



2010 GLOBAL YOUTH ENTERPRISE & LIVELIHOODS DEVELOPMENT CONFERENCE 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 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

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

Fax:
+1 (202) 783-4091

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