**Session Proposal Submission Form**

**Proposal Review Criteria**

Breakout session proposals are reviewed by Making Cents International, and our Global Advisory Committee comprised of youth and economic development experts from a range of partner organizations.

Proposals are reviewed and scored based on the following criteria:

|  |  |
| --- | --- |
| **Relevance to Summit Theme and Cross-Cutting Topics** | 1. Does the session connect to the 2023 Summit theme, **YEO Reimagined: Powering Youth-Led Action towards 2030?** 2. Does the session incorporate attention to meaningful and inclusive youth engagement (e.g., the integration of youth into the program cycle through, for example, advising and decision-making, youth-led research, program design, implementation, monitoring, evaluation, and learning)? 3. Does the session address any of the Summit’s cross-cutting topics: Climate Change/Green Economy, Mental Health, Resilience, Digital Economy, and Youth Inclusion? 4. Does the session/topic focus on providing participants with tools/resources to allow them to advance action in that topic area/apply that resource/tool? |
| **Session Content** | 1. Does the session deliver new, evidence-based information relevant to entry-, mid-, and senior-level development professionals? 2. Does the session impart tools or information that can strengthen existing practice and advance the conversation on a given topic or area? 3. Is the session content open-source and transferable? Will participants walk away with tangible guidance for how to apply this knowledge to their programming, policymaking, or partnerships? 4. Will the audience be challenged by the content? Will it prompt discussion? |
| **Session Format** | 1. Is the proposed session format participatory, interactive, and engaging? *Sessions that incorporate high levels of participation and non-traditional formats I.e., debates, interviews, group problem solving, open seat are scored favorably. We strongly suggest avoiding traditional lecture-style and panel presentations.* 2. Does the session offer a deep dive into content rather than a general overview? |
| **Quality and Diversity of Presenters** | 1. Are presenters well-suited to present on their selected topic? 2. Do presenters offer:  * A range of stakeholder viewpoints (implementers, funders, researchers, youth, etc.) * More than one organization, with each bringing different perspectives to the conversation (e.g., INGO, LNGO, corporate, government, etc.) * Geographical diversity (global representation from different regions) * Gender balance * Developing country perspective * A proportion of panelists should be youth who can provide first-hand perspectives from their experiences with the project (as participants or partners) |

**Training Session Option**

Traditional breakout sessions at the Summit are 45, 60, or 90 minutes long. In addition, the 2023 Summit agenda will also include a limited number of extended length training sessions. Presenters of these sessions will be offered 2 hours to facilitate a training designed to develop the capacity of Summit attendees in a specific skill or tool.

You may either:

1. Submit a proposal for consideration as a training session and a breakout session
   1. To do this, please complete the training session option form and the full breakout session form
   2. There are two forms to allow for adjustments based on time to be adequately explained
2. Submit your proposal for consideration as just a breakout session
   1. To do this, please skip the training session option form below and proceed to the breakout session form

**Would you like this proposal to be considered for a training session spot?**

|  |  |
| --- | --- |
| ☐ Yes | ☐ No (If selecting this option please skip to Part 1) |

**Training Session Criteria**

The training should be clearly relevant, engaging, and challenging for entry-, mid- and senior-level technical professionals with an advanced understanding of youth development concepts. Past Summit training sessions have included labor market assessments, human centered design, storytelling positive youth development, and leveraging film and media for youth engagement.

To be considered for a GYEO Summit slot, training session proposals must meet the following requirements:

* Able to accommodate at least 50 participants
* Can be implemented in the Summit venue - presenters must supply necessary tools outside of regular presentation materials (laptop, projector, flip chart, markers)
* Any tools introduced should be open source and available for participants to use on their own at no or low cost
* Training should be hands-on and give participants ample time to engage with and apply the tool or skill of focus

**Training Session Overview**

1. **Training Session Title**

*This title will be used in the Summit program. Please include an informative and eye-catching title that accurately describes the session's content. (Max 20 words)*

1. **What topic, skill, or tool will your training focus on? Please explain.**
2. **Training Session Description**

*This description will be used in the Summit program. Please include an informative description that will set clear expectations for what the session offers and will draw participation to your training session. (Max 150 words)*

1. **Have you conducted this training before / in other settings? If so, where and when? (If numerous times, please list up to three.)**
2. **Does your training include an existing tool, report, or other tangible product?**

☐ Yes ☐No

If yes, please attach it or insert the download link.

