2018 seep
Annual Conference
Collaboration for Impact
October 1-3, 2018 | Arlington, Virginia

Request for Proposals: Peer Learning Sessions

October 1-3, 2018

Renaissance Arlington Capital View Hotel
2800 South Potomac Avenue
Arlington, VA 22202
USA

#SEEP2018

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CONFERENCE THEME

The SEEP Annual Conference brings together leading development practitioners, funders, research organizations and the private sector dedicated to promoting more inclusive markets and financial systems. Last year's event convened 400+ participants from 52 countries representing 155 organizations. The 2018 SEEP Annual Conference theme – ***Collaboration for Impact*** - will highlight the capacity of people and organizations to think systemically and design and implement collaborative change processes to realize a level of impact that no one project, sector, or organization can achieve alone.

We are inspired by the passion and creativity of our members. Enabling collaboration has become an increasingly important part of their strategy to address the complex challenges associated with poverty, gender inequality, food insecurity, and the impacts of natural disasters and conflict. These collaborations may extend across development organizations, between economic development practitioners to humanitarian organizations, with research and academia, the private sector and government. The adoption of the 2030 Agenda for Sustainable Development (SDGs) has meant the demand for and expectations of such collaboration are rising. But collaboration has many inherent challenges, so as we ask more from it, how can we make sure it delivers at the speed and scale necessary? And as new opportunities for collaboration increase, how should organizations, especially development organizations which face growing pressure to demonstrate larger scale systems change, prioritize and manage them?

The 2018 SEEP Annual Conference will explore insights and evidence garnered from these experiences. We will share proven practice as well as innovative approaches of SEEP members, their partners, and other key stakeholders, presenting opportunities for learning and inspiration.

Our agenda will be organized around the following challenges:

- **Preparing for the Future of Food**
- **Building Resilience to Protracted Crises, Disasters and Conflicts**
- **Unleashing the Power of Women and Girls**
- **Getting and Using the Right Kind of Evidence**

TECHNICAL TRACKS

Track 1: Preparing for the Future of Food

Food market systems are increasingly impacted by several interdependent global trends, including population growth, urbanization, ecological uncertainty, technology change, and shifts in dietary preferences. These emerging trends are dramatically affecting both supply and demand for food, including smallholder integration in local and global value chains.

It is crucial that policy makers, development agencies, private sector agribusinesses, and implementing partners recognize the common goal of improving the food and nutrition security of individuals in rural and urban settings across the globe. To advance this shared objective, SEEP embraces the importance of improving food market system competitiveness, inclusiveness, resilience, and nutrition sensitivity.

This track will explore practical examples of solutions and challenges related to transforming food market systems along these critical thematic areas. We will focus on collaborative approaches that are reshaping rules and incentives, shifting behaviors, and promoting shared standards and principles across market and food systems.

Key questions and areas of inquiry:

- Which innovations in food market systems have achieved successes in building resilience? Which technologies are leading change?
- How do we support a system that provides women and youth with meaningful economic and social opportunities and unlocks potential in rural areas?
- How are inclusive finance approaches being used to support improvements in production, value addition, and trade?
- What reforms to the agribusiness enabling environment are necessary to support sustainable and inclusive market institutions? What information do policy makers need/have to contribute to an evidence-based policy reform process?
- How can local, regional, and/or global markets contribute to helping vulnerable families, including mobile populations, meet their food needs?
- What are the incentives for the private sector to invest in nutrition outcomes?
- What approaches have proven successful in stimulating demand for nutritious food? What are the most promising innovations?

