

ASPEN GLOBAL LEADERSHIP NETWORK

 **aspen institute**

Leading in An Era of Globalization 2022-2023 Series

DATES

LOCATION

AGENDA

All seminar sessions take place in *ROOM* unless otherwise noted

Moderators:

Moderator 1

Moderator 2

Moderator 3

Pre-Day

Prep:

1. Meet with conference manager
2. Meet with moderators (may need to take place next day, depending on arrival times). Have moderators' welcome packets ready and include confidential notes on Fellows, [talking points](#) and [moderator notes](#).
3. Check out any offsites/excursions to ensure they are suitable (if in a new location)
4. Gather any last-minute materials or medicine supplies, etc. in town

Day 1

Prep:

1. Assemble the welcome packets: [Welcome Letter from Staff](#), Final Agenda, Bios/Ventures Document, [Venture Sessions Overview](#), other information like map of venue, etc.

2. Set up room – proper hollow circle with correct number of chairs, water glasses, water, two flip charts, and table for staff near door and outlet
3. Place table tents at table – ensure participants are mixed by diversity (country, program, gender, etc.) and in the order of the venture presentations
4. Place welcome folders and gift items at each place
5. Write 5 plenary presentation questions on 1 flip chart (See the Ventures Sessions Overview for questions), and draw the [Motivation & Progress matrix](#) on another flip chart (hidden before session starts)
6. Track and ensure flights are getting in on time
7. Send a welcome note to Fellows – remind them when/where reception is and to bring their readings
8. Set up opening reception and dinner

5:00-6:00 p.m.

Opening Reception and Welcome

LOCATION

- **Materials:** Lay out name badges in alphabetical order on small table at opening reception
- **Staff Notes:** Staff should track attendance. If Fellows are still missing 20 min after start, call their rooms or cell phones. Notify moderators when all are present. Plan to interrupt reception at 5:45 so moderator can give welcome introduction
- **Moderator Notes:** Overview of the upcoming week. How this seminar fits into series of 4. Which programs are represented. Introduce co-moderators and staff.

6:00-7:15 p.m.

Dinner and Introductions

LOCATION

- **Materials:** Place dinner table tents at tables (rounds of no more than 7). Ensure staff and moderators are split up.
- **Staff Notes:** Pre-plate salads; hold dessert and coffee/tea – to be served at seminar room
- **Moderator Notes:** Part-way through main course, interrupt dinner to start introductions. Each person should say their name, where they are from, what fellowship program they are part of, and something about them that is not in their bio.

7:30-8:30 p.m.

Opening Session

LOCATION

15 min Introduction to Venture Plenary Presentation Session

45 min Heinrich Böll, “Anecdote Concerning the Lowering of Productivity”

- **Materials:** Fellows should bring readings

- **Staff Notes:** Dessert and coffee/tea should be set. Staff check before group breaks to walk to the seminar room. Put plenary presentations in order of the seminar seating for tomorrow's session. Show the 5 rapid-fire presentation questions on flip chart + the progress/motivation matrix on the other flip chart.
- **Moderator Notes:** Fellows should be reminded of the plenary presentations before starting the reading (overview of the week's ventures session is in the welcome packet). Fellows should have already turned in answers to five questions and staff has created a powerpoint of their presentations.
- **Announcements:** When/where breakfast is; Information for team-building (comfortable clothing, where it will be, time, etc.); Will use WhatsApp group throughout week for logistics – check regularly!; More information is in welcome packet about the venue, etc.

Day 2

Prep:

- Set up for Team Building
- Check AV works for plenary presentations session

7:00-8:00 a.m.

Breakfast

LOCATION

8:15-9:00 a.m.

Team Building and IceBreakers

LOCATION

- **Materials:** Dependent on specific team-building activities chosen
- **Staff Notes:** Set up well before the start – even day before if possible. If outside, have water/sunblock available. Will likely need to be in a different location from the seminar room. Choose 2-3 activities.
- **Moderator Notes:** depends on who is leading this session – moderators or staff? Moderators may have to participate in some activities for numbers.

