



CONCURRENT SESSION GUIDELINES & RESPONSIBILITIES

2017 Annual Fall Retreat
Motif Seattle Hotel, Seattle, WA
September 24th – 27th

The 2017 Planning Committee will be looking for concurrent sessions that:

- Address significant issues in environmental grantmaking that reflect the 2017 Fall Retreat Vision Statement and are relevant in Washington and beyond;
- Enhance grantmakers' command of issues, strategies and communication among colleagues;
- Foster an overall building or broadening of the movement;
- Clearly articulate outcomes or take-away lessons that:
 - ✓ Build skills (using approaches and techniques that are not only issue-based);
 - ✓ Promote learning (using issue experts and resource people to build knowledge); and
 - ✓ Encourage debate (using respectful but rigorous dialogue about differing aspects of environmental issues, grantmaking tactics or the role of philanthropy in today's world).
- Appeal to a broad segment of the EGA membership;
- Are in a format that is creative and/or promotes group interaction;
- Introduce new voices and/or non-traditional allies to discuss diverse perspectives and approaches;
- Provide EGA members an opportunity to share their wisdom; and/or
- Contribute to a sense of community.

The 2017 Planning Committee will strive to create a balanced agenda that reflects the diversity of opinions, interests and backgrounds of EGA's membership. Working with the selected session's sponsor to review their responsibilities, committee members will discuss the session's structure (i.e. debate, fishbowl, panel discussion, etc.), overall message and objective(s), and ensure that there are no duplicate speakers, while working to bring in new voices to the briefing.

The following formats are encouraged:

- **Debate:** A discussion presenting facts and opinions for and against some proposition, proposal or strategy.
- **Fishbowl:** A small group discussion on a particular topic. A larger group of audience members encircles the "fishbowl" and observes the conversation of the smaller group. Empty chairs are left in the fishbowl so that individuals from the audience may temporarily join the conversation.
- **Interview:** A conversation between an interviewer and one or more people where questions are asked to explore a subject or theme.
- **Panel Conversation:** A small group discussion on a topic that is observed by a larger audience.
- **Participant Conversation:** A session in which a moderator facilitates a conversation among all audience members on a particular theme.

- **Role Play:** A session in which participants adopt the role of characters that have personalities, motivations and backgrounds that may be different from their own to experience the complexity of establishing and implementing particular goals.
- **Workshop:** A brief intensive course for a small group. Workshops promote learning, discussion and feedback, with an emphasis on skills development and problem solving.
- **Other:** Any of a number of other creative formats that use games, art, field trips, hands-on work or other means to evoke and explore a theme.

The sponsor of a selected concurrent session is responsible for:

- Coordinating all travel arrangements for their speakers;
- Paying all travel costs and registration fees for their speakers;
- Covering the costs of any items other than basic audio-visual needs, such as props, refreshments or additional audiovisual equipment (Basic items include flip charts, markers, LCD projectors and screens for PowerPoint presentations);
- Ensuring that non-funder speakers stay only for 24 hours; and
- If the cost of presenting a session is too burdensome to your organization, EGA suggests collaborating with another funder, and letting us know to explore possible options.

As a core institutional priority, EGA is committed to diversity, equity, and inclusion (DEI). As environmental stewards, we value the full participation of communities and individuals and embrace the many forms of diversity, including ethnic, cultural, racial, religious, sexual orientation, economic status, physical ability and gender. Our work also draws on the perspectives, opinions and experiences of a broad cross-section of people. We consider this essential for the best quality work as well as for a fair and just society.

As events are core EGA programs that reach a wide range of funders, we aim to create a rich and challenging program, viewed through the lens of diversity, which includes both issues of equity and inclusion, as well as variety. Variety includes, but is not limited to: opinions and perspectives, ideologies, issue breadth, backgrounds and sectors of society. We ask that you keep this in mind as you consider your sessions and speaker choices.

The 2017 Planning Committee will review only those concurrent session proposals submitted online by the following deadline: **TUESDAY, MARCH 7th, COB (PST)**. You must be an EGA member funder to submit a proposal.

Members that have submitted sessions will be notified of decisions no later than April 7th by email. The sponsor of a selected concurrent session will be given logistical information at that time and all descriptions must be finalized and speakers confirmed by May 12th.

Questions? Please contact Pallavee Panchal (ppanchal@ega.org or 212-812-4303). Thank you for contributing to the 2017 Fall Retreat!