Illustrative session topics:

- Exploration of projects that have applied resilience frameworks to a food system, with an evidence-base to support insights
- Showcasing projects that strengthen the capacity of local organizations to contribute to resilient, inclusive, and/or competitive food market systems
- Illustrations of integrating Natural Resource Management with competitive market systems

- Discussions on the role of urban markets in a changing food environment
- Highlighting off- and non-farm enterprises and employment for youth and women, and their role in transforming food systems. Examples might include skills-development programs for youth and women, to prepare them for employment and/or market engagement
- Examples of innovative financial products that enhance on- and off- farm opportunities for women and youth
- Analyzing the role of small-scale agricultural technology for commercial production, including production technologies that benefit women and labor-saving technologies
- Innovations and sequencing of the supply and demand for nutrient-rich foods, for example "first 1,000 days" activities or small-scale food fortification

Track 2: Building Resilience to Protracted Crises, Disasters and Conflicts

Humanitarian crises pose a formidable development challenge. Conflicts, together with protracted crises and natural disasters, are major disablers to economic well-being and inclusive market development. Often in cyclical or protracted crisis, the lines between disaster response and economic recovery are blurred, for example more development actors are operating in crisis contexts. A resilience approach supports people, businesses, communities, and systems to plan and prepare for risks, cope with disruptions, and adapt to changing contexts.

This track will explore multi-stakeholder collaborations focused on building resilience, including market activities in basic services such as WASH, shelter etc. We will learn from successful and experimental approaches to financial inclusion, market development, and humanitarian response that employ the skills and capacities of multiple actors and organizations to support more resilient livelihoods and markets.

Key questions and areas of inquiry:

- What is the latest learning in how market-based approaches be used to promote access to basic services, such as WASH or shelter? How can partnerships support learning?
- Which elements of market systems development contribute the most to resilience and which tools and approaches facilitate scaling up or independent replication from other market actors?
- How might positive economic change for women and girls at the structural/systemic level be created even in the face of crisis?
- Within market systems, how do social norms and networks promote resilience or perpetuate vulnerability? How can social norms be leveraged to build more inclusive markets? How can the negative impacts of social norms be minimized or transformed through market systems approaches?

- What financial strategies work most effectively during migration, conflict, and crisis, and how can best we support these approaches?
- How is market-based programming different in urban vs. rural contexts? What examples have we seen of best practices for each?
- How are adaptive management approaches used in the iterative process of learning, coping, adapting and transforming either in crisis preparedness or response?
- How can response and recovery outcomes influence/change policy and regulatory environments to support resilience? What have we learned about collaboration with governments?

- What are the incentives for humanitarian actors to think long-term? How can the development community better align strategies with humanitarian responses? What is needed for meaningful collaboration between humanitarian and development actors?

Illustrative session topics:

- Lessons learned from using market responses for disaster relief (WASH, shelter, food security, etc.)
- Illustrations of strengthening markets as part of the crisis response
- Discussions on how social norms and/or social networks have been harnessed for humanitarian response or generating economic opportunities for refugees, women and girls, people with disabilities and other marginalized populations
- Practical examples of "Collaborating, Learning, and Adapting" and/or adaptive management approaches being used to facilitate a resilience approach
- Showcasing projects that use inclusive finance approaches to contribute to resilience
- "Real-life" examples of using best practices and standards such as MERS, LEGS, MiSMA, etc.
- 'Which tool should I use?" Guidance on how identify the right market tool for the job.
- Collaborative approaches for building resilience for crisis-affected populations
- Successful examples and replicable practices for development and humanitarian actors working in harmony for resilience and/or response

Track 3: Unleashing the Power of Women and Girls

Supporting the ability of women and girls to succeed and advance economically leads to healthy and productive households, growing businesses and the well-being of communities and nations. However, despite progress in promoting increased investments in gender equality, women and girls still face significant barriers to achieving their full potential. Disadvantages in political, social and economic relationships perpetuate inequalities. In fragile and emergency contexts, women and girls face even higher risks. Women's economic empowerment refers to a process by which women expand their ability to succeed and advance economically, and where they have the power to make and act on strategic life decisions in a context where this power was previously denied.

This track will explore collaborative change process that address systemic barriers affecting large numbers of women and girls in key economic areas, while tapping into new opportunities. Priority areas of learning include agriculture development, enterprise growth/job creation, and inclusive finance. We will specifically emphasize cross-cutting themes such as technology and innovation, social norms, private sector participation, women's unpaid care work, women's agency, engaging men, and preventing and mitigating risk of gender-based violence and other unintended negative consequences that might occur as women and girls become more economically empowered.