9:00-9:15 a.m.

Transition/break – coffee/tea/snacks ready

9:15-10:15 a.m.

Personal “Check-ins”

- **Staff Notes:** One staff person should take notes on Fellows' check-ins, while the other times 2 minutes. See [this link for notes template](#).

10:15-11:15 a.m.

Economics

15 min “Ground Rules”

45 min Thomas Friedman, “The Golden Straitjacket”

11:15-11:30 a.m.

Break – coffee/tea/snacks ready

11:30-1:00 p.m

45 min Russ Roberts, “The Human Side of Trade”

45 min Nathan Halverson, “How China Purchased a Prime Cut of America’s Pork Industry”

1:00-2:15 p.m.

Lunch

LOCATION

2:15-3:15 p.m.

Rapid-Fire Venture Presentation (two-minutes each, five questions and plotting)

- I want to...
- I believe that...
- Therefore, I will...
- I know I will have succeeded when...
- The biggest challenge I am facing is...
- **Materials:** PowerPoint with Fellows’ slides arranged in order of seating. 5 questions written on flip chart. Colored dots at each Fellows’ seat. Motivation & Progress Matrix drawn on other flip chart.
- **Staff Notes:** AV needed (projector); Time session (strict 2 minutes); Take notes on Motivation & Progress plot points for each Fellow.
- **Moderator Notes:** Need to stick to timing of 2 minutes each. Each Fellow will present their 5 questions and then plot themselves on the motivation/progress matrix in the time allotted.

3:15-3:30 p.m.

Break – coffee/tea/snacks ready

3:30-6:00 p.m.

Politics

45 min The Economist, “What’s Gone Wrong with Democracy”

45 min Dani Rodrik, “The Globalization Paradox”

5:00-5:15 p.m.

Break – coffee/tea/snacks ready

5:15-6:00 p.m.

45 min Francis Fukuyama, “Against Identity Politics,” selections

- **PM Announcements:** Information on excursion; Slightly later start time tomorrow (8:30 a.m.) and remember to bring Chinua Achebe books; When/where dinner is.

6:00-6:15 p.m.

Staff/Moderator Daily Debrief (Actual timing can change – just be sure to do this!)

6:00-7:00 p.m.

Free Time

7:00 p.m.

Dinner

LOCATION

- **Materials:** Dinner table tents – mix Fellows in a different order than previous night
- **Staff Notes:** Dinner location should be private. Rounds of no more than 7. Pre-plate salads

Day 3

Prep:

- Swap table tents
- Ensure/confirm details for excursion are set
- Pass out Small Groups Instruction Form and write the first round of small groups on the flip chart.

7:00-8:15 a.m.

Breakfast

LOCATION

- **AM Announcements:** Reminder on Excursion details/timing

8:30-12:00 p.m.

- **Materials:** [Small Group Instruction Form](#)
- **Staff Notes:** pass out Small Group Instruction Form as Moderator is speaking; Small groups should be showing on flip chart.
- **Moderator Notes:** Remind Fellows that their first venture working group is tomorrow. Explain how the groups will work and encourage Fellows to prep. Fellows will present a venture challenge or a personal leadership challenge. Their choice. Groups of 3-4; 2 hours total, which means 30 minutes per Fellow. Lunch will be right after.

8:30-10:00 a.m.

Technology

45 min Annie Lowrey, “The Future of Not Working”

45 min Mathias Dopfner, “An Open Letter to Eric Schmidt”

10:00-10:15

Break – coffee/tea/snacks ready

10:15-12:00 p.m.

Self and The World

45 min Dan Vera, “The Borders are Fluid Within Us”

60 min Chinua Achebe, “No Longer at Ease” (whole book)

12:00-7:00 p.m.

Excursion TBD

6:30-6:45 p.m.

Staff/Moderator Daily Debrief (Actual timing can change – just be sure to do this!)

7:00 p.m.

Dinner and Open Discussion: What’s missing in our discussions?

