2nd Asia CLE Conference

 Session Presentation Plan Template

All 2nd Asia CLE Conference Facilitators, please fill out the below Session Plan Template and upload this online, following the instructions. To assist you in filling out this template, an Example Session Plan Template is included below.

Please put an X in the first column to indicate if this presentation is for the following session:

|  |  |
| --- | --- |
|  | In-person |
|  | Hybrid |
|  | Virtual |

**Name of Session:**

**Session Description/Aim:**

**Total Session Minutes: (Must be between 60-90 minutes)**

**Facilitator (the Facilitator is also a Presenter):**

Name, Organization, Email, Presenting In-person or Virtual

**Co-Presenters (The limit of Co-Presenters, including Facilitator, is no more than 7 persons and can be less):**

1. Name, Organization, Email, Presenting In-person or Virtual

2. Name, Organization, Email, Presenting In-person or Virtual

3. Name, Organization, Email, Presenting In-person or Virtual

4. Name, Organization, Email, Presenting In-person or Virtual

5. Name, Organization, Email, Presenting In-person or Virtual

6. Name, Organization, Email, Presenting In-person or Virtual

7**.** Name, Organization, Email, Presenting In-person or Virtual

**Session Plan Template (Please Fill In):**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Activity Step** | **Activity Description** | **Time (Min)** | **Presenters** | **Materials Needed** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Total Time:** |  |  |  |  |

***\*Below is an example session plan template. Please note that this is not a session plan of this year’s Asia CLE Conference.***

Please put an X in the first column to indicate if this presentation is for the following session:

|  |  |
| --- | --- |
| X | In-person |
|  | Hybrid |
|  | Virtual |

**Name of Session:** Establishing Partnerships with Community

**Session Description/Aim:** This session will focus on CLE program where students conduct legal dissemination in the community, and the effective ways to establish and maintain a partnership with the community.

**Total Session Minutes: 60 Minutes**

**Facilitator:**

Sheila Kwan, Liberty and Justice, Email: skwan@liberty&justice.org, In-person

**Co-Presenters:**

* + - 1. Ravi Gobi, Defenders Alliance, rgobi@defendersalliance.org, In-person
1. Trung Nguyen, The Civil Liberties Consortium, trungn@gmail.com, Virtual
2. Michael Cassidy, University of Krakato, mcassidy@univkrakato.edu, In-person
3. Aisha Mazar, Xanadu Ministry of Justice, AM@xanandumoj.gov, In-person

**Session Plan Example:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Activity Step** | **Activity Description** | **Time (Min)** | **Presenters** | **Materials Needed** |
| Introductions | The Facilitator welcomes all Participants and provides a very brief introduction to what the topic of the session will be, and who the Presenters are.The Facilitator then requests that ALL Participants attending virtually to have their names and organizations/institutions/firms/companies they work be listed under the virtual video of themselves in the virtual room.The Facilitator also requests, when reasonably possible, that all Participants attending virtually leave their videos on, so other Participants can see them.  | 5 | FacilitatorSheila Kwan | None |
| Ice-breaker | The Facilitator then has all Participants all draw a flag of the country they come from, or work in, and on the other side of the paper they make a drawing of something that symbolizes CLE to them. Everyone then shows both sides of their drawings in the room to find others who work in the same field as them (eg. student, law, community, lawyer, teacher, etc ) and sit at the same table. Legal professionals can find the table of their interest | 10 | Sheila Kwan | Participants should have pen/pencil and paper |
| Bingo Game Explanation | The Facilitator explains that during the upcoming presentations, to help the Participants keep their attention, all the Participants will be listening to the presentations, and also playing the game of Bingo. For each person the Facilitator will distribute Bingo Sheets and then explain to each of the virtual Participants how to download a previously generated Bingo Sheet. The Facilitator then explains how Bingo is played and that the Participants need to listen to the Presenters because during their presentations each of them will be saying specific, unique words, that may be on the Participant Bingo sheets. The Facilitator explains that if, during the session, someone does get Bingo, the person should write into the Whole Group chat session that he/she has Bingo.The Facilitator then explains that all persons who get Bingo will be sent an electronic Bingo Winner certificate after this session, once it is confirmed they have successful won in Bingo.(Important Notes: 1. Prior to this session the Facilitator has collected at least 10 unique words from each of the Presenters that relate to that Presenter’s discussion. These words with then be placed into Bingo sheets.
2. Prior to the session, the Facilitator has worked with the Secretariat to ensure that the Bingo Sheets are generated). Each Bingo Sheet continues key words that will be used by some/all of the Presenters during their presentations and these words are randomly arranged on the different Bingo sheets, so each Participant has a unique Bingo sheet.
3. The Facilitator has designed a Bingo Winner Certificate that will be emailed to all Participants who win in Bingo.

