

GUIDE FOR PREPARING SESSION CONTRIBUTIONS

All participants are expected to contribute their views during the conference. Active participation and discussions will be the general rule. However, resource speakers, panelists/scene setters, and the country participants from Asia and the Pacific region are requested to provide prior inputs to the conference secretariat. Please follow the following guidelines.

1. Plenary Panels (Sessions 2 and 8) - Panelists

Plenary Panelists. Plenary sessions will include position statements by the panelists on the session topic, followed by interactive discussions with the participants. Each panelist is expected to make a brief position statement of up to 7 minutes on the given topic (which can be further discussed with the conference secretariat if necessary). The statement should be backed by a brief position paper (3-5 pages, Arial Font 11, Letter Size or A4, Single Space). Please send your contributions to Bert van Ommen (fax: +632 636 2409; email: jvanommen@adb.org) by **25 September**. The paper (and the presentation materials, if any) will be posted on conference website to be set up and published later. If you are requested to make more than one presentation/position statement and if the topics are similar, a combined paper is also accepted.

2. Working Group Panels (Sessions 5 and 7) – Scene Setters and Panelists

Scene Setters. A scene-setting presentation will be approximately 7 minutes to allow active discussions by the panelists and other participants. The presentation should include the overview and your own view of the session topic. The topics covered by the panelists should be also kept in mind. The use of powerpoint is discouraged, but if necessary, it should be minimized to 3 slides. The presentation should be backed by a brief scene-setting paper (3-5 pages, Arial Font 11, Letter Size or A4, Single Space). Please send your contributions to Bert van Ommen (fax: +632 636 2409; email: jvanommen@adb.org) by **25 September**. The paper (and the presentation materials, if any) will be posted on conference website to be set up and published later.

Working Group Panelists. Panelists will not make a presentation. Instead, they are asked to make a brief position statement on your given topic (which could be further discussed with the conference secretariat). To make the sessions interactive, it is also suggested that the position statements briefly reflect on the scene-setting presentation. The position statement should be backed by a brief position paper (2-3 pages, Arial Font 11, Letter Size or A4, Single Space). Please send your contributions to Bert van Ommen (fax: +632 636 2409; email: jvanommen@adb.org) by **25 September**. The paper (and supporting materials, if any) will be posted on conference website to be set up and published later.

The presentation/statements by the scene setter/panelists will be followed by interactions with the participants.

3. NPRS and PRF Poverty Funds Experience (Session 6) – Presenters

ADB is synthesizing cross-country experiences of two of the poverty reduction trust funds (NPRS fund – the Cooperation Fund in Support of the Formulation and Implementation of National Poverty Reduction Strategies contributed by the Government of the Netherlands, see <http://www.adb.org/nprs/>; and PRF – the Poverty Reduction Cooperation Fund contributed by the Department for International Development, see <http://www.adb.org/prf/>). Altogether, more than 100 technical assistance, research and pilot projects have been conducted. These will be summarized into five thematic reports.

Each presenter is requested to make a presentation up to 7 minutes, summarizing key experiences of the particular projects they have been engaged and any broader implications of these experiences. Please send your presentation (up to 5 slides if powerpoint is used) to Bert van Ommen (fax: +632 636 2409; email: jvanommen@adb.org) by **25 September**. The paper (and supporting materials, if any) will be posted on the conference website to be set up.

The presentations will be followed by interactive discussions with the participants.

4. Country Gallery (Session 4) – Country Representatives from ADB’s Developing Member Countries

We would like to ask each participating ministry, agency, or organization from a developing member country to prepare a **simple poster** highlighting (a) your country’s (or agency’s) experience on inclusive growth and poverty reduction strategy, program, or initiative, and (b) your expectations from development partners such as ADB. We will share these in an interactive Session 4.

The poster format is *flexible*, but should include:

a. Description of key features (telling your story):

- **Why**, what is the purpose of the strategy, program, or initiative?
- **Who** are the key people engaged?
- **What** takes place?
- **How** do you get things done? (by what methods or means)
- So what are the **results and outcomes** of your efforts so far?
- Please given any **examples** of effective donor-supported projects or innovative and ‘upscaled’ financial cooperation programs.

b. Your recommendations for future partnership

- How can donors (ADB in particular) best support your poverty reduction and growth strategies?

The size of the simple poster should be approx. 24x36 inches (standard flipchart paper) and the shorter the better. It may include words, pictures, diagrams, or anything that communicates well. **It does not need to be elaborate or professionally prepared.** Please bring your poster to the conference secretariat when you register on **Monday 8 October**. Markers and flipchart paper will be available at EDSA Shangri-La Hotel, if you prefer to make a poster on arrival.

Besides posters, we can display key written material on operational experiences and project examples as well as strategic directions on a literature table.

For further information, contact Peter Malvicini (email: pgm1@cornell.edu) of the conference secretariat.