LOCATION

- **Staff Notes:** Private location for dinner; Rounds of no more than 7. Use dinner table tents if onsite.
- **Moderator Notes:** This is a chance to hear from Fellows what might be on their minds (missing topics having to do with Globalization, how they are feeling part-way through seminar, etc.). It is NOT a time to critique the seminar, readings, or ventures.

Day 4

Prep:

- Swap table tents
- Write second small groups on flip chart – hide until the moderator announces

7:00-8:15 a.m.

Breakfast

LOCATION

- **AM Announcements:** Remind group about first round of venture small groups and where lunch will be; announce information about dinner; Pass around contact details sheet and ask Fellows to update any changes if necessary.

8:30-12:00 p.m.

Global Values

8:30-10:00 a.m.

45 min UN General Assembly, “Universal Declaration of Human Rights”

45 min Mary Midgley, “Trying Out One’s New Sword”

10:00-10:15 a.m.

Break – coffee/tea/snacks ready

10:15-12:00 p.m.

45min Emma Lazarus, “The New Colossus” and Karen Finneyfrock, “The Newer Colossus”

60 min Desmond Tutu, “No Future Without Forgiveness,” selections

- **NOTE:** NO announcements after this section.

12:00-12:15 p.m.

Group transitions to lunch and goes through the buffet. Working groups need full 120 minutes

12:15-2:15 p.m.

Working Lunch: Small Groups on Venture Challenges (Round 1)

LOCATION

- **Staff Notes:** Lunch must be in private or at least quiet location with enough small tables of 4 available

2:15-5:30 p.m.

- **Materials:** Second round of small group worksheets
- **Staff Notes:** Pass out the second round of Small Group Instruction Forms and reveal the second round of working groups while Fellows are at lunch.
- **Moderator Notes:** Before starting readings, ask Fellows how first round of small groups went. Remind them there will be a second round. During this round, Fellows can present on either a venture challenge or a personal leadership challenge. As before, they have 120 minutes total, so each Fellow is allotted 30 minutes.

2:15-3:45 p.m.

Leading in an Era of Globalization

45 min Todd C. Frankel, “The Cobalt Pipeline”

45 min Tina Rosenberg, “Look at Brazil”

3:45-4:00 p.m.

Break- coffee/tea/snacks ready

4:00-4:45 p.m.

45 min Plato, “The Ring of Gyges”

- **NOTE:** If needed, send another reminder about dinner via WhatsApp; Refrain from PM announcements.

4:45-5:00 p.m.

Staff/Moderator Daily Debrief (Actual timing can change – just be sure to do this!)

4:45-7:00 p.m.

Free Time

7:00 p.m.

Dinner

LOCATION

Day 5

Prep:

- Swap table tents
- Check on logistics/details for excursion/walk
- Send departure transportation details via WhatsApp.
- Ensure details are ready for closing dinner

7:00-8:15 a.m.

Breakfast

LOCATION

- **AM Announcements:** Details on check-outs – when they need to check out, where to store bags, etc.; send staff changes to ground transportation if anything has changed – you should have seen details on WhatsApp; Will be administering survey tomorrow – please bring electronics to fill it out!

8:30-10:15 a.m.

- **Moderator Notes:** Before beginning the readings, remind Fellows they will have another small group working session. For this one, they can present a venture challenge or a personal leadership challenge. Their choice. Groups of 3-4; 2 hours total, which means 30 minutes per Fellow. Lunch will be right after. Then after lunch, there will be a debrief session. Let Fellows know the 3 questions we'll be asking.

8:30-10:15 a.m.

Challenges of Leadership: Accountability

45-60 min Plato, "The Ring of Gyges"

45-60 min Malcom Gladwell, "Small Change: Why the revolution will not be tweeted"

Jose Luis Rocha, "Today's Wi-Fi is Yesterday's Paving Stones"

- **Moderator Notes:** Gladwell and Rocha are paired readings as one conversation.

10:15-10:30 a.m.

Break – coffee/tea/snacks ready

10:30-12:30 p.m.