Key questions and areas of inquiry:

- How do we promote women's employment and enterprise-development in non-traditional sectors and roles?

- What are appropriate entry points to engage the private sector in WEE? How do we engage and incentivize the private sector to reach more women - as suppliers, producers and customers?
- How can we effectively engage men to increase women's economic empowerment?
- How do we promote women's agency within agricultural development, financial inclusion, and enterprise growth/job creation? How do we use evidence to better understand agency?
- How can risk of gender-based violence be minimized through program design/ intervention design? What additional support and risk mitigation is needed to reduce risk and maximize success of girls and young women in economic activities?
- How do we increase women's access and ownership of technology? How is technology breaking down barriers to promote women's empowerment?
- How do we embed cost-effective and sustainable social norm-transformative measures in market-systems programming to promote women's economic empowerment?
- How have interventions successfully scaled to create systemic change for women and girls?
- How can economic empowerment be encouraged for women and girls in fragile contexts in ways that promote resilience while not increasing risks?

Illustrative session topics:

- Pathways to promote labor force entry for girls and young women in non-traditional sectors and roles
- Evidence on what works to prevent and respond to sexual harassment in women's employment and education
- Practical examples of how to find entry points through private sector. Tools and approaches that provide evidence to design more inclusive business models
- Discussion on why understanding agency is essential in promoting empowerment for women and girls
- Successful examples of engaging men in women's economic empowerment
- Practical examples of how programs can share learnings on women's economic empowerment; discussion on cross-program and collaborative learning
- Mainstreaming and fostering a culture of women's economic empowerment at all levels, including institutionally
- Legal and regulatory frameworks and other enabling environment considerations that can serve as barriers or opportunities in the economic empowerment of women and girls
- Practical examples and tools of how to measure changes in social norms
- Making the case to invest in approaches that tackle gender-related social norms or women's care burdens

Track 4: Getting and Using the Right Kind of Evidence

There are three main challenges with regards to evidence: How do we generate different types of evidence that is relevant to multiple audiences, such as donors, private sector, government? How does a program get the right kind of internal data to iteratively improve their programs? And how do we make sure we effectively use data?

Continued learning and experimentation is therefore important for developing insights and enhancing our capacities to combine the collection and analysis of new sources of data (quantitative and qualitative) with our time-tested research and M&E capabilities. These processes are even more critical in multi-stakeholder collaborations where the use and interpretation of evidence can influence strategies, as well as the way we assess change, behaviors, and relationships in market systems.

This track, first presented at the 2016 SEEP Annual Conference, will explore effective methods for collecting both "new" and "traditional" data and then transforming it into useful evidence to understand real-time needs, improve decision-making at multiple levels, promote learning, influence policy, and increase overall development impact.

Key questions and areas of inquiry:

- Can we use evidence to incentivize collaboration? How can collaborative learning approaches be used to support innovative M&E practices and/or adaptive management?
- How do we identify the most relevant data for our stakeholders, and then effectively balance the need to provide data to different stakeholders with M&E efficiency and cost?
- What does it mean to be flexible and rigorous with data at the same time? How does this affect the resulting evidence?
- How do we ensure that data, knowledge, and evidence can be used in real-time for iterative programming and collaboration?
- How do we assess behavior change within market systems?
- How do we assess market systems development in financial inclusion?
- How can we support policy makers to iteratively use new information in decision-making, and to use evidence that goes beyond "traditional" numbers?
- How can we be more deliberate and collaborative in contributing to the evidence base for market systems development?

