

This is a sample document so that you can see all the questions in the application form.

You are welcome to use this document as a draft copy in Word to **prepare** your submission.

We will only accept submissions using the [Google application form](#) (this makes it easier for our volunteer assessors to make anonymised assessments)

If you are unable to submit using the application form and would like to explore alternatives or need any support with your submission then please get in touch. We will do our best to find a method that will work for your needs and enables us to assess your application appropriately.

IAF #Facilitate2027 Session Proposal

Submit a proposal to host a session at the IAF Europe and Middle East Conference #Facilitate2027 16th -17th April 2027 in Birmingham, UK

Only one proposal per person will be accepted to be either the host or co-host of a session.

* Indicates required question

1. Email *

Apply to Host a Session at the IAF Europe and Middle East Regional Conference 2027

Thank you for your interest in hosting a session at **#FACILITE2027** the IAF Europe and Middle East Regional Conference **hosted by IAF and Friends in England, Scotland and Wales.**

Our conference will bring together more than 200 facilitators from across Europe and the Middle East. It is a chance to share great facilitation practice, learn from each other, and explore new tools and approaches in a supportive learning environment.

Session Expectations

As our conference participants are facilitators themselves, we will expect sessions to demonstrate strong facilitation fundamentals, including:

- Effective timekeeping
- Active participant engagement
- Inclusion where all voices are valued

How Applications Are Assessed

The panel will review your submission based on:

1. Clear facilitation focus and learning outcomes
2. Engaging session content, design and participant interaction
3. Your hosting experience leading large groups with a diversity of knowledge, skills, languages and experiences
4. Credibility and experience - your professional background and skills in managing inclusivity in large group settings

We are looking for a varied programme that supports newer facilitators to build core skills while also offering experienced practitioners opportunities to develop and extend their practice.

Two-Stage Review Process

- **Stage 1 (Anonymized):** Assessors only see your session details (Sections 2, 3, & 5) to score without bias. Personal data is hidden.
- **Stage 2 (Selection Panel):** Scores and Section 6 info are reviewed to align with our 4 core themes: CRAFT, CLARITY, CHANGE, CHALLENGE and to ensure a diverse representation of session hosts.

Diversity Commitments

We are committed to building a diverse and representative programme. We are aiming for at least 50% of lead hosts based outside England, Scotland and Wales and at least 10% under age 35.

2. **The conference runs from Friday morning until Saturday late afternoon.** *
- Please confirm which of these days you are attending the conference (or tick both options)**

Check all that apply.

- ☐ Friday 16 April from 9.30 to 16.30
- ☐ Saturday 17 April from 9.00 to 16.30

Tell us what your proposed session is about and the benefits/outcomes for your intended participant group.

3. **What is the working title for your session?** *

Enter a clear headline description to help assessors quickly identify what your session is about. You can change this later.

4. **What is your session about?** *

Outline what your proposed session is about (approximately 150 words/999 characters)

5. **What are the benefits for participants?** *

Provide a brief overview to highlight the benefits of participating in your session.

- What will facilitators learn from participating in your session?
- What might a facilitator be able to use from your session in their practice?

(approximately 150 words or 999 characters)

Aligning Your Session with the Conference Theme

Facilitation is vital for guiding change, building trust, and driving better decisions in a changing world. **#Facilitate2027** brings facilitators together for two days of skill-building, honest conversations, and future-focused discussions.

The programme is built around four themes, the 4 Cs of facilitation: **Craft, Clarity, Change and Challenge**. Together, they cover what it actually takes to be a complete facilitator, not just a skilled one.

Every session will align with one of these themes, helping participants easily navigate the programme and develop into complete facilitators.

