

IDF 2017 SESSION GUIDE



Indonesia Development Forum 2017

Fighting Inequality for Better Growth

Jakarta, 9-10 August 2017

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INDONESIA DEVELOPMENT FORUM 2017 SESSION GUIDE

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1. CONFERENCE SESSIONS

a. PLENARY SESSIONS

The aim of the plenary sessions is to inspire participants by providing the conceptual context and solutions to fighting economic, social and political inequality. Plenary sessions will be attended by all participants.

b. PARALLEL SESSIONS

Parallel sessions are aimed to inspire participants with ideas and experiences of speakers under the designated subthemes. The sessions will also provide participants with the opportunity to exchange experiences, interact and provide concrete solutions that can be applied at the national and regional levels.

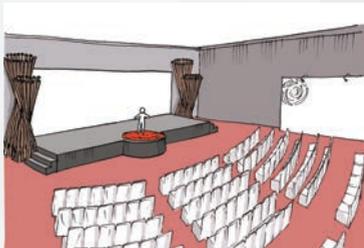
There are five parallel sessions with different methods for participant engagement: Semi-Plenary, Conversation Cafe, World Cafe, Fishbowl and Conventional Theatre.

c. IDEAS AND INNOVATION MARKETPLACE

The Ideas and Innovation Marketplace is aimed to encourage collaboration among development practitioners. Ideas and Innovation Marketplace participants consist of development practitioners who are invited to share digital materials on LED TV displays provided without delivering a presentation. In addition, there will be development practitioners who are invited to deliver presentations on their innovations during the Ideas and Innovation Marketplace Session.

2. SPEAKER PRESENTATION GUIDELINES

a. PLENARY SESSION: TED TALKS PRESENTATION



- Speakers are requested to deliver a TED Talks style presentation.

The following brief description of what a TED Talk is, is taken from the official TED (Technology, Entertainment, Design) website: <https://www.ted.com/participate/organize-a-local-tedx-event/tedx-organizer-guide/speakers-program/what-is-a-tedx-talk>.

A TED Talk speaker presents great, well-formed ideas in under 18 minutes.

Why under 18 minutes?

This short talk model works, since it only demands the audience's attention for a short period of time, decreasing the chance of minds wandering or daydreaming about lunch. In fact, some of the greatest TED Talks have been as short as 5 minutes long!

What is a great, well-formed idea? It can actually be one of two things: Something that's new and surprising; an idea or invention that your audience has never heard about.

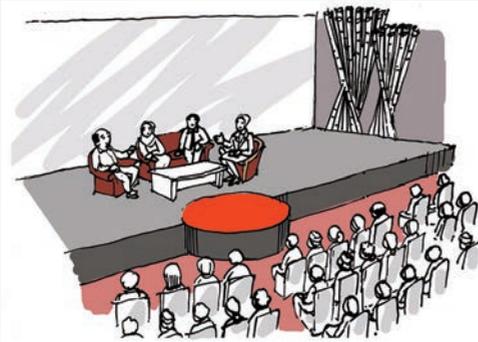
A great basic idea (that your audience has maybe already heard) with a compelling new argument behind it that challenges beliefs and perspectives.

In other words, an idea isn't just a story or a list of facts. A good idea takes certain evidence or observations and draws a larger conclusion.

- Speakers will present standing on the stage, without a podium and are expected to engage participants by delivering their presentations like a story.
- Speakers may use a PowerPoint presentation following the guidelines in the Presentation Materials Format section.
- Length of presentation: 15 minutes without discussion.
- Examples of TED Talks presentations can be accessed on the TED website: <https://www.ted.com/talks>.

2. SPEAKER PRESENTATION GUIDELINES

b. PLENARY SESSION: TALKSHOW



- Speakers will be seated on the stage in a talk show format.
- Guided by the host, participants will be asked to share their ideas and experiences according to the session theme.
- Speakers do not need to prepare a slideshow presentation.

