committee.