2027 Conference Themes/Tracks

- **Craft** — Foundations of our profession: core skills, ethics, inclusion and essential tools. Strengthen what you already do well, and learn what you don't know yet.
 - **Clarity** — Proving impact, cost and human benefits of facilitation. Learn to articulate your offer, explain your value and prove the difference you make, whether you work alone, in a team or within an organisation.
 - **Change** — Future trends and evolving methods. Explore how artificial intelligence, hybrid formats and new tools/ways of designing are reshaping how we do things and the impact we can have. Explore what this means for facilitators today, in the years ahead and in a diverse world.
 - **Challenge** — The most important sessions are rarely the easiest ones. Learn to stay steady through disagreement and uncertainty, hold difficult conversations well, practice solidarity and look after ourselves and each other while doing it. Facilitation also holds the potential to challenge injustice, and contribute to an inclusive sustainable world.
6. Which of these conference themes do you feel your session is most aligned to (choose just one)

- ☐ CRAFT
- ☐ CLARITY
- ☐ CHANGE
- ☐ CHALLENGE



7. Explain why you believe that your session is aligned to this particular* conference theme.

Managing Time Effectively

Sessions are **60 minutes**, leaving roughly **50 minutes** for actual content after introductions and wrap-up. Punctuality is essential—running over delays breaks and cuts into setup time for the next host.

8. How do you keep your sessions on schedule? *

Give examples from your practice about the timekeeping tools and techniques that you use

At our conference, every session should be for facilitators and about facilitation. This is a unique place where we can share and develop facilitation skills and practice. We know many of us may also be involved in training or coaching, but those topics can be learned about at other events.

In this section, we want to hear about how your session will focus on facilitation skills and practice

9. What facilitation skills and expertise will be the focus of your session? *

Check all that apply.

- ☐ Techniques that will support inclusive practice
- ☐ Highlighting a new or under used facilitation skill or technique
- ☐ Provide practice in using a skill or technique
 - ☐ Give a facilitated experience using an approach or tool
 - ☐ Provide insight into a new or emerging facilitation tool or technique
 - ☐ Strengthen facilitation practice
 - ☐ Reflection on an important element of facilitation practice
 - ☐ Provide the space to explore topics that we rarely have the opportunity to discuss as facilitators
 - ☐ The skills in influencing others about the value of facilitation
 - ☐ Exploring ways of facilitating anti-racist, anti-discriminatory practice and allyship
- Other: _____

10. Who is this session most suitable for? *

Who will benefit most from this session, and why? (*e.g., new facilitators, internal facilitators, independents, or business owners*)

11. Are you planning to facilitate solo or with others? *

Mark only one oval.

- ☐ Solo
- ☐ With one

co-facilitator

☐ With 2-3

co-facilitators

☐ Other:

12. What is the reason for your choice of solo or co-facilitation? *

There is no correct answer to this question we just encourage you to reflect on how you will make this session work on the day.

The IAF Europe and Middle East Regional Conference prioritises high interaction over heavy presentations or product pitches. Participants expect practical tools, creative methods, and strong facilitation in action. Sessions should actively engage large groups with innovative methods that go beyond basic slides or simple discussions.

13. What is your ideal room setup for this session? *

With 180+ conference attendees, sessions will typically host up to 50 participants (with a few smaller rooms for up to 20).

Check all that apply.

☐ 50 people around 8-10 tables

☐ 50 people sat in small groups of chairs (with no tables)

☐ Up to 50 people in a circle

☐ Up to 50 people around the edge of the room with a large open space in the middle of the room

☐ I am very flexible, this session will work with any group size and room set up

☐ Ideally I would prefer a session for a group size between 20-25

☐ I am planning an "walk and talk" session that will leave the venue for my session

☐ Other: _____

14. Your Large Group Experiences *

Share an example of a session where you facilitated 50+ participants. What

was most challenging, and how did you adapt your approach for a large group? (250 words)

15. What methods might you use to support participation and engagement ^{*} in your session?

While large-group sessions often default to presentations, we believe they can still be highly interactive. Creating meaningful contribution and discussion with 50+ people simply requires thoughtful planning and structure.

Check all that apply.