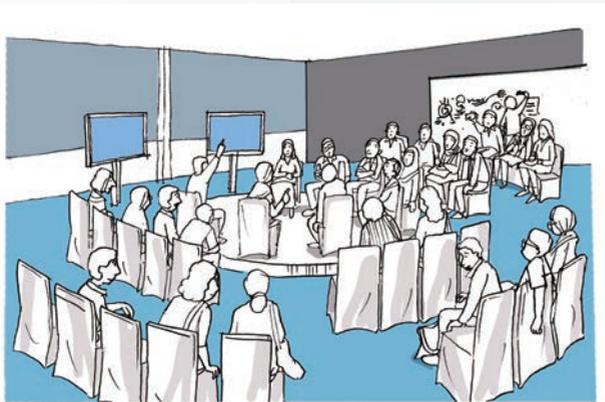
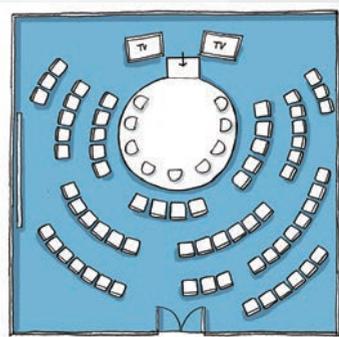
c. PARALLEL SESSIONS: SEMI-PLENARY, CONVERSATION CAFE, WORLD CAFE, CONVENTIONAL THEATRE

- All parallel sessions except the Fishbowl session will begin with TED Talks style presentations by selected speakers.
- Speakers will present standing on the stage, without a podium and are expected to engage participants by delivering their presentations like a story.
- Speakers may use a PowerPoint presentation following the guidelines in the Presentation Materials Format section.
- Length of presentation: 15 minutes without discussion.
- Examples of TED Talks presentations can be accessed on the TED website: <https://www.ted.com/talks>.

2. SPEAKER PRESENTATION GUIDELINES

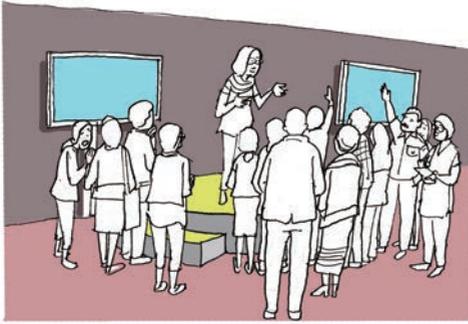
d. PARALLEL SESSION: FISHBOWL

- Speakers will be seated on the stage in the inner circle with the session host.
- Speakers will be invited to present their ideas and experiences according to the session theme. Each speaker will have for 10 minutes to speak.
- Speakers are not required to PowerPoint presentations.



2. SPEAKER PRESENTATION GUIDELINES

e. IDEAS AND INNOVATION MARKETPLACE: PITCH PRESENTATION

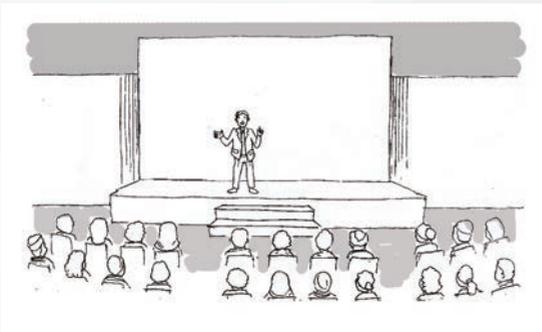


- Innovators who are invited to speak at the Ideas and Innovation Marketplace have 5 minutes to deliver a pitch presentation.
- After the pitch presentation, each speaker has 8 minutes to engage with the audience and a conduct social transactions.
- Each presentation is expected to be short, succinct focused on an idea and innovation, and shows how it will impact the acceleration of reducing inequality in Indonesia.
- Prior to the Ideas and Innovation Marketplace session, speakers can promote their pitch presentations creatively.

3. DISCUSSION METHODS FOR PARALLEL SESSIONS

In each Parallel Session, after the speakers have delivered their presentations, participants will have the opportunity to respond and interact with the speakers and other participants for 30 minutes, following the discussion methods that have been designed.