Illustrative session topics:

- Illustrations of participatory methods for market systems research and evaluation
- Exploration of successful organizational strategies to incentivize information-sharing and data-driven decision-making
- Practical examples of how MEL systems evolve in a project using adaptive management approaches, and the cost of adaptation
- Alternative methods to assess project impact--beyond traditional surveys (mid-line, end-line, etc.) -- examples might include Most Significant Change, Outcomes Mapping, etc.
- Examples of using adaptive management or "CLA" approaches to contribute to the evidence base for market systems development
- Examples of measuring systemic change and how collaboration reinforces or undermines identified changes
- Lessons learned on helping stakeholders to focus on the right data at the right time

SHAPE THE AGENDA

Over the past 20+ years, SEEP member organizations have contributed to the development of the SEEP Network Annual Conference agenda, creating a highly unique and valuable learning experience for fellow development practitioners. The Conference theme and technical tracks are inspired by SEEP member priorities, and are based on feedback from prior year Annual Conference evaluations and input from multiple stakeholders. The SEEP Annual Conference is designed with and by our members to build on the existing base of knowledge in the sector. We collectively learn from successful innovations and failures, and provide opportunities to replicate, adapt and scale evidence-based strategies and effective practices.

SEEP member organizations are invited to chair and organize a Peer Learning Session. SEEP members are encouraged to provide thought leadership on critical issues and learning questions within the four technical tracks presented above and within the conference theme, ***Collaboration for Impact***. This process involves submitting proposals for one or more sessions, then organizing the session content and speakers, if selected.

The deadline for the submission of session proposals is Tuesday, June 5, 2018. SEEP's Annual Conference Advisory Committee, comprised of representatives from SEEP members, staff and consultants will review session proposals and select those that best meet the criteria outlined hereafter in this document.

We encourage innovative session structures and methodologies that build on emerging and accepted best practices in adult learning and collaboration. We need and want your creativity to construct a dynamic and stimulating Annual Conference that fully engages all SEEP members and industry stakeholders who attend.

HOW TO SUBMIT A PROPOSAL

Only SEEP Network members in good standing may submit a session proposal. If you are interested in joining our global network of more than 100+ diverse organizations, we encourage you to apply for membership. If you are unsure as to the status of your membership, please inquire at membership@seepnetwork.org.

The Session Chair is ultimately responsible for the planning and execution of the session and may also serve as a participant and/or moderator. SEEP reserves the right to work with Session Chairs to better align sessions with the conference theme and technical tracks. This may include recommending adjustments to learning methodology, content, and contributors.

We encourage diversity of perspectives. A person not affiliated with a SEEP member may join a session as a speaker, but cannot serve as Session Chair. For example, speakers may be from a research or academic organization, a commercial firm, a donor agency, investor, local NGO, fellow member organization, or other entity. There may be a ***maximum of four (4) speakers per session***, including the moderator, who also may speak or be otherwise substantively involved. The Session Chair does not necessarily have to be one of the session speakers, but must be present during the session.

As you develop your proposal, please reach out to us via email at annualconference@seepnetwork.org with any questions or concerns you may have. If your session proposal is accepted, the Technical Track Coordinator will work with you to fine-tune your session and, if needed, to identify contributors who could add value to the session.

To submit a proposal, the Session Chair must complete the **Session Proposal Form**. For consideration, the fully completed form must be submitted by **Tuesday, June 5.**

Please note that selected sessions will be assigned a 90-minute slot on either **Tuesday, October 2 or Wednesday, October 3**.

SESSION SELECTION CRITERIA

The Advisory Committee will evaluate submissions using the following criteria:

1) Opportunity for learning

Sessions should address the most pressing challenges within a given Technical Track. Content should center on key learning questions that are potentially applicable to broad audiences, especially practitioners. Learning objectives should represent important and unique contributions to the existing base of knowledge. Proposals should provide convincing insight into specific problems and their respective solutions, drawing lessons that can influence practice and -- when possible – policy making, donor strategies, investors, and research agendas.

2) Promising practice

Sessions should feature experiences that are highly replicable and transferable to a variety of contexts. identifying essential skills, capacities and conditions for successful implementation. Lessons may be drawn from innovative pilot experiences as well as successes and failures from longer term strategies. Proposals should describe how many people are affected by the interventions, directly and indirectly, and detail proven or potential pathways to replication, scaling up, and sustainable market system change. Preference will be given to experiences that have reached scale or present evidence to support that they are on track to expand.

