**22nd IAF ASIA FACILITATOR CONFERENCE 2019**

**2nd & 3rd September 2019 … Assessment Days**

**4th & 5th September 2019 … Pre-Conference Workshops**

**6th & 7th September 2019 … Conference**

***Conference Theme : Synergising, Strengthening, Sustaining***

**Proposal to facilitate a Conference Concurrent Session**

**Conference Concurrent Session Form**

* Please use this form to propose a concurrent session for the 22nd IAF Asia Facilitator Conference - Malaysia, 6th & 7th September 2019
* Complete the form below as fully as possible and attach other documents to support your proposal, if any.
* The Proposal Review Committee will review all proposals to create a balanced and varied program. If there are several similar proposals a member of the Proposal Review Committee may be in contact to ask if you could take a different approach
* To submit your proposal, complete the form below and email to [iaf.asia.2019@gmail.com](mailto:iaf.asia.2019@gmail.com)
* The submission deadline is **25th** **March 2019**

**Conference Theme *… Synergizing, Strengthening, Sustaining***

* Facilitators utilise a variety of processes, methods, and techniques in holding the space for participatory planning and decision making, consensus building, and meaningful dialogue.
* We create the space for the proliferation of insights and discernment, tapping into the wisdom of the group and the unconscious collective
* We safeguard the space when conflict occurs, thus encouraging trust and listening while in deliberation
* This Conference shall explore state-of-the-art facilitation practices highlighting elements of *synergizing, strengthening, sustaining to* promote generative engagement and implementation

**Selection process**

* All applications will be reviewed by the Proposal Review Committee against the criteria listed below:

1. Does the proposed session support the ethos of the IAF and the IAF competencies for facilitators?
2. Does the proposed session also support the theme of the Conference, “Synergizing, Strengthening and Sustaining”?
3. Does the proposed session ensure sufficient interaction and participation?
4. Does the proposed session ensure a demonstration of approaches & methods?
5. Does the proposed session add special content and unique value to the Conference?

e.g. new tools / techniques / processes or relevant new research etc.

**Criteria for Selection of Conference Concurrent Session Facilitators:**

1. IAF Member
2. IAF Certified Professional Facilitator

**Conference Registration fee**

As with all IAF Conferences, Facilitators for concurrent sessions are also participants in the entire event and will **not** receive any payment for facilitating concurrent sessions. To participate in the Conference, you must pay the 2-day Conference registration fee; and all travel and accommodation costs are self-paid

**Notification**

* We plan to complete the selection and notify you of the outcome before 20th April, 2019.
* If your proposal is accepted, you will be contacted for more details to help you with your preparation. If it is not accepted, you will be informed and provided with the reasons for the decision.

For further clarifications you may contact the Proposal Review Committee at [iaf.asia.2019@gmail.com](mailto:iaf.asia.2019@gmail.com)

**Proposal to facilitate a Conference Concurrent Session**

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| --- | --- |
| **Facilitator’s Name:**  🞏 I am a member of IAF  🞏 I am a CPF | **Organization/Company:** |
| **Co-Facilitator’s name** *(if any)***:**  🞏 I am a member of IAF  🞏 I am a CPF | **Organization/Company:** |
| **Proposed Title for Concurrent Session:** | **Preferred date for Concurrent Session:**  🞏 *6th September 2019*  🞏 *7th September 2019*  🞏 *No Preference* |
| **Session 'advertisement':** *(brief session description to attract conference participants. This will be included in future mail-outs and conference promotion material, around 150-250 words.)* | |
| **Session Content Outline & Description:** *(breakdown of session in terms of 'agenda' items)* | |

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| --- | --- | --- | --- |
| **Learning Objectives/Outcome:** *(The participant, upon attending the session, will be able to:)*  **This session addresses these IAF Core Competencies: *(please check those that apply)***  🞏 Create collaborative client relationships  🞏 Plan appropriate group processes  🞏 Create and sustain a participatory environment  🞏 Guide group to appropriate and useful outcomes  🞏 Build and maintain professional knowledge  🞏 Model positive professional attitude | | | |
| **Relation to the Conference Theme:**  *How does this session relate to* ***“Synergizing, Strengthening, Sustaining”*** | | | |
| **Session Breakdown:** *(please give percentages)* | | | |
| * Presentation |  | * Interactive exercises/working |  |
| * Hands on learning |  | * Group discussion |  |
| **Level:** (please mark one only)  🞏 All Levels  🞏 Beginner  🞏 Advanced | | **Equipment Needs:** *please check the ones that apply and the quantity*  🞏 Whiteboard  🞏 Flipchart stand  🞏 Microphone  🞏 Flipchart Paper  🞏 Whiteboard Markers – (Blue/Green/Red/Black)  🞏 A4-sized Writing Paper (White Colour)  🞏 A room with plenty of space  🞏 Preference for Seating Arrangement  *(Please Specify)*    *If you need additional equipment/materials, please check with the coordinator for availability.* | |
| **Maximum and minimum participants:** *(please tell us the maximum number of participants this session could take and the minimum number it requires to work.)*  **Minimum number of participants:**  **Maximum number of participants:** | | | |
| **Contact details: Concurrent Session Facilitator 1**  *(Please include mailing address, phone numbers & e-mail. These will be made available to conference participants in case they would like to check suitability of your session for them)*  Mailing address:  Mobile or landline phone (with International code) :  Email:  Facebook:  Linkedin:  Skype: | | | |
| **Contact details: Concurrent Session Facilitator 2**  *(Please include mailing address, phone numbers & e-mail. These will be made available to conference participants in case they would like to check suitability of your session for them)*  Mailing address:  Mobile or landline phone (with International code) :  Email:  Facebook:  Linkedin:  Skype: | | | |
| **Other Relevant Info** *(background & experience, previous sessions, publications, etc.)***:**  **\*\* *Please attach a photo of you that we can use for promotional purposes \*\**** | | | |