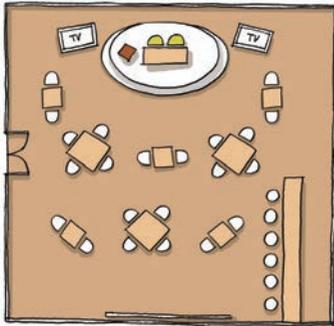
a. SEMI-PLenary DISCUSSION



- The host will open the floor to questions and answers for 20 minutes.
- Afterwards, each participant will be asked to write on a card: From the speakers' presentations, what is interesting or relevant for the Indonesian context?
- Participants will be asked to discuss their answers with other participants - at least 3 different persons.
- Prior to closing the session, the host will invite a few participants to read what they wrote.
- All written cards will be collected by session facilitators.

3. DISCUSSION METHODS FOR PARALLEL SESSIONS

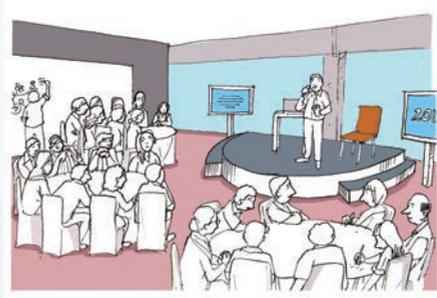
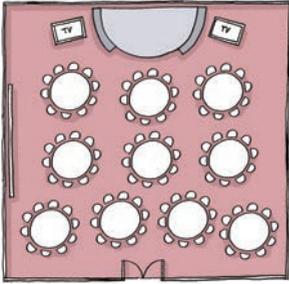
b. CONVERSATION CAFE DISCUSSION



- The host will invite participants to discuss: From the speakers' presentations, what is interesting or relevant for the Indonesian context?
- Participants can discuss with each other at the available tables or get up and look for other participants to discuss with while standing.
- After 10 minutes of discussing, each participant will write down 3 important points from the speakers that they feel are most relevant on cards.
- Before closing the session, the host will invite up to 3 participants to read what they wrote.
- Speakers will be invited to give 3-minute responses to comments from the participants.
- Written cards will be collected by the facilitator.

3. DISCUSSION METHODS FOR PARALLEL SESSIONS

c. WORLD CAFÉ DISCUSSION



- The host will invite participants to respond to the speakers' presentations. What was interesting? What other questions do the participants have?
- Participants will answer by writing and drawing their responses on the paper tablecloths set at each table. They will be given 1-2 minutes to respond.
- In turn, each participant will explain what they have written and drawn to the other members of their table. Each participant will have 2 minutes to share their responses.
- Representatives from each table will be invited to share what was interesting from their discussion, to the larger group.
- Host will give the opportunity to the speakers to provide fast respond and to close the session by outlining the highlights of the discussion

3. DISCUSSION METHODS FOR PARALLEL SESSIONS

d. FISHBOWL DISCUSSION



- After the speakers have presented, the host will invite participants from the outer circle to ask a question to or give a comment on what the speakers have said.
- Participants who are interested have to sit on an empty chair and have only 1 minute to ask their question or comment.
- Afterwards, they have to return to their seat in the outer circle, and speakers may answer, respond, or discuss the question and comment made by the participant.
- While the speakers are responding, other participants may occupy the empty seats and when invited, may ask a question or give a comment.
- Questions and comments are only allowed in 1-minute segments per participant.
- At the end of the session, the host will summarize ideas presented from the interaction that took place.

3. DISCUSSION METHODS FOR PARALLEL SESSIONS

3. CONVENTIONAL THEATRE DISCUSSION



- The host will open the floor to questions and answers for 20 minutes.
- Afterwards, each participant will be asked to write on a card: From the speakers' presentations, what is interesting or relevant for the Indonesian context?
- Participants will be asked to discuss their answers with other participants - at least 3 different persons.
- Prior to closing the session, the host will invite a few participants to read what they wrote.
- All written cards will be collected by session facilitators.

