



Making Cents International®

GLOBAL YOUTH ENTERPRISE  
& LIVELIHOODS DEVELOPMENT  
CONFERENCE • 2010

## PROPOSAL SUBMISSION FORM

*This is the submission form to complete and send to Making Cents International for each proposed session.  
Only complete submissions will be accepted.*

Please follow this format and provide the following information within your proposal submission:

### 1) Title of proposed session

The title should be descriptive, action-oriented and not exceed 10 words. If your session is selected, this title will be used in the conference program and conference promotional materials. Please note that the conference organizers reserve the right to modify your proposed title for clarity, consistency and impact.

### 2) Contact information

Please include the full name, organization, title, email address, phone, fax and full mailing address, as well as Skype address (if applicable), for the main contact person related to this submission who should also be one of the presenters.

### 3) Name of Collaborating Organization (if applicable):

While not required, the conference organizers strongly encourage organizations to collaborate with others on the design and execution of a session. For example, organizations should consider inviting partners in their initiatives - such as implementing partners, youth clients, and funders - to provide different perspectives.

If conference organizers receive multiple submissions from different organizations on the same or similar topics, they may ask you to lead a joint session.

**4) Selection of Conference Track** – Check one box.

- Track 1: Workforce Development
- Track 2: Adolescent Girls & Young Women
- Track 3: Youth-Inclusive Financial Services & Financial Capabilities
- Track 4: Monitoring, Evaluation & Impact Assessment
- Track 5: Youth Enterprise Development

Note: Will your session have a specific regional focus? If yes, please note that here.

**5) Proposal - Session Description**

**A) Executive Summary:** Maximum 100 words

If your session is selected, this description will be used in the conference program and conference promotional materials so please be concise and respect the word limit. Please feel free to use language that markets your session to conference participants and explains why a participant should attend your session. Please include the following information in your Executive Summary:

- Session purpose.
- Explanation on how your session will address specific lessons learned and key understandings on a topic related to your track of choice, and how you will use one or more programmatic examples to illustrate those lessons learned and key understandings.
- Learning objectives or outcomes you have for this session. What do you hope participants will walk away with?
- The participatory learning methodologies you will use to engage participants in a dialogue, and to ensure the session is not a presentation followed by Q&A.
- Tools, publications, manuals, hand-outs, etc. you will provide participants so they will leave your session with additional practical information that can inform their programming and/or policymaking.
- The intended audience.

**B) Detailed Session Description:** (Maximum word limit: 350)

Please include a detailed description of your session that addresses the following questions and expands upon the information that is included in the Executive Summary:

- Session purpose. Why will this session help build and strengthen the field of youth enterprise, employment, and livelihoods development? What contributions does it make to the field? Will this session share specific lessons learned, key understandings, and programmatic examples that will help inform the creation of and improvement of programs and policies in the field?
- How will you frame the discussion to share specific lessons learned and key understandings related to the topic you will address; and how a programmatic example will be used to illustrate those lessons learned and key understandings?
- Desired learning outcomes for this session (e.g. By this end of this session participants will...).
- What participatory learning methodologies you will use to engage participants in a meaningful dialogue that will pull out their own lessons learned, programmatic results, key understandings, and programmatic examples?
- What tools, publications, manuals, hand-outs, etc. can you provide participants so they will leave your session with additional practical information that can inform their programming and/or policymaking?
- Are you able to bring any visuals?
- Who is intended audience?
- What will set this session apart from the others?
- Additional brief information that would be helpful to the Proposal Selection Committee is welcome.

Note: While Making Cents can provide microphones, a screen, and a projector. You will be responsible for bringing a laptop, flip charts, or any other A/V equipment.

**C) Lessons Learned and Key Understandings:** (Maximum word limit: 250)

- Past participants have strongly expressed their interest in concrete and transferable learning. What are at least three lessons learned and/or key understandings you will share related to the specific topic you will be addressing, and how will you weave in one or more programmatic examples to illustrate those points? Please ensure they are concrete, practical, and

informative to those who design, implement, monitor, evaluate, and/or fund programs and policies in this field (i.e. the type of participants who will be in your session).

**D) Definition of Youth**

As many countries and organizations adhere to different definitions of "youth," please specify the age range to which you will be referring when discussing "youth" in your proposed session.

**E) Evaluation and Impact Assessment**

Please state whether or not the program example(s) you will share have been evaluated or have had an impact assessment conducted on them. If the program(s) has/have been evaluated or it has/have had an impact assessment conducted on it, please state whether or not you would be willing to share information from the evaluation or impact assessment in this session. Participants are particularly interested in knowing what you have learned from the particular intervention and how that can inform the development of other projects and policies.

**6) Biography and Organizational Description**

Please provide a 100-word biographical paragraph **for each presenter** that we can use in the conference program and other promotional materials. Please include information on specific qualifications the proposed presenter has relevant to the conference content and any previous conference presentation experience he/she has had.

**8) Description of Youth Involvement in Session**

Conference organizers support youth taking key roles in the development and execution of the Global Youth Enterprise & Livelihoods Development Conference. Please provide a short paragraph that describes how youth will participate in your proposed session if at all. Care

should be given to ensure youth are not given only supportive roles, but are actively involved in the execution of your session. For example, they may be presenters or facilitators. The conference would be enriched by the participation of youth entrepreneurs, and youth who have engaged in program design, implementation, monitoring, and evaluation.

