



AGAG 2018 Annual Conference
Disrupting Silos, Connecting Conversations, Creating Impact
April 17-18, 2018
Call for Proposals – AGAG Members

IMPORTANT DEADLINES

February 15, 2018	Session proposals are due (only completed proposals will be considered)
February 21, 2018	Submissions are selected and session organizers notified
March 15, 2018	Final session descriptions, AV needs, bios and photos for program are due

Members of the Africa Grantmakers' Affinity Group are invited to submit a proposal to organize a concurrent session or "campfire" session at the 2018 Annual Conference. This is a unique opportunity to build knowledge about grantmaking in Africa by sharing lessons learned and expertise with your peers. AGAG is committed to fostering a diversity of constructive experiences, opinions, and approaches. The Annual Conference is a forum for sharing, learning, and connecting with colleagues and stakeholders working in support of positive change in Africa.

We appreciate the time and effort spent in preparing a session proposal. To help ensure that planning for the 2018 Annual Conference goes smoothly, please adhere to the deadlines above.

Please carefully read the information below before submitting a proposal. The proposal MUST be submitted online [2018 Proposal Session Submission](http://africagrntmakers.org/2018-session-proposal-submission/) or cut and paste this url into your browser: ([www.http://africagrntmakers.org/2018-session-proposal-submission/](http://africagrntmakers.org/2018-session-proposal-submission/))

Proposal submission does not guarantee selection. Questions? Contact Niamani Mutima at nmutima@agag.org or 540-935-1307.

SESSION TYPES

Concurrent Sessions are more traditional and follow the form of workshops, panel discussions, and presentations.

Campfire Sessions are informal and designed to interactively engage a small group of people. They are meant to explore a single issue or topic, often posed as a question. Campfire sessions begin with one or two speakers presenting an idea or topic. After 10-15 minutes, the focus shifts from the speaker to the audience, and the speaker serves as a facilitator.

SESSION CONTENT AND FORMAT

Sessions should highlight topics and issues of interest to both new and experienced funders working in Africa, even if their current funding is not targeting those specific areas. Session content should achieve one or more of the following:

- Introduce new information

- Highlight important issues that receive little attention
- Deepen our understanding of a familiar topic
- Illustrate how philanthropy is making an impact or helping to solve a specific problem

Concurrent sessions and campfire sessions are 60 minutes, and their program time slots will be finalized once selections are made. Concurrent sessions have a maximum of three speakers/presenters, including the moderator. Campfire sessions have no more than two speakers.

Session topics can range from advocacy and service delivery to research and policy, but should relate to one or more of the conference themes: disrupting silos, connecting conversations, and creating impact.

The following examples illustrate how a presenter can relate a session to the conference themes:

- Present a situation where a funder realized that a silo funding approach with a grantee was ineffective, and explain how they adapted or adopted a more open approach.
- Share about a silo funding approach that proved to be effective (or ineffective) in achieving a goal or addressing a problem.
- Explore the internal challenges or limitations that a silo funding approach presented for the program staff of a funding organization working to address a multi-faceted problem.
- Demonstrate how connecting funders or organizations taking different approaches to a common problem helped to address a specific problem.
- Present a case study in how different funding approaches worked together to create impact.

WHO CAN SUBMIT A PROPOSAL?

Proposals will be accepted from AGAG members who are in good standing and registered to attend the 2018 Conference. Members may collaborate with other members and funders who are not AGAG members, however, the AGAG member must serve as the primary point of contact and is responsible for the session. Co-organizers who are not members must be funders, and must meet the eligibility requirements for membership and be registered for the 2018 Conference.

SPEAKER BIOS AND HEAD SHOTS

Speaker bios are limited to 300 words. Please submit a hi-resolution photo in JPEG format. Deadline for Submission in March 15, 2018.

AUDIENCE

Conference attendees comprise a diverse group of funders that includes new and experienced grantmakers from different backgrounds funding in a range of areas. Sessions may be designed for a specific audience such as new funders or those unfamiliar with a topic, or experienced funders. We ask you to specify if your session has a target audience in your proposal.

