

Example Abstract Submission Forms

1) Short Talk as part of a Thematic Session

Abstract Information	
1. Contact Details (of key contact person)	
1.a First Name	
1.b Family / Last Name	
1.c Name of organisation / entity	
1.d Email address	
2. Speaker	
2.a Speaker Full Name	
2.b Speaker organisation	
Abstract	
3. Title of talk	1 sentence
4. Country/region(s) in focus (if applicable)	Please list all
5. Rationale/Purpose	
5 a). <i>Explain why the talk is relevant and useful for humanitarian child protection</i>	100 words maximum
5 b). <i>What specific gaps or opportunities will it fill?</i>	100 words maximum
5 c). <i>Describe the connections with the Annual Meeting theme</i>	100 words maximum
6. 1 key message <i>What is the 1 key message participants will take away from the talk?</i>	1 sentence
7. Background / context	100 words maximum
8. Challenges and lessons learned	100 words maximum

<i>Please outline any challenges or lessons learned you will share</i>	
9. Format of the session <i>Please describe the format of your 10 minute talk. E.g. Which engaging methods will you use (e.g. video clip, visual slides, mentimeter, zoom poll?)</i>	100 words maximum
10. Language	English, French, Arabic and/or Spanish
11. Facilitation <i>a) If needed, would your organisation be able to provide someone skilled to facilitate the session your abstract is grouped into?</i>	Yes / No
<i>b) If yes, please provide their name and contact details</i>	Name Contacts
<i>c) If yes, please share their facilitation experience / skills</i>	100 words maximum

2) In-Depth Session

Session Information	
1. Contact Details (of key contact person)	
1.a First Name	
1.b Family / Last Name	
1.c Name of organisation /entity	
1.d Email address	
2. Facilitator(s) / Speaker(s)	
2.a Facilitator Full Name	
2.b Facilitator organisation and job title	
2.c Facilitator time zone	
2.d Facilitator email address	
2.e Speakers / Panellists / Co-Facilitators	Please list all confirmed people who will contribute during the session by name and include their email address, organisation, job title and time zone
2.f Youth speakers	If you may work with a child or youth facilitator, please say so here (Yes / No)
Abstract	
3. Proposed Session Title	1 sentence
4. Objective <i>What do you hope to achieve through this session?</i>	100 words maximum
5. 1 Key Message <i>What is the 1 key message participants will take away from this session?</i>	1 sentence
6. Rationale / Purpose	
6 a). <i>Explain why the session is relevant and useful for humanitarian child protection</i>	150 words maximum
6 b). <i>What specific gaps or opportunities will it fill?</i>	100 words maximum

<p>6 c). Describe the connection with the Annual Meeting theme</p>	<p>100 words maximum</p>
<p>7. Target Audience</p> <p>Outline the target group(s) for this session. Please specify what outreach will be conducted</p>	<p>150 words maximum</p>
<p>8. Speakers/facilitators</p> <p>Please provide any additional information on:</p> <ul style="list-style-type: none"> ● The session organisers ● The facilitators ● The speakers <p>Please consider diversity within the group, as applicable to your session</p>	<p>200 words maximum</p>
<p>9. Duration</p> <p>Please let us know if your session is planned for 60 or 90 minutes</p>	<p>60 minutes 90 minutes</p>
<p>10. Format of the session</p> <p>10 a). Please select from one of the options:</p>	<ol style="list-style-type: none"> 1. <i>Panel discussion</i> <ul style="list-style-type: none"> ○ <i>A group of experts who exchange insights and views, facilitated by a moderator who coordinates interaction with the audience</i> 2. <i>Workshop</i> <ul style="list-style-type: none"> ○ <i>On a given technical theme and are interactive</i> 3. <i>Interactive session</i> <ul style="list-style-type: none"> ○ <i>Updates and group discussion to exchange views and to achieve improvement on a given topic.</i> 4. <i>Roundtable</i> <ul style="list-style-type: none"> ○ <i>Several speakers discuss various parts of the subject from different perspectives. A moderator facilitates the discussion. Participants may be invited to engage. Ideal for smaller groups.</i> 5. <i>Something else (Please specify)</i>
<p>10 b). How do you plan to use the time slot selected above</p>	

<p><i>(if you chose 90 minutes please say what you would do if you had to reduce it to 60 minutes)?</i></p>	<p>100 words maximum</p>
<p><i>10 c). What engaging / interactive methods / tools do you propose to use?</i></p>	<p>100 words maximum</p>
<p>11. Language</p>	<p>English, French, Arabic and/or Spanish</p>
<p>12. Background reading <i>If applicable, please provide links to any relevant background reading which is relevant to the session)</i></p>	<p>250 words maximum</p>