**Acceptance of Policies** *(required for submission to be complete and considered)*

By adding my name to this document I acknowledge that I have read and understood all of the Presenter Policies. If I am not the actual presenter, I declare that the presenter has given me permission to sign on their behalf.

Name & Date: \_\_\_\_\_

**PRESENTER POLICIES**

By submitting a proposal for the 2010 Global Youth Enterprise & Livelihoods Development Conference, you agree to the terms of these Presenter Policies. Making Cents reserves the right to withdraw its selection of any proposal that does not comply with these policies:

**Conference Registration**

All presenters will be required to register and pay for their participation in the conference. Presenters pay a discounted rate of \$425 and registration is required by all presenters.

**Unconfirmed Presenters**

Session presenters who have not confirmed, registered and paid their registration fee by June 18, 2010 risk exclusion from the conference program. Their session may be replaced by another one.

**Primary Presenters**

One person must be designated as the primary presenter of each session. The primary presenter will be the primary contact for all communications regarding the selected proposal and the session. He/She will also be responsible for ensuring compliance with these policies, and that all other co-presenters are aware of, and comply with these policies, including deadlines.

**Session Duration and Scheduling**

Making Cents will determine the final scheduling of all sessions. By confirming your final selection, you are agreeing to be available for at least one of the times designed for sessions during the conference.

**Moderators**

If you do not identify a moderator for your session, you will be assigned one. The moderators will have expertise and experience in the topic being discussed.

## **Session Content**

If you are the primary presenter, you assume full responsibility for the design of the session, the coordination of all session presenters (if applicable), and the session delivery. You must also ensure that the session methodology reflects that which you specified in your proposal submission, with such refinements to the content as may be advised by Global Youth Enterprise & Livelihoods Development Conference organizers. Conference organizers will be available to assist with logistical matters.

## **Session Materials**

A copy of all materials that will be used in your session (including PowerPoint presentation and any handouts) must be finalized and submitted electronically to the Conference Director by **September 1, 2010** so they can be included electronically and included on the memory stick provided to all conference participants. Session materials must conform to the following requirements:

- Submit documents in Word, Excel, or PowerPoint format.
- Use 8 ½ by 11-inch paper, and typed single-spaces. Pages should be numbered at the bottom. Margins should not be less than 1-inch.
- One to two paragraphs that describe the programmatic example(s) you will share in your session. This half-page document will be included in the conference program, to all extents possible; and on the memory stick. Presenters are responsible for also bringing copies to hand them out to participants in your session when they enter the room so they will read it when getting settled and before your session officially starts. This intends to save the presenter(s) time from having to describe the programmatic example in detail in order to spend more time on lessons learned, key understandings, and programmatic and policy results and outcomes.
- On the front page of each document, be sure to include the title of the session, and your name(s). Include any credits on the front page, including permission to re-print copyrighted materials.

Please note that all presenters will be responsible for bringing with them all their presentation material, as well as copies of any handouts needed for their session. The conference organizers will not have access to photocopy or other services while at the conference or beforehand.

Final presentations will be uploaded to the conference website after the event.

## **A/V and Other Session Material**

As noted above, each session room will come with microphones, a screen, and a projector. Presenters will be responsible for bringing all other audio-visual equipment they require, as well as flip charts. Please let the Conference Director know if you have any questions.

## **Conference Orientation**

Confirmed presenters are required to participate in at least one phone call or email exchange prior to the actual conference for an orientation and discussion of logistics.

## **At the Conference**

Upon arrival at the conference, presenters must first pass through security before they will be able to check in at the Conference Registration desk. **Please bring a valid photo ID or passport with you. You will not be allowed in the building without one.** Session presenters must also (i) prepare their session's room during the break that precedes their session, or beforehand if possible; and (ii) distribute and collect their session material. Any items left in the room will be removed by staff at the end of the day. Please take all materials you wish to keep with you when leaving your session. Conference organizers will not be held responsible for items missing from your session room.

## **Additional Information**

Several interactive sessions will take place concurrently.

The content of the sessions will be recorded, synthesized and shared with the broader youth enterprise, employment, and livelihoods development community after the conference via a publication. Please see [www.youthenterpriseconference.org](http://www.youthenterpriseconference.org) to read the publications that resulted from the previous Global Youth Enterprise & Livelihoods Development Conferences:

- *State of the Field in Youth Enterprise Employment and Livelihoods Development: Lessons Learned and Programmatic Examples in Youth Enterprise, Employment, and Livelihoods Development; and Youth-Inclusive Financial Services from the 2009 Global Youth Enterprise & Livelihoods Development Conference*
- *State of the Field in Youth Enterprise Employment and Livelihoods Development: Market-Driven Approaches; Monitoring, Evaluation, and Impact Assessment; and Youth Financial Services. Lessons from the 2008 Global Youth Enterprise Conference*
- *Youth Microenterprise and Livelihoods: State of the Field, Lessons from the 2007 Global Youth Microenterprise Conference*

## **Where to Send Submission**

Please send complete session proposals via one of the following methods:

Email (preferred): [whitney@makingcents.com](mailto:whitney@makingcents.com)

Mail: Whitney Harrelson  
Youth Enterprise & Livelihoods Development Conference Director  
Making Cents International  
1155 30<sup>th</sup> Street NW, Ste 300, Washington, DC 20007, USA

Fax:  
+1 (202) 783-4091

Confirmation of receipt of your submission will be sent via email.