GUIDELINES (Please read carefully)

- AGAG staff are a resource for advice and assistance. We encourage, but do not require, that you discuss your session idea before submission. Please contact us early.
- Please note that AGAG **does not** provide speaker fees, travel or hotel accommodations, and we do not waive registration fees for panelists or presenters who are funders. Registration fees are not required if the speaker participates in only their session and not the rest of the conference. Our policy is that speakers who are not registered cannot attend other parts of the program. Speakers who are not funders cannot register for the conference.
- All session presenters or speakers who are NOT registered for the 2018 Conference and are not funders can participate in their session only. Please do not ask them to arrive early or remain after their session unless prior arrangements are made with AGAG.
- For panelists or speakers travelling internationally, a special exception to our attendance policy for non-members may be requested. This request must be made as soon as possible. Requests are considered on a case-by-case basis. If granted, the registration fee is required and speakers and panelists must agree to the registration policies.
- Proposals that are not selected may be considered for another learning event or program.
- Out of courtesy to the selection process and other prospective speakers, deadlines must be respected. If your session is accepted but you do not adhere to deadlines, your session may be cancelled.

SESSION ORGANIZER RESPONSIBILITY

If your proposal is accepted, your responsibilities are to:

- reply to the acceptance email and agree to organize the session and adhere to deadlines
- adhere to the maximum number of speakers permitted and include content that reflects high professional standards and adds value to the conference
- recruit speakers who are adequately prepared and choose a moderator who has the skills to manage a group discussion
- submit all information, including final session description, photos, and bios for the conference program by the specified deadlines
- distribute evaluation forms at the end of your session and submit them to AGAG
- help to publicize the session and encourage participants to attend

SELECTION CONSIDERATIONS

A session will be selected based on its ability to:

- introduce new information
- highlight important issues that receive little attention
- deepen our understanding of a familiar topic
- illustrate how philanthropy is helping to solve a specific problem

- explore a timely issue or topic
- engage the audience
- follow the selected format (Concurrent Session or Campfire Session)

QUALITIES OF A GOOD SESSION

Good sessions are interactive, they encourage healthy debate and respectful discussions of ideas, and they present different viewpoints and go beyond a surface discussion of the topic. We find that the most successful sessions are those that:

- include speakers having distinct perspectives on the session topic
- use defined topics or questions designed for small group discussions
- are interactive and participatory
- facilitate discussion among participants and speakers, and are based on prepared questions
- follow tight presentations, and are focused on three or four key points
- focus on lessons learned and questions raised, and are not simply presentations of projects funded or organizational missions
- feature articulate and charismatic panelists and presenters
- limit formal presentations to no more than 20 minutes of the allotted time
- keep the discussion flowing smoothly by holding each speaker to their allotted time

SUBMITTING A SESSION PROPOSAL

Please use the [2018 Session Proposal link](#) or cut and paste this url into your browser to submit your proposal online. (<http://africagrantomakers.org/2018-session-proposal-submission/>)

To assist you with organizing the information you will need to submit your proposal you will be asked to provide the following information. Please keep a copy of the information you have submitted.

- Are you a member of the Africa Grantmakers' Affinity Group?
- Session Organizer: name, title, organization, work email), and telephone number
- Session Co-organizer: name, title, organization, website, work email, and telephone
- Session type: Concurrent session or Campfire Session
- Concurrent Session format: (all that apply) presentation, workshop, panel. Interview or audience discussion
- Campfire Session: Is there a maximum number of participants and if so, how many
- Session title
- Session Description
- Describe how does your session related to one or more of the conference themes: disrupting silos, connecting conversations and creating impact
- Session Goals and Objectives (usually up to 3)
- Is session geared to a specific audience and if so, what audience
- Speaker/Moderator profile: Specific names not required until March 15, 2018 deadline