4. IDEAS AND INNOVATION MARKETPLACE METHOD FOR ENGAGEMENT

- a. After each speaker pitches their idea or innovation, they are given the opportunity to engage with potential 'buyers.'
- b. Each 'buyer' has to write their interest for collaboration on Transaction Cards that will be handed to the relevant speaker.
- c. Each speaker will give the Transaction Cards received to the facilitators so they can be counted.
- d. The Marketplace speaker who gets the most transactions will be announced at the closing of IDF2017.

5. FORMAT FOR PRESENTATION MATERIALS

The following requirements are applicable to all presentations, whether 5, 10 or 15 minutes long.

a. PowerPoint Slide Presentations

- Slide presentations are limited to 5 slides with limited text, illustrations, photos, infographics and data.
- Each slide shall support a key point that will be presented.
- Slide Format: 1920x1080 pixels and 16:9 aspect ratio - to make the best use of the LED displays available.
- Deadline for the submission of presentation materials: 31 July 2017.

b. Digital Materials for Ideas and Innovation Marketplace Displays

- Each digital display at the Ideas and Innovation Marketplace will be allotted time slots of exactly 15 minutes.
- Videos and other digital materials to be displayed will have to be prepared by participants with a maximum running time of 15 minutes.
- The video format for materials to be displayed have to be in mpeg4 or Mp4.

c. Video of PowerPoint Presentation Slideshow

- Call for Papers participants who have been invited to display digital materials in the Ideas and Innovation Marketplace are requested to prepare a PowerPoint presentation that has been converted into an automated slideshow video.
- The video format has to be in mpeg4 or Mp4.

6. ROLE AND RESPONSIBILITIES OF HOSTS

- Each session will be led by a host, both in plenary and parallel sessions.
- The host plays a key role in creating the atmosphere of the session and is responsible for ensuring the objective of the session is achieved.
- The host is responsible for ensuring that each speaker delivers their thoughts and ideas within the available timeframe.
- The host is requested to study the methods designed for their session, so that they are familiar with the process. If there are any questions or clarification needed, the host is to contact the conference organizers.
- In addition to opening the session and guiding the presentation and discussion parts of each session, at the end the host will summarize key points of each session

7. ROLE AND RESPONSIBILITIES OF FACILITATORS

- Parallel sessions will be supported by facilitators.
- Facilitators will support the host of each session during the discussion process to ensure that participants understand the tasks given by the host.
- Facilitators will also observe the group dynamics during discussions and ensure that there is full participation.
- Facilitators are responsible for collecting the results of the discussion session, such as discussion cards, transaction cards, and group work results from the World Café discussion.
- Facilitators will coordinate with the host, rapporteur and graphic recorder to ensure that each session runs smoothly

8. ROLES AND RESPONSIBILITIES OF RAPPORTEURS

- Rapporteurs have to observe and listen intently to the presentations and discussions that take place during IDF2017.
- Rapporteurs are responsible for capturing key points in each presentation. Therefore, a rapporteur has to be familiar and have an understanding of the issues that will be discussed in IDF2017.
- In the parallel sessions, when interesting discussions occur, rapporteurs are responsible for capturing the essence of the discussions as well as the main outputs of the discussion process.
- Rapporteurs will work together with the facilitators and graphic recorders to document the highlights of the process and session outputs.
- Rapporteur are not notetakers and are not to take verbatim notes from each session.

9. ROLES AND RESPONSIBILITIES OF GRAPHIC RECORDERS

- Each session will be captured visually with illustrations made by the graphic recorders.
- Graphic recorders have to observe and listen intently to the presentations and discussions that take place during IDF2017, capture people's ideas and expressions, and translate them into drawings so that participants from other sessions can visualize what has taken place in those sessions.
- Graphic recorders need to prepare for IDF2017 by familiarizing themselves with the theme and subthemes that will be discussed.
- Graphic recorders will work closely with the facilitators and rapporteurs to ensure that the visuals they create truly capture the essence of each session..