Small Groups on Venture or Personal Leadership Challenges (Round 2)

LOCATION

- **Staff Notes:** Need quiet spaces for breakouts – Fellows can go anywhere as long as working

12:30-1:30 p.m.

Lunch

LOCATION

1:30-3:00 p.m.

Debrief on Ventures and Opportunities for Venture Support- Discussion of the venture small group work and venture support available through the Aspen Global Leadership Network

- **Materials:** Show latest McNulty Laureates Video; Paul Hastings Video; Latest Action Forum wrap up video OR a couple Action Update videos; See [Dropbox Link](#). Will also pass out RAAF magazines, and the What's Next document.
- **Staff Notes:** One staff person keep time for each Fellow. Other staff person takes notes on each person's answer. Prep videos to show. AV needed for videos. Use [talking points](#) as needed.
- **Moderator Notes:** Lead debrief discussion of ventures activities.
 - Ask Fellows to answer three questions round the table: What was the challenge you presented to your groups? What was one big take-away you gained? And what ask do you still have of the group? (1 minute each)
 - Broaden the discussion for another 20-30 minutes): how were the small groups sessions? Did you find them useful/helpful? Are you changing anything as a result? Are you feeling any different about your venture?
 - Transition to discuss how the AGLN is helping support ventures – either staff or moderators lead
- **Moderator Notes:** At the end of this session, but before the break, remind the Fellows they will have a proper check out the following morning. Ask Fellows to answer three questions as they check out in no more than 3 minutes: What were the 2-3 most impactful readings? What are you taking away? What are you committing to moving forward?

3:00-3:15 p.m.

Break – coffee/tea/snacks ready

3:15-4:15 p.m.

The Leadership Imperative: Walking the Walk

60 min Anton Chekhov, "Gooseberries"

- **NOTE:** No announcements after this. Transition directly to the walk, which should be easy and reflective in nature. Avoid buses/cars if possible.

4:15-6:00 p.m.

Group Walk/Excursion TBD

6:00-7:00 p.m.

Free Time

6:30-6:45 p.m.

Staff/Moderator Daily Debrief (Actual timing can change – just be sure to do this!)

7:00-8:00 p.m.

Closing Reception

LOCATION

- **Staff Notes:** Need private special location. May consider AV – music needed? Anything else?

8:00 p.m.

Closing Dinner and Celebration

LOCATION

- **Staff Notes:** Need private special location. May consider AV – music needed? Anything else?

Day 6

Prep:

- Swap table tents
- Send wrap-up email with: link to survey, electronic copy of [What's Next document](#), contact sheet for the group
- Send internal evaluation link to staff and moderators
- Clean up seminar room and pack box to ship materials back to office
- Give tips to conference staff if needed

7:00-8:00 a.m.

Breakfast

LOCATION

8:30-9:15 a.m.

Closing

45 min Seneca, “On the Shortness of Life”

- **Note:** you may change the start time of the session to accommodate flights if need be
- **Moderator Notes:** Gently transition to the break and evaluations. Fellows have 45 minutes to complete both the evaluation and take a break. They must all be back at 10:00 a.m. and must be prepared to stay in the room for the duration of check outs. Remind the Fellows of the three questions we ask them to address in 3 minutes: What were the 2-3 most impactful readings/conversations? What are you taking away? What are you committing to moving forward?

9:15-10:00 a.m.

Brief Seminar Evaluation and Break

10:00-12:00 p.m.

Personal “Check-outs”

- **Staff Notes:** One staff-person should take notes on each person’s check out, while the other times each person (3 minutes each)
- **Moderator Notes:** Remind the Fellows that there is no leaving the room during check-outs. Though if they absolutely must, please do so quietly without disrupting the session.

12:00 p.m.

Lunch and Departures

LOCATION

- **Staff Notes:** May need boxed lunches for some if they are leaving directly at 12 p.m. Otherwise, arrange the regular buffet for those not departing early. Have to-go boxes available at buffet in case.
- **NOTE:** Participants are expected to stay until the conclusion of the seminar and may depart the venue after the Personal “Check-Outs”