☐ Reflective pauses - when participants work on their own for short periods

☐ Pairs discussion

☐ Card sort type activities

☐ Creative materials eg building something or creating a collage

☐ Post it notes for brainstorming and clustering

☐ Physical movement

☐ Drama

☐ Case study

☐ Small group discussion

☐ Other: _____

16. What is one technique you use in the first 10 minutes to encourage early participation and set the tone? ^{*}

The start of a workshop can help people feel confident and involved, it sets the scene for future participation.

We welcome hosts with diverse experience—whether built through IAF qualifications, hands-on work, or navigating complex group dynamics. Years in the role matter less than your ability to lead large groups effectively and inclusively.

17. Tell us briefly about your facilitation journey ^{*}

When did you start in this work and what have been some of your most significant learning experiences both in practice and through learning and development experiences?

18. **Do you have experience facilitating non-native English speakers & how would you adapt your approach to ensure inclusive participation?** *

Many of our participants will speak English as an additional language and we want everyone to feel able to participate

19. **Give an example of what you typically do when designing a workshop for a group of people who have diverse needs and experiences so that everyone feels welcomed and included.** *

As an IAF conference session host you will not know exactly how many people and what their needs are until your session starts.

We are interested in hearing about your experience of working with this level of uncertainty and the types of things that you put in place that might help participants to feel comfortable in your workshop setting.

20. **Are you a member of IAF?** *

Mark only one oval.

☐☐

Yes

No

No

21. **Which (if any) of these IAF accreditations do you have?** *

We love showcasing IAF-accredited hosts, but accreditation is just one of many criteria—so don't worry if this doesn't apply to you.

Mark only one oval.

☐

IAF EF | Endorsed Facilitator

☐

IAF CPF | Certified Professional Facilitator

☐

IAF CPFM | Certified Professional Facilitator Master

PART 2

The #Facilitate2027 **Assessor Panel** will review your session proposal anonymously and score it against four key criteria based only on the evidence you have supplied in the form above:

1. Clear facilitation focus and learning outcomes
2. Engaging session content, design and participant interaction
3. Your hosting experience leading large groups with a diversity of knowledge, skills, languages and experiences
4. Credibility and experience - your professional background and skills in managing inclusivity in large group settings

The strongest proposals will move forward to the next stage in the programme selection process, where the programming team will seek to build a programme that offers a good balance of topics, perspectives, and facilitators. The information from this point onwards will be used for the final programme selection

22. **What is your full name that you would want to use on the conference Programme** *

23. **Names of any co-facilitators**

This year you will only be able to host or co-host one session in total so if you co-host has also submitted a session proposal and you are both successful then you will need to change your co-facilitator

24. **Please tell us which country you based in currently** *

As this is a Europe and Middle East Regional Conference, we need to ensure that there will be no more than 50% of session hosts from England, Scotland and Wales

Personal Characteristics - not used to assess your content

This final section of the form will be used to ensure that the final conference programme is representative of the diversity of our facilitation community and that a variety of lived experiences will be represented

Use "other" to self describe your personal characteristics if none of the above apply.

25. **How would you describe your ethnicity? (select all that apply) ***

Check all that apply.

☐ Prefer not to
say

☐ Asian

☐ Black

☐ Mixed or
multiple racial
or ethnic
backgrounds

☐ White

☐ Another racial
or ethnic
group -
please
describe
below in the
"other" option

☐ Other: _____

26. **Where would you describe yourself in terms of your career stage? ***

Mark only one oval.

☐ Early

career ☐ Mid

career

☐ The end in sight

☐ Retired from

practice

27. **Are you under 35? ***

(We're aiming for at least 10% of session hosts to be under 35.)

Mark only one oval.

☐

☐ Ye

S

No

28. **What gender do you identify with? This helps us monitor diversity across our conference programme** *
Mark only one oval.

☐

Female ☐

Male

☐

Prefer not to say

☐

Other:

29. **Before submitting this application, please confirm the following** *
Check all that apply.

☐

I have already bought a ticket for the conference on 16/17th April

☐

If selected I know I must order a ticket for the conference and will do this if my session is confirmed

☐

If I have a co-facilitator they also will need to buy a ticket to attend the conference