3) Collection and use of evidence

Sessions must demonstrate evidence-based findings about how interventions affect beneficiary well-being, the institutions, and/or systems that they intend to influence. In case of early stage innovations, session proposals should include description of monitoring and evaluation systems in use. Preference will go to sessions that show evidence as obtained through robust M&E and/or the application of appropriate qualitative, quantitative or mixed method research methodologies. The methods used to collect and analyze evidence should be detailed.

4) Diversity of perspectives

Session participants should offer a rich variety of perspectives. Generally, this requires drawing from the experience of more than one organization. Preference will be given to proposals that incorporate individuals involved in direct implementation of programs or field-based research protocols. Participants may include representatives from non-SEEP members, such as individuals based at research organizations, local and national partner organizations, universities, businesses, government agencies, donors, or investors.

5) Contribution to conference and track themes

Proposals must demonstrate how they advance a strong and coherent learning agenda around several principle themes and questions identified in the track description, and for the conference overall.

SUGGESTED SESSION FORMATS

Please see a presentation below of five (5) alternative session formats for your consideration to promote optimal learning and engagement for your proposed session. You will be prompted to indicate which format will be utilized in the **online proposal submission form**.

1. Armchair Chat

An expert and moderator have a discussion observed by, and guided via questions sourced from, the audience.

Purpose: This format helps share the knowledge + perspective of an expert through questions sourced from the audience/community. It works best when the interviewee is an acknowledged expert for the audience and the interviewer and/or technology employed to source questions make it clear the discussion is participant-driven. This format can be more effective than the traditional PowerPoint presentation in conveying new information to an audience - as the audience will identify for the expert, through their questions, the information that is most pertinent and interesting to them.

Participants:
- 1 – 2 expert interviewee/s
- 1 interviewer (directs conversation based on questions sourced from audience)

Process: The conversation begins with the interviewer asking 1-2 pre-selected questions. Further questions are gathered from the audience either before the session or in real-time (using something like pigeonhole live). The conversation continues, with the interviewer using audience questions as a guide.

Suggested Timing:
- 10 min: Welcome, introduction of the format and introduction of the interviewee
- 20 min: Initial conversation between interviewer and expert
- 55 min: Audience-driven conversation between interviewer and expert
- 5 min: conclusion and thank you

2. Quick-fire Forum

A series of presenters give short (strictly timed), high-energy talks exploring multiple angles or approaches of a central theme.

Purpose: This format allows an audience to hear from several relevant voices or angles—and encourages presenters to focus on the most cogent, significant elements of their work,

expertise, perspective. It is particularly useful for presenting multiple approaches or methodologies to a particular topic, discussing inter-related topics, and presenting "the latest" news or updates.

You can see a guide that can be shared with presenters here from the Ignite Phoenix session, on the best way to build their PPT to support their 12-15 minute talk and avoid death by PowerPoint. Beyond the concise presentations, this format also includes conversations between the individual presenters and the audience either as one large group or in smaller, break-out groups with one presenter leading each discussion based on different presentations.

Participants:
- 1 emcee
- up to 3 presenters

Process: In a pre-prepared slide deck, each presenter has a bio slide that appears during the transition between talks. Presenters should minimize the use of PowerPoint slides to keep sessions engaging. Each individual quick fire presenter should not exceed 15 minutes. The audience has an opportunity to ask specific questions to after all presentations are complete.

Suggested Timing:
- 5 min: welcome and introduction
- 50 min: 3-4 Quick-fire talks (12-15 minutes each)
- 30 min: Q&A
- 5 min: conclusion and thank you

3. Collaboration Station

Participants engage in small-group deep-dive discussions around core-challenges raised by contributors.

