**Organised Session**

Organised Sessions last 90 minutes or 180 minutes and give individuals and organisations the opportunity to engage more closely with delegates on a specific topic. The session may be in the form of a workshop, skills-building, masterclass, panel discussion, roundtable, debate, simulation, game, etc. All contributors to an Organised Session must be registered to attend the Conference.

*Please complete all sections. Maximum number of words: 500 + 50 additional words for the Brief Overview.*

*A description of each section is summarised on the next page.*

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| **1. Title** |
| **2. Organiser’s contact details** |
| **3. Duration of the Organised Session** (please indicate either: 90 minutes **or** 180 minutes) |
| **4. Details of contributors** |
| **5. Session description** |
| **6. Objectives** |
| **7. Target audience** |
| **8. Session format and flow** |
| **9. Brief overview** |

**Description of each section**

* **Organiser’s contact details**.Include the cell-phone number and email address of the organiser.
* **Duration of session.** This is the length of time that will be allocated to the Organised Session.Indicate either: 90 minutes **OR** 180 minutes.
* **Contributors’ details.** Contributors are those people who will play active roles in the Organised Session. This includes the session chair and a maximum of 4 named additional contributors. Include the names, affiliations, why they have been selected, and which topics or issues they will cover in their presentations.
* **Session description.** Explain what topics the session intends to cover and why they are important to be presented at the Conference.
* **Objectives**. The purpose and key objectives the organisers would like to achieve with this session.
* **Target audience.** Which delegates would the organisers most want to attend their Organised Session. This could be an audience who will find greatest benefit from the Organised Session, or who the information is targeted at.
* **Session format and flow.** Describe how the Organised Session is expected to play out. What flow the session will take, how you plan to engage the audience, what each contributor will do, etc.
* **Brief Overview.** Provide a 50-word overview of the Organised Session with a clear description of the session goals. This summary would appear in the Conference programme.