7th Asia-Pacific Adaptation Forum (APAN)

Enabling Resilience for All: The Critical Decade to Scale-up Action

Guidelines for Session Organizers

Requests to organize sessions at the forum are to be submitted to the relevant Stream's Lead(s), which for the 7th APAN Forum are as follows:

Stream		Lead	
Stream	Inclusive Resilience	Lead	Stockholm Environment Institute (**SEI**) International Centre for Integrated Mountain Development (**ICIMOD**)
	Nature-based Resilience		United Nations Environment Programme (**UNEP**) International Union for Conservation of Nature (**IUCN**)
	Economic Sectors Resilience		Asia Development Bank (**ADB**)
	Communities and Local Resilience		United Nations Development Programme (**UNDP**)

Session Lead responsibilities:

As Session Lead, you will be expected to do the following:

o Ensure that the session meets the forum's objectives and contributes to a cohesive, coherent stream and forum programme;

o Confirm the attendance of the speakers for the session. Please also confirm the extent of the support you are providing for each of the participants.

o Ensure a balanced variety of the experiences / perspectives from the participating speakers (sector, gender, geographical distribution, affiliation etc.)

o Whereas applicable, evaluate and shortlist the abstracts received during the call for sessions / papers - especially as these may relate to your specific session/s.

o Manage and cascade any communications related to your session/s to your speakers: collection of any presentation materials (i.e., videos) and the delivery of these to APAN Secretariat, submission of any evaluation forms, general management and support to ensure well- organized sessions.

o During the actual panel session, provide support for a rapporteur to document or chronicle the highlights and key messages during the discussions. This is then to be submitted to your respective Stream Lead, for inclusion in the Key Summary Report which will be shared at the plenary session at the end of each Forum day.

Guidelines on Session Structure, Format, Rapporteur

Forum sessions are intended to keep participants engaged and interested. They should not feel like 'audience' receiving information, but as active contributors to the discussion.

Structure:

The below session structure format is designed to help achieve this.

- ✓ Panel size should not exceed **5**.
- ✓ Moderator to ensure that each panelist sticks to the timing.
- ✓ Floor contributions mid-session can be invited to keep the floor engaged, but should be restricted to 'comments' that are relevant to the topic not questions.

Moderators need to inform the panel in advance and allow as much time as possible for interaction with the audience.

Format:

- o First 5 minutes

1. Moderator introduces session topic using an easy to understand framing question.

For example:

We almost always have imperfect information. How do you plan with little or no reliable data? How can we enable holistically resilience using science and indigenous knowledge? How can we replicate success stories in other contexts or communities? What action steps should be taken?

2. Moderator introduces guests.

For example:

To help us answer this question and to explore ....., I am pleased to welcome our panel: short introduction.

- o Next 40 – 50 minutes

3. Moderator fires ONE question at a time to each of the guests.

The question should be short, clear and tackles only ONE key point. It serves to prompt the speaker to focus on a specific aspect of the conversation, covering a distinct angle and leaving zero room for repetition or unnecessary information.

4. Two to three rounds of Q&A, and discussions.

For Example -- Moderator:

Ms. XXX, Do you believe aquaculture provides an answer to food insecurity in developing countries?

Professor XXX: What are the threats posed by aquaculture to the marine environment?

Mr. XXX: What is the size of investment of the global copper industry in aquaculture and the position of the industry with regards to this issue?

Ms. XXX: Tell us about your community's experience in cultivating aquaculture as a solution to food insecurity.

Dr. XXX: How can we scale-up private sector investment in green aquaculture technologies that enhance food security without destroying the planet?

In this way, the speaker will provide a convincing and precise 'pitch' supported by brief examples, facts and figures rather than a 'presentation'.

- ✓ Each panelist to be given a priori a specific role and angle to cover that contributes to the overall topic.
- ✓ Moderator to avoid 'double' questions that tackle more than one angle at the same time.
- ✓ Follow-up questions are allowed, if the point the guest is making requires further evidence or is unclear
- ✓ Questions to be prepared in advance and shared with the panelists.
- ✓ Each panelist should keep their intervention to 4 minutes.
- ✓ Power point presentations are discouraged. If necessary, use images/diagrams only.

- o Last 20-30 minutes

5. Moderator opens the floor for comments and questions from the audience. 1 minute or less for each. Be strict about time.

7. Whenever possible, allow questions to be answered individually. Each answer should not exceed 2 minutes.

8. Moderator thanks the panelists and participants and closes the session.

Rapporteur:

A Plenary Session at the end of each day will allow for the presentation of key messages from the day's meetings (Plenary and Technical Sessions). From these, the forum will present an information document that summarizes the outcome of the forum and key sessions, covering various streams on resilience.

Each session requires that an assigned rapporteur to keep track of key issues discussed, examples provided and recommendations made. These will be shared with the Stream Lead / APAN Secretariat at the end of day.

The rapporteur is not required to provide a word-for-word account of the session, but rather an intelligent and engaging account of outcome and key conclusions.

Each session should cover the following key angles, as relevant:

- ✓ Overview of practices, technologies, solutions, policies required that enable resilience
- ✓ What are the regulatory / financial / investment frameworks required to scale-up adoption of these solutions?
- ✓ What are the impediments - Case studies / examples (optional)?
- ✓ Recommendations