The Facilitator asks each of the Participants to confirm that he/she has a Bingo sheet.  | 10 | FacilitatorSheila Kwan | 1. Virtual Bingo Sheets
2. Virtual Bingo Winner Certificates
3. Link to download Bingo sheets
 |
| Presenter Presentation | The Facilitator explains that each Presenter will now present on the topic and during the presentations the Participants can write in questions. The questions will be collected and at the end of the presentations, there will be a Question and Answer session. The Facilitator also encourages all Virtual Participants to use their “Reaction Icons” during the session (Thumbs Up, Stars, etc)Each Presenter (5 persons in total, including the Facilitator) presents for no more than 5 minutes on their topic. (Important Notes: The Facilitator has discussed with the Presenters, prior to the session, and ensured that the Presentations include both substantive information, related to the topic, and also are reflective [make the Participants think and reflect on what is being presented on]) | 30 | All 5 Presenters 1) Sheila Kwan2)Ravi Gobi, 3) Trung Nguyen4) Michael Cassidy5) Aisha Mazar | Powerpoint or other handout information.(Important note: Power points and other handout information must be provided to the Secretariat prior to the session, at least 2 weeks before. It is best if the Facilitator collects this from all the Presenters and the Facilitator directly communicates with the Secretariat) |
| Restroom Break/Stretching | The Facilitator suggests that a 5 minute break occur for persons to use the restroom as well as do stretching exercises. During this time the Facilitator demonstrates easy, stretching exercises for the Participants to do. The Facilitator suggests that the Virtual Participants do the stretching exercises in front of their video cameras so everyone can be doing them virtually, together. The stretching exercises are 3 minutes long.  | 5 | FacilitatorSheila Kwan | Stretching exercise routine designed to be 3 minutes long |
| Question and Answer/Group Discussion | The question and answer session takes place, where as many different questions that were submitted on the Chat to the Whole Group are posed and then answered by the Presenters. The Facilitator may also open up the question and answer session to allow other Participants to answer.  | 20 | All 5 Presenters 1) Sheila Kwan2)Ravi Gobi, 3) Trung Nguyen4) Michael Cassidy5) Aisha Mazar |  |
| Bingo Winners | The Facilitator then asks all Participants who “won” the Bingo game to identify themselves after the session to confirm that they have won. During that time the Participants will provide their Bingo sheets to the Facilitator and the Facilitator will confirm if they won. | 5 | FacilitatorSheila Kwan | Sample Bingo Winners Certificate |
| Conclusion | Each Presenter thanks the Participants for attending and provides relevant contact information for the Participants.  | 5 | All 5 Presenters 1) Sheila Kwan2)Ravi Gobi, 3) Trung Nguyen4) Michael Cassidy5) Aisha Mazar  |  |
| **Total Time:** |  | **90** |  |  |

*\*(Please note the above Example Session Plan Template is fiction and any similarity to actual persons, living or dead, or actual events, or organizations, institutions or governments is purely coincidental. The purpose of the Session Plan Template is to provide some guidance and examples about how session plans can/should be developed and provided to the Conference Secretariat and Programme Committee to ensure the sessions are substantively interesting and interactive.)*