



Guide for Community Session Leads

2020 Understanding Risk Forum

As expected, this year's Understanding Risk Forum will be quite different from the past editions, with a fully virtual event from the comfort of your own home! The 2020 Understanding Risk Forum (UR2020) will take place from Tuesday, December 1 - Thursday, December 3, 2020 with times convenient for nearly everyone around the world. The purpose of this guide is to provide UR2020 Community Session Leads with the information and tools to successfully plan and facilitate a virtual session at UR2020.

Please note that for the virtual UR2020, we are not distinguishing between Technical Sessions and Focus Day events: they are now being treated the same with the name "Community Sessions".

In a virtual environment, even more than in the in-person events, Community Sessions should be engaging and fun, with adequate time for audience participation and questions. We encourage Community Session Leads to think outside the box on ways to present information and facilitate audience engagement. Please keep in mind that staring at a screen for a long time, without any activity, will be very tiring for your attendees!

Please fill out this form so that we can ensure we have correct and updated information:

<https://forms.gle/6DwwWWCKGeFJZm957>

Inclusivity

UR is committed to inclusivity and we encourage all Community Session Leads to do their best to ensure that the session is diverse in organization, nationality, and gender. One of the great benefits of virtual events is that there is a much smaller barrier to including content contributors from around the world! If there is a clear lack of diversity, the UR organization team reserves the right to cancel the session.

Your previously planned session

Much has changed in the last few months, and we recognize that you may want to alter your session that was developed previously. We have no problem with that! But we need the most updated information to put on the UR2020 program.

Please fill out this form with your updated title and abstract:

<https://forms.gle/GY6em4tpJtRFQw9c7>

If you would like to know what you submitted before, please contact ur2020@understandrisk.org

Overview of Timeline and Deadlines

Friday, October 30	All changes to title and abstract submitted before this date (no changes are guaranteed after that)
Friday, November 6	Speaker bios and pictures; recorded Ignite presentations; platform feature requirements; cap of attendees (if relevant) and running order submitted
Tuesday, November 24	All content for the session submitted, e.g. presentations, videos (note: no changes to presentations may be made after this date)

Creating your session

Time available

Sessions are 55 minutes in length. You may request a second 55-minute time slot using this [form](#), however, we strongly advise that you limited your session to one 55-minute block. Please note that we cannot guarantee that you will have back-to-back session times, so please ensure that the session is easily split into clear 55 minute blocks.

Live

All sessions will be delivered live, so please ensure that all content contributors are available at the time zone you select. All sessions will be recorded and included in the On Demand Library.

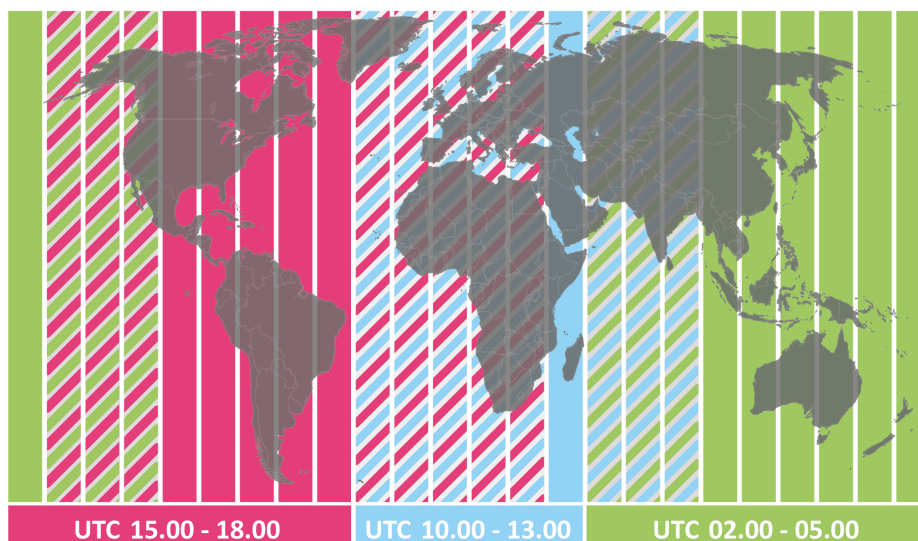
Scheduling your session

UR2020 Community Sessions will be scheduled during Tuesday, Dec. 1 – Thursday, Dec. 3. Each 55-minute session will be scheduled during one of three time blocks:

1. 2:00 – 5:00 UTC (business hours for East Asia, the Pacific)
2. 10:00 – 13:00 UTC (business hours for West Asia, Middle East, Africa, Europe)
3. 15:00 – 18:00 UTC (business hours for Middle East, Africa, Europe, Americas)

Please let us know your preference using [this form](#). Please use this [time zone meeting planner](#) to identify the time block(s) that works best for you and your content contributors.