Purpose: This format enables contributors to present their work within the context of a core challenge, and the opportunity to promote interaction and collaboration with the audience. Each contributor (between 2-4) has 10-15 minutes to present their work/approach and end with the summary of a core challenge. Participants in the audience have the opportunity to talk among themselves, share their perspectives, their work, and their insights as they relate to the core questions raised by the contributors. This format builds consensus and moves critical dialogues forward by sourcing insight from a broad group and promoting collaboration. Representatives from each group are then able to share their insights with the contributor whose core-challenge their group addressed.

Participants:

● 1 facilitator (to introduce and keep time)
● 2-3 contributors
● All attendees in groups of 6-10, preferably at tables
● Designated reporter from each small group (chosen by the group)

Process: Contributors present on their work and then highlights a particular challenge or issue relevant to this work –what the challenge is and why it matters. The attendees then discuss the issue/question in their small groups and choose a key insight/question/idea to present back to the larger group.

Suggested Timing:
● 10 min: Welcome, introduction of the format and framers
● 40 min: Presentation from Contributor(s) - each ending on a core challenge
● 20 min: Each table selects the core-challenge they would like to discuss
● 15 min: Reporting out from each table representative to the larger group
● 5 min: Conclusion and thank you

4. Debate

Experts representing opposing perspectives on a critical issue engage in open debate, with audience participation.

Purpose: This format helps clarify, deepen, and propel forward the dialogue around critical and controversial issues in a field and introduces a forum to constructively discuss varying and contradictory perspectives.

Participants: *(this session format may accept more than 4 panelists)*

● 1 moderator
● 2 debaters or 2 debate teams (with up to 2 representatives from each side of the debate acting as a team)
● audience members (asking questions)

Process: In a classic debate format, each side presents a prepared opening, then answers questions (2 min proposition, 1 min rebuttal, with 30 sec each extension at moderator's discretion) from both the moderator and the audience, and then presents a closing. At the conclusion, the audience is asked to vote on which side of the debate they found to be most compelling. Audiences can also be polled at the start of the discussion to measure how attitudes changed or didn't change as a result of the debate.

Suggested Timing:
● 10 min: welcome, introduction of the format, framing the issue
● 20 min: 10-min opening from each participant
● 20 min: questions posed by moderator
● 20 min: questions posed by audience members (town-hall style)
● 20 min: 10-min conclusion from each participant

5. Tools Tutorial

Participants are exposed to a practical tool through a hands-on exercise.

Purpose: This format enables participants to learn about a new and innovative tool through an engaging and interactive approach.

Participants:
- 1-4 Facilitators (all with knowledge of the tool)
- All attendees in groups of 6-10, preferably at tables

Process: Facilitators have between 10-15 minutes to present the tool and then the audience will have an opportunity for a brief Q&A session. After the Q&A, the exercise instructions will be passed out to each table. The audience will work in groups and will be given a "mock case study." It is recommended that 2-3 case studies be developed for the activity, but that each group focuses on one case study. The groups will then have the opportunity to practice applying the tool in one given scenario. During the exercise, facilitators sit with groups and walk around the room to answer questions group members have about

the tool and guide discussions. Groups are then brought back to a broader discussion on how they applied the tool and key learnings.

Suggested Timing:
- 5 min: Welcome and introduction
- 10-15 min: Presentation on the tool
- 30-40 min: Each table reviews and discusses each case study (3-4 examples)
- 15 min: Reporting out from each table representative to the larger group
- 5 min: Conclusion and thank you

ADDITIONAL CONSIDERATIONS

Scholarships

SEEP expects to have limited funds to cover ***a portion*** of travel expenses, hotel stay and registration for a selection of session participants who are unable to cover all the costs associated with their participation in the Annual Conference. ***Only one participant per session may be nominated for a scholarship***. Preference will be given to participants from non-OECD countries and to those who have not received a scholarship for the past two Annual Conferences. Please understand that there are no guarantees that a scholarship will be awarded. Participants should not be selected on the expectation that a scholarship will be forthcoming.

