# **FAIRIDEAS**

SHARING SOLUTIONS FOR A SUSTAINABLE PLANET

# Notes for session organisers

Thank you for organising one of the sessions at Fair ideas and contributing to what we think is a great line up. We are relying on you to communicate with your speakers and chair(s), and to ensure that sessions keep to time so it is easier for the audience to stay engaged and interested.

These notes are divided into three sections: (1) Your responsibilities; (2) What IIED is providing; (3) Where to go for more info. Please also refer to the 'notes for speakers' (http://pubs.iied.org/pdfs/G03376) and 'notes for chairs' (http://pubs.iied.org/pdfs/G03375) — both on the Fair Ideas website.

# 1. Your responsibilities

Contact details: The PUC site is large and we may lose you! Please could you supply us with a mobile telephone number that we can use on the day in case we need to inform you of any further details or changes. Email numbers to <a href="mailto:kate.lines@iied.org">kate.lines@iied.org</a> or text them to 00447800844780.

Make sure your presenters are aware that they need to bring their

presentations on USB sticks so that we can upload these to the venue laptop.

Make sure your speakers and chair are on campus/registration at least 45 minutes (preferably an hour) before the session starts and ensure that all people involved in the session are in the room 30 minutes before your session starts. This is absolutely crucial for us to go through logistics, room/panel layout and upload presentations onto the laptop in the room.

Arrange with your session contributors if you want to meet in advance to discuss the content of the session (NB IIED can provide a small classroom for private meetings – please call Kate Lines on 00447800844780 by Friday 15th June)

Send the speaker and chair notes to your speakers and chairs as required (use the attached links)

# 2. IIED's responsibilities

Points below are generic: we will contact you individually to confirm our understanding of specific requests from you that we are able to address Dedicated to the room and available to support you on the day will be:

**A 'room champion'**. A PUC employee who speaks both English and Portuguese

A technician responsible for the technology in the session. If you have a booked a classroom for a private meeting you will need to let us know of any technology requirements – please call Kate on 00447800844780 by Friday 15th June

Two student volunteers from PUC, to act as runners and manage roving mikes

**An IIED-appointed rapporteur** (see section on rapporteurs in this note)

An IIED 'zone champion' will contactable by walkie-talkie at any time to deal with queries not able to addressed by the Room Champion

Available for support around the campus:

**IIED 'zone champion' staff**, who will be there in the half hour before

Dates: Location: lied Rio de Janeiro

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your session, and on call and available during the session if the PUC room champion has problems

IIED staff on the helpdesk (marked on the map)

PUC and/or IIED staff on the registration desks

**PUC security guards** 

IIED staff in the exhibition stall area.

responsible for exhibition stalls and if you have questions around publicity materials

Roaming PUC student helpers,

giving directions, clearing up, carrying boxes etc.

#### Rapporteuring:

A member of the IIED research team will capture the key points from each session and we will be publishing a full report of the conference in late June early July. We will also be collecting some key reflections to feed into the final plenary session and will publishing an IIED paper summarising these in the middle of the week following the event. Please note: these will be in a standard IIED format and we won't have time to share this short version with session organisers before publication. The fuller

report will be shared for comments before publishing.

We have tried where possible to match rapporteurs to sessions where they have some expertise. Your rapporteur will arrive half an hour before the session and introduce themselves and they will need to receive a full set of the powerpoints in the running order before the start of the session.

If you have any queries about rapporteuring or wish to appoint someone else to support your session rapporteur please be in touch with Teresa.corcoran@iied.org so that we can ensure they receive the right information on what is required.

## 3. Where to go for more information

#### Phone numbers beforehand:

Kate Lines, kate.lines@iied.org, 00447800844780

#### Phone numbers on the day:

Charlotte Forfieh, 00447949176811 for Auditorium sessions: Kate Lines 00447800844780; Liz Carlile, 00447947994042; Tom Bigg, 0044 7852867204

Speakers notes: <a href="http://pubs.iied.org/">http://pubs.iied.org/</a>

Chairs notes: <a href="http://pubs.iied.org/">http://pubs.iied.org/</a> G03375

### Full programme in pdf:

English, <a href="http://pubs.iied.org/G03372">http://pubs.iied.org/G03372</a> Portuguese, <a href="http://pubs.iied.org/">http://pubs.iied.org/</a> G03373

#### Media and press conferences:

Press conferences: Some sessions will be immediately followed by a time for press briefings. If your session is one of these then you will need to collect your speakers/panellists and accompany them to the press conference room in the basement. If you do not know whether your session is the subject of a press conference, please email mike. shanahan@iied.org

Media registration: please email mike.shanahan@iied.org

Twitter feed and hashtag: @IIED and #Fairideas

### Maps and logistics:

Google map of area and campus Map in programme (last page)



Dates:

Location: 16–17 June 2012 Rio de Janeiro