1. **If your training session proposal focuses on a specific methodology, tool, or equivalent, has it been evaluated?**

☐ Yes ☐ No

**6.1** **If yes to Q6 who has reviewed the specific methodology/tool and what results have been realized** **because of its application? (Max 150 words)**

**2023 GYEO Summit Learning Agenda & Goals**

1. **Which of the three 2023 Summit tracks is most relevant to your training and why?**

*For more on Summit tracks, see Overview. Your answer will help to determine program placement.* ***Please select one only****.*

|  |
| --- |
| ☐ Ready for the Global Workforce  ☐ Livelihoods Through Self-Employment  ☐ Global Context Matters |

1. **How does your training support the overall 2023 Summit Theme: ‘’YEO Reimagined: Powering Youth-Led Action Towards 2030”?**

*Your answer helps to inform how we communicate about your training session to our Summit audience.*

1. **In what way is the information that you will present new to the audience or meaningfully built on existing evidence and approaches? How will it improve practice on this topic?**

*Max 100 words*

1. **How does your proposed training session incorporate gender and social inclusion considerations?**

*Max 100 words*

1. **Does your proposed training session incorporate other cross-cutting topics?**

☐ Climate/Green Economy

☐ Mental Health

☐ Digital Economy

☐ Youth Inclusion

☐ Resilience

☐ Other [Control]

Please explain how your session addresses the cross-cutting topics you selected:

**Training Session Target Audience & Scope**

1. **Who is your training target audience and what do you intend participants to do with the information you provide in this session?**

*i.e., implementers, funders, policy makers, researchers, educators, youth leaders, and/or the private sector (Max 100 words)*

1. **Describe how you will include young people and their perspectives in your training session**

*(e.g., as presenters, facilitators, moderators, etc.) (Max 100 words)*

1. **Describe the target youth cohort that are the subject of this training session**

*e.g., age range, urban v. rural; age; marital status; income level, etc. (Max 50 words)*

1. **Does your training focus on a specific region of the world? If so, please list**

|  |  |
| --- | --- |
| ☐North America  ☐Central America  ☐South America  ☐The Caribbean  ☐North Africa  ☐Sub-Saharan Africa  ☐The Middle East | ☐ Western Europe  ☐Eastern Europe  ☐South Asia  ☐East Asia  ☐Southeast Asia  ☐The Pacific Islands |

If applicable, which countries?

1. **Please indicate below if your proposed training session topic focuses on working with youth populations in any of the following areas:**

☐ Rural ☐ Urban ☐ Peri-Urban

**Anticipated Training Outcomes**:

1. **What specific skills or capabilities can attendees anticipate learning in this training? (Please be specific)**
2. **Will your training provide attendees with a certificate of completion or another credential (not required)?**

☐ Yes ☐ No

If yes, please describe:

**Format & Methods:**

1. **How much time do you need to complete the training?**

☐ 2 hours ☐ 2.5 hours

1. **Describe the “Run of Show” for your proposed session:**

*A run of* *show is a clear breakdown of your session clearly indicating the proposed speakers,* *timing, and approach for* *various parts of the session. Engaging and participatory sessions will be ranked more favorably. (Max 200 words)*

1. **What specific methodologies and tools will you use in the training to engage attendees and ensure that the session is interactive and hands on?**
2. **Roles & Facilitation: How many trainers are needed to lead this session?**

**Part 1: 2023 Summit Theme & Technical Track Selection**

**2023 Summit Theme: "YEO Reimagined: Powering Youth-Led Action Towards 2030”.**

For the first time since 2019, the Global Youth Economic Opportunities Summit (GYEOS) will take place in-person from May 16-18, 2023, in Washington, DC (Silver Spring Civic Center). The Summit theme **“YEO Reimagined: Powering Youth-Led Action Towards 2030”** will focus on how the global YEO 2030 community can reimagine and build sustainable youth economic opportunities together, with and for young people in the decade of delivery. Our learning agenda for the summit will delve deeper into critical emerging topics. These include the growing demand for green skills, digital skills, and intergenerational programming; mental health; resilience; inclusion; mentorship for entrepreneurs; and private sector engagement, among other topics. The Summit theme is supported by a strategic learning agenda designed to support exchange and advance learning and impact in the youth economic opportunities sector. The Summit learning agenda is organized around three technical tracks:

1. **Ready for the Global Workforce**: How do we prepare youth for transition to the workforce and for the demands of today’s rapidly transforming global economy?
2. **Livelihoods Through Self-Employment**: What kinds of skills, programs, and policies can prepare and support young people for self-employment or entrepreneurship in the growing gig, informal and creative economies?
3. **Global Context Matters:** How will the future of youth economic opportunities be informed and shaped by an enabling environment that takes into consideration critical factors like climate change, mental health, resilience, youth inclusion, ecosystem collaboration, and related policies?

**Cross-Cutting Topics**

Cross-cutting topics considered across the technical tracks at the Summit include Climate Change/Green Economy, Mental Health, Resilience, Digital Economy, and Youth Inclusion.

1. **\*Please select 1 track that is most relevant to your proposed breakout session.**

|  |
| --- |
| ☐ Ready for the Global Workforce  ☐ Livelihoods Through Self-Employment  ☐ Global Context Matters |

1. **\*How does your proposed breakout session connect to the Summit theme, YEO Reimagined: Powering Youth-Led Action Towards 2030?** *(Max 100 words)*

1. **\*How does your proposed breakout session incorporate gender and social inclusion considerations?** *(Max 100 words)*

1. **Does your proposed breakout session address any of the Summit’s cross-cutting topics?**

☐ Climate Change/Green Economy

☐ Mental Health

☐ Resilience

☐ Digital Economy

☐ Youth Inclusion

☐ Other [Control]

Please explain how your session addresses the cross-cutting topics you selected:

**Part 2: Session Overview**

1. **\*Workshop Title**

*This title will be used in the Summit program. Please include an informative and eye-catching title that accurately describes the session's content. (Max 20 words)*

1. **\*Workshop Description**

*This description will be used in the Summit program. Please include an informative, eye-catching description that will set clear expectations for what the session offers and will draw participation to your session. (Max 150 words)*

1. **\*Describe how you will include youth and their perspectives in your session (e.g., as presenters, facilitators, moderators, etc.)** *(Max 100 words)*

1. **\*Describe the target youth cohort that are the subject of this session (e.g., age range, urban v. rural; age; marital status; income level, etc.)** *(Max 50 words)*

1. **\*What region of the world will your session focus on?**

|  |  |
| --- | --- |
| ☐North America  ☐Central America  ☐South America  ☐The Caribbean  ☐North Africa  ☐Sub-Saharan Africa  ☐The Middle East | ☐ Western Europe  ☐Eastern Europe  ☐South Asia  ☐East Asia  ☐Southeast Asia  ☐The Pacific Islands |

**Which countries?** [Control]

1. **Please indicate below if your proposed session focuses on any of the following areas:**

☐ Rural ☐ Urban ☐ Peri-Urban

**Part 3: Session Content**

1. **\*Who is your target audience at the Summit and what do you intend the audience to do with the information you provide in this session?**

*(i.e., implementers, funders, policy makers, researchers, educators, youth leaders, and/or the private sector) (Max 100 words)*

1. **\*In what way is the information that you will present new to the audience or meaningfully built on existing evidence and approaches? How will it improve practice on this topic?** *(Max 100 words)*

1. **\*What are up to three (3) concrete and transferrable tools/skills/lessons you will present to Summit attendees that will lead to changed practice and performance improvement****? (Please be specific)** *(Max 100 words)*

1. **\*Are you presenting an existing tool, report, or other tangible product?**

☐ Yes ☐No

If yes, please attach it or insert the download link.

