

PROPOSAL SUBMISSION FORM



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) Presentation Category Selection

Individuals and organizations are invited to submit at least one proposal to lead one or more of the following types of sessions. Please see above or visit <http://www.youthenterpriseconference.org/themes.asp> for a description of each category.

- 2-Hour Session: What We Know for Sure?
- 1-Hour Session: Tools You Can Use Today
- 1.5-Hour Session: Ideas in Development to Achieve Our 2020 Vision

5) Selection of Conference Track – Check one box.

- Track 1: Project Design and Implementation
- Track 2: Policy and Advocacy
- Track 3: Monitoring, Evaluation and Impact Assessment
- Track 4: Partnerships
- Track 5: Cross-Cutting

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

6) 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 include the following information:

- Session goal.
- How the information included in the session contributes to your 2020 vision for the field of youth enterprise, employment, and livelihood development.
- Learning objectives or outcomes.
- The participatory learning methodologies you will use to engage participants

- The tools, publications, methodologies participants will “take away” that they can apply to their own work.
- The intended audience.

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

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

- Session goal
- Learning outcomes (e.g. By this end of this session participants will...)
- How does the information you’re planning to share contribute to your 2020 vision for the field of youth enterprise, employment, and livelihoods development?
- What participatory learning methodologies you will use to engage participants
- What tools, publications, methodologies will participants “take away” that they can apply to their own work.
- The 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) Transferable Learning Points: (Maximum word limit: 250)

Past participants have strongly expressed their interest in concrete and transferable learning. Please state the main three concrete learning points your session will share, which will be useful for the practitioners, educators, funders, members of the private sector, policymakers, and others who will attend.

D) Clarification of Your 2020 Vision: Please briefly explain how your session will define, demonstrate, explain and/or contribute to your 2020 vision for this field. (Maximum word limit: 250)

E) 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.

F) Evaluation and Impact Assessment

Please state whether or not the project or program on which you would like to present has been evaluated or has had an impact assessment. If it has been evaluated or it has an impact assessment, 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 can that inform the development of other projects and policies.

7) 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 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 2009 Global Youth Enterprise 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. Unfortunately, no discounts or waived registrations can be provided.

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.

Unconfirmed Presenters

Session presenters who have not confirmed and registered by **May 31, 2009** risk exclusion from the conference program. Their session may be replaced by another one.

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.

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 Conference organizers. Conference organizers will be available to assist with logistical matters. Please note that all sessions will be self-contained and Making Cents will not be designating moderators for sessions, unless proposals from separate organizations are combined with the organizations' approval.

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 Manager by September 1, 2009. 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.
- 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 reprint 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 Manager 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 check in at the Conference Registration desk. 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 publication that resulted from the 2007 Global Youth Microenterprise Conference titled, *Youth Microenterprise and Livelihoods: State of the Field, Lessons from the 2007 Global Youth Microenterprise Conference* and the publication from the 2008 Global Youth Enterprise Conference and Youth Financial Services Course titled, *State of the Field in Youth Enterprise Employment and Livelihoods Development: Market-Driven Approaches; Monitoring, Evaluation, and Impact Assessment; and Youth Financial Services*

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 Conference Manager, 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.