For a rough guide, below is the UR2020 time zone map to help guide you:



This map illustrates locations where each UR2020 time block occurs between 8:00 and 19:00 local time.

Management of the session

Each session must appoint an individual that is not delivering any content during the session to serve as the manager of that session. ***This Session Manager must attend a training session to understand how the platform works.*** Training sessions will be provided so that the session manager can understand how to display presentations, manage speakers, and oversee the entire running order of the session. The time of these training sessions will be determined closer to the event; all Session Leads and Session Managers will be notified of the dates of the training sessions.

Similar to physical global forums, each Session Lead is responsible for ensuring that his/her session runs smoothly from a content management perspective and that the Session Manager understands how the session is supposed to run. All Session Leads must develop and deliver a running order by ***Friday, November 6***, which details how the session will flow. We will provide a template of a running order so that you and the Session Manager can ensure the successful delivery of the session. (Note: as Session Lead, you can be the Session Manager, but you must not be serving as the moderator, chair, or a speaker for your session.)

The UR team can, unfortunately, not support the detailed running order and management of the session before or during the event. There will, however, be technical support from the event management firm who will provide any troubleshooting support during your session, as would be typical of a physical event setting.

Format

The session format is up to you. Panels, presentations, games, videos, polling, we encourage anything and everything that allows you to make your session engaging! We strongly advise that you limit the amount of time that session attendees would stare passively at a screen. Ideally there is something new for the attendees every 10-15 minutes, whether that is a new speaker, a

poll, a breakout room, or something else. When planning your session, think back to all those webinars and events you have participated in the last few months/years; what made you stay on the screen and not check your emails?

If you plan to include presentations, videos or other pre-developed content in your session, you must provide final versions of this content ***no later than Tuesday, November 24***. If you do not provide your content to the UR team by then, we cannot guarantee the inclusion of the content, as virtual events are a bit more technical than physical events to ensure that content runs smoothly. Additionally, if you have changes after November 24, we also cannot guarantee that those changes can be made. ***So please, plan ahead with your content contributors!***

Platform and technical functionality

We are still determining the online platform for UR2020. Thus we do not know the exact functionality of the platform as of now and unfortunately, cannot tell you the exact features that you might be able to incorporate into your session. We do know, however, that an “unlimited number” of breakout rooms are possible, and we strongly encourage you to use them, as appropriate.

We will notify you as soon as we have more information. Thank you for your patience.

Once we notify you of platform features, Community Session Leads must communicate the platform features required for your session, e.g. chat, Q&A, polling, by ***Friday, November 6***. We will open a survey as soon as we can so that you can detail your requirements.

Audience

UR Global Forums typically attract representatives from a wide variety of sectors all involved in the creation, communication or use of risk information to make decisions. These sectors include: academic/research institutions, government agencies, NGOs/CSOs, multilateral organizations, and private sector firms, such as insurance, risk modeling and technological firms.

Number of attendees

There is no minimum or maximum number of attendees expected for an individual session, as UR does not request that attendees register for specific sessions. However, if you would like to cap your session, you must provide that information using a forthcoming form by ***Friday, November 6***.

Open or closed

We encourage you to make your session open. At this point in time, we are exploring how to create closed sessions within the platform, and hope to have this possibility for your session, if you would like. But at this time, we cannot guarantee it is possible.

Relevant contacts

For all scheduling and logistics questions:

Desy Adiati (dadiati@worldbank.org) and Juan Garcia (jgarcia8@worldbank.org)

For any other inquiry, including changes to your session abstract or title:

Anne Mussotter (amussother@worldbank.org) and UR2020 (ur2020@understandrisk.org)