1. **If your session proposal focuses on a program, tool or equivalent, has it been evaluated?**

☐ Yes ☐No

15.1 **If yes to Q15 who has reviewed the specific methodology/tool and what results have been realized because of its application? (Max 150 words)**

[Control]

**Part 4: Session Format**

Breakout sessions must be engaging and participatory. Accordingly, we ask that you select from one of the session types below or propose a new, innovative format for your breakout session:

**Group Problem Solving**

Real-time group problem solving and discussion around a specific problem faced by a program (e.g., going to scale, sustainability, barriers to implementation and/or reach). Presenters will have 20 – 30 minutes to 1) describe the problem and 2) describe what solutions have been tried to address the problem. The audience will be invited to generate real-time recommendations for a way forward. These sessions are designed to enable collaborative, creative group problem solving. The outcomes of the session may be shared with participants.

**Oxford-Style Debate**

An Oxford Style Debate session requires all audience members to select a particular section of the room in which to sit before the debate begins based on agreeing or disagreeing with the starting statement and/or hypothesis. Audience members are encouraged to demonstrate their agreement or disagreement as the debate progresses by moving from their seat in one section to another. Audience movement will give important feedback both to the speakers and to other audience members. This session will have two “kick-off speakers.” They get the debate going, set the parameters of main argumentation, and contest each other’s ideas.

There should be time for the audience to participate and ask questions. Audience speakers are to make arguments, agree or disagree with points, raise new concerns, explain why they are sitting on a particular side, etc. At the end of the sessions there is an announcement of house results based on where the audience is seated.

This session type requires an experienced facilitator to moderate the debate and ensure the conversation progresses.

**TEDx Style Session**

Each session should have no more than three presenters, and each TED Talk should last between 5-10 minutes. This requires the speaker to get focused on the underlying message they want to convey and to deliver that message in a compelling manner.

A moderator should briefly introduce an over-arching theme that will tie in with the stories of all speakers. The presentation is followed by an interactive discussion, where audience members are given the opportunity to comment and ask questions. This will ensure a connection between the ideas being presented and learning and applying them.

Also remember these general principles: speak of failures and successes, communicate your vision, do not sell from the stage, and do not read your speech.

**Roundtable Session**

During this type of session, presenters will have the opportunity to highlight a tool or new piece of research to a small group of participants. Presenters are encouraged to showcase their tool/research for 5-10 minutes before facilitating a 35–40-minute roundtable discussion on creative ways to implement each tool and/or research finding. Participants are especially looking for open-source material.

**Open Seat**

This session begins with 2-3 panelists on stage and one empty seat. The empty seat is for an audience member who has a strong point of view to add to the conversation. One by one, attendees can come up, sit in the open seat, and add their perspective to the discussion. Afterwards, they return to their seat in the audience and let someone else take their place in the open seat. This allows for a greater diversity of perspectives and allows the audience to be more invested in the conversation. This format requires an experienced moderator.

**20 Questions**

This format is a great way to engage an audience in assessing the obstacles of a specific topic. First, the topic is presented and should include the main objectives, components, and a review of the intervention’s results. This should take no more than 10 minutes. The audience begins with a 20 – 25-minute window to ask a variety of questions (20 max) on the topic to form a better picture of what worked and what did not. For example: “Why was XYZ not successful/effective?” and “What did you do to try to ensure the sustainability and growth of the project?”

The audience is then asked to split into groups of 4-5 to discuss what they would have done differently. After 15 minutes each group reports out to the others, and all answers are recorded by someone at the front. Presenters then wrap up the session by reviewing their thoughts on each of the audience's ideas.

**Work in Progress**

A forum for presenter(s) to move forward on a central question, draft paper, or project by receiving constructive suggestions from attendees.  The session should start by identifying what they expect the result to be and then let the guided conversation and discussion get them to this result. This session type requires an experienced facilitator to ensure the conversation moves forward productively.

1. **\*Please select the session type that applies to the session proposal you are submitting.**

|  |  |
| --- | --- |
| ☐ Group Problem Solving  ☐ Oxford-Style Debate  ☐ TEDx Style Session  ☐ Work in Progress | ☐ Roundtable Session  ☐ Open Seat  ☐ 20 Questions  ☐ Other [Control] |

1. **\*Describe the “Run of Show” for your proposed session:**

*A run of show is a clear breakdown of your session clearly indicating the proposed speakers, timing, and approach for various parts of the session. Engaging and participatory sessions will be ranked more favorably. (Max 200 words)*

1. **\*What is the ideal length of time for your session?**

☐ 45 minutes ☐60 minutes ☐90 minutes

1. **\*What room setup needs do you anticipate for your session?** Please note all rooms will be set up with a laptop, projector, sound system, flip chart, and markers.