Registration fees for DC-based experts

Given the conference location, Session Chairs may seek to include an expert from a non-member organization in the Washington, DC area who would only participate in the session, then leave. Despite the brevity of their conference participation, these experts nevertheless are required to pay a one-day registration fee. They are welcome to participate in all conference sessions on the day they are speaking.

Important Notes

- ***Only SEEP member organizations in good standing can propose Peer Learning Sessions***. If you are unsure as to the status of your membership, please inquire at membership@seepnetwork.org. If you are interested in joining our global network of more than 100+ diverse organizations, we encourage you to apply for membership
- SEEP member organizations may submit multiple session proposals for consideration. Each proposal must be submitted separately and meet the criteria described in this document.
- Only staff from SEEP member organizations may serve as Session Chairs.
- A staff member from a SEEP member organization can chair only one session, however s/he may contribute to another session.
- All speakers are required to pay the registration fee and complete their registration with payment by **August 15**. Note that the Early Bird discount ends **August 1**. Panelists will receive a 15% discount code.
- SEEP will confirm receipt of your session proposal within two business days.

PRESENTER POLICIES

Session Chair

The SEEP Member submitting the proposal will be considered the Session Chair. The Chair will be the main contact for all communications regarding the selected proposal and the Peer Learning 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 the policies herein, including deadlines. The Chair commits to working with SEEP Staff and Annual Conference Advisory Committee if any changes need to be made to the proposed session.

Conference Registration

All presenters will be required to register and pay for their participation in the conference. Presenters benefit from a 15% discount, but need to **register by August 15**. Once you confirm the final presenters, we will provide them with a registration code to take advantage of the discount. Scholarship recipients will be required to complete an acceptance form and go through a separate registration process by August 15 as well.

Confirmation of Presenters

Session Chairs must confirm their speakers to annualconference@seepnetwork.org by **August 1**. Session presenters who have not registered and paid their registration fee by **August 15** risk exclusion from the conference program.

Session Duration and Scheduling

SEEP 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 90-minute time slots designated for sessions during the conference. You will be notified of your scheduled slot no later than **August 31**. If you have questions or scheduling requests, please notify annualconference@seepnetwork.org as soon as possible.

Session Content

The Chair is to assume full responsibility for the design and quality of the session, the coordination of all session presenters (if applicable), and the session delivery. The Chair must ensure that the session learning objectives reflect those which were specified in the original proposal submission, with such refinements to the content as may be advised by the Conference Advisory Committee.

Conference Community

This year, SEEP will be expanding its interactive, online community around the Annual Conference. Session Chairs will be responsible for an introductory discussion for their session, a minimum of twice-monthly check-ins on their session discussion, and uploading appropriate materials to the session page. We will be in touch with you regarding these details shortly.

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 annualconference@seepnetwork.org by **September 24**. Please plan to bring enough copies of any handouts to distribute with you to the conference, as printing facilities are unavailable.

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KEY DATES & DEADLINES

Apr 12	Release of RFP to SEEP members for Peer Learning Sessions
Jun 5	Deadline for proposal submissions
Week of Jul 2	Notification of acceptance/rejection
Jul - Aug	Ongoing support to Session Chairs from Advisory Committee track leads
Aug 1	Session chairs must confirm titles (10 words) and descriptions (100 words) Session chairs must confirm their session speakers and scholarship nominations End of early bird registration
Aug 15	Scholarship recipients must return completed acceptance forms Speakers required to register and pay by this date Speaker headshots and bios are due (50 words)
Aug 31	Notification of scheduled time slots to session chairs
Sep 7	Last day to book hotel at discounted SEEP rate (closes at 6 pm US EDT)
Sep 24	Final presentation materials due to SEEP
Oct 1	SEEP Member Day and Annual General Meeting
Oct 2-3	SEEP Annual Conference

SUBMIT YOUR PROPOSAL

To submit a proposal, please complete the Proposal Submission Form by ***Tuesday, June 5***.

Please make sure that you have carefully read the preceding pages of this document before submitting a proposal.

If you have any questions or difficulty completing the form, please email annualconference@seepnetwork.org.