☐ Round tables ☐Theater-style (rows of chairs) ☐Classroom-style (rows of chairs & tables)

Any additional special needs?

1. **\*The proposal selection process is competitive. Proposals not selected for a 60- or 90-minute breakout slot in the agenda may be offered the option to 1) lead a 45-minute morning session (8am) or 2) present a poster at the Poster Session and Evening Reception.**

If not selected for a 60-minute session, would you be interested in:

a. Presenting in a 45-minute morning session?

☐ Yes ☐No

b. Presenting a poster during the Poster Session and Evening Reception?

☐ Yes ☐No

**Part 5: Speaker Information**

**\*How many speakers are included in your proposed session?**

☐ 1 ☐ 2 ☐ 3

**Speaker #1- Main Contact Information.**

This speaker will be the primary point of contact for the session and the one responsible for coordination with Making Cents International and any other speakers proposed for this session. Making Cents will reach out directly to the person listed below with questions and to share the outcome of your proposal submission.

**\***Full Name: [Control]

**\***Organization: [Control]

**\***Professional Title: [Control]

**\***Email Address: [Control]

**\***Phone: [Control]

**\***City: [Control]

**\***Country: [Control]

Skype: [Control]

Twitter Handle: [Control]

**\***Stakeholder classification: (Select 1 of the following)

☐ Donor

☐ Implementer

☐ Technical Services Provider

☐ Policy Maker

☐ Youth Leader

☐ Private Sector Professional

☐ Educator (e.g., classroom instructor)

☐ Researcher

☐ Other [Control]

**\***Are you a young professional? (Age 35 years or younger)

☐ Yes ☐No

**\***Using the space below, please include a speaker bio. Your bio should include why you are well-positioned to lead this session. (Max 200 words)

**\***Please attach a high-res headshot. Headshots must be a minimum of 500KB and cannot be larger than 20MB. Files must be in .png or .jpg file format.

**Speaker #2**

Full Name: [Control]

Organization: [Control]

Professional Title: [Control]

Email Address: [Control]

Phone: [Control]

City: [Control]

Country: [Control]

Skype: [Control]

Twitter Handle: [Control]

Stakeholder classification: (Select 1 of the following)

☐ Donor

☐ Implementer

☐ Technical Services Provider

☐ Policy Maker

☐ Youth Leader

☐ Private Sector Professional

☐ Educator (e.g., classroom instructor)

☐ Researcher

☐ Other [Control]

Are you a young professional? (Age 35 years or younger)

☐ Yes ☐No

Using the space below, please include a speaker bio. Your bio should include why you are well-positioned to participate in this session. (Max 200 words)

Please attach a high-res headshot. (Headshots must be a minimum of 500KB and cannot be larger than 20MB. Files must be in .png or .jpg file format.

**Speaker #3**

Full Name: [Control]

Organization: [Control]

Professional Title: [Control]

Email Address: [Control]

Phone: [Control]

City: [Control]

Country: [Control]

Skype: [Control]

Twitter Handle: [Control]

Stakeholder classification: (Select 1 of the following)

☐ Donor

☐ Implementer

☐ Technical Services Provider

☐ Policy Maker

☐ Youth Leader

☐ Private Sector Professional

☐ Educator (e.g., classroom instructor)

☐ Researcher

Are you a young professional? (Age 35 years or younger)

☐ Yes ☐No

Using the space below, please include a speaker bio. Your bio should include why you are well-positioned to participate in this session. (Max 200 words)

Please attach a high-res headshot. Headshots must be a minimum of 500KB and cannot be larger than 20MB. Files must be in .png or .jpg file format.

**Part 6: Anything Else?**

1. **Is there anything else you want to share with the proposal reviewers?** (Max 100 words)

**Part 7: Presenter Policies**

**ACCEPTANCE OF POLICIES**

By checking this box, you acknowledge that you have read and understood all the Presenter Policies below. If you are not the actual presenter, by submitting a proposal you declare that the presenter has given you permission to submit on their behalf. *(Required for submission to be complete and considered)*

☐ **\***I understand and accept the Presenter Policies, as outlined below.

**PRESENTER POLICIES**

**By submitting a proposal for the 2023 Global Youth Economic Opportunities Summit, you agree to the terms of these Presenter Policies**. Making Cents reserves the right to withdraw its selection of any proposal that does not comply with these policies:

Summit Registration: All presenters are required to register by March 21st. The early registration rate (expires March 1) for the 2023 Summit is **$799**.Please note that there is a discounted rate for young professionals and developing country participants.

Summit attendees and speakers are required to pay a registration fee. GYEO Summit organizers raise sponsorship dollars throughout the year to subsidize the real cost of participation by nearly fifty percent. Doing so enables us to keep registration fees low and encourage participation from a wide range of participants from around the world. The GYEO Summit operates on a demand-driven, cost-recovery and sustainable basis, thanks to the hundreds of organizations and individuals who contribute financial and in-kind resources to the event each year. This approach of “co-investment” has allowed the Summit to be continually operated and to make a significant contribution to building the field of youth economic inclusion. It allows individuals to benchmark progress, share and gain new knowledge and have an annual meeting point to form new and deepen existing partnerships.

**Unconfirmed Presenters:** Session presenters who have not been confirmed, registered, and paid their registration fee by **April 3, 2023,** risk exclusion from the Summit program, and their session may be replaced by another.

**Main Contact Person:** One person must be designated as the main point of contact for each session. The main contact will be sent to all communications regarding the selected proposal and session. S/he will also be responsible for ensuring compliance with these policies, and that all other co-presenters are aware of, and comply with these policies, including deadlines.

**Session Duration and Scheduling:** Making Cents will determine the final scheduling of all sessions. By confirming your proposal’s final selection, you are agreeing to be available for all times designed for breakout sessions during the Summit.

**Moderators:** Summit organizers may assign a moderator for your session. Moderators are encouraged to ask tough questions and pull out the most important learning for the audience.

**Workshop Content:** If you are the main contact person, you assume full responsibility for ensuring the design of the workshop, the coordination of all session presenters (if applicable), and the session delivery. You must also ensure that the session methodology reflects that which you specified in your proposal submission, with such refinements to the content as may be advised by the Global Youth Economic Opportunities Summit organizers.

**Summit Orientation and Session Guidance:** Confirmed presenters are required to participate in at least one call prior to the Summit to discuss the accepted workshop. To allow time for this, an outline of the session (including any video or draft PPT presentations, handouts, etc.) must be finalized and submitted electronically to Vicky Aridi at [vicky@makingcents.com](mailto:vicky@makingcents.com) by **April 24, 2023**.

**Visual Representations & Handouts:** Presenters are responsible for bringing their presentation materials as well as copies of any handouts needed for their session. The Summit organizers will not be able to photocopy documents for presenters before or during the event.

Final soft copies of presentations and handouts will be uploaded to the Summit website after the event.

**A/V, Room Set-Up, and Other Session Material:** Each session room will be equipped with microphones, a screen, laptop, and projector. Internet access is also available. Presenters will be responsible for bringing all the other audio-visual equipment they require. If you have any room set-up needs, please email them to Vicky Aridi at [vicky@makingcents.com](mailto:vicky@makingcents.com) by **May 2, 2023**. If you do not inform Making Cents of your preference before that time, we cannot guarantee your preferred room set-up.

**At the Summit:** Upon arrival at the Summit, presenters must check in at the Summit Registration desk. If you are not staying for the entire event, we ask that you please arrive at least 60 minutes before the start of the program.Workshop presenters must also (i) prepare their session’s room during the break that precedes their session, or earlier if possible; and (ii) distribute and collect their workshop material. Any items left in the room will be removed by staff at the end of the day. Please take all materials you wish to keep with you when you leave your session. Summit organizers will not be held responsible for items missing from your workshop room.