



REQUEST FOR PROPOSALS GUIDELINES

This is your opportunity to contribute to the programme of the European Microfinance Week, taking place on 20th – 22nd November 2019 in Luxembourg!

The Action Group day on 20th November will be followed by two days featuring 3 plenaries and over 20 sessions. We invite e-MFP members to submit **proposals for sessions on the 21st & 22nd November**.

When you prepare your proposal, please take into account the following:

- ✓ Your proposal should:
 - Bring together at least two e-MFP members and have representatives from different industry stakeholders.
 - Focus on recent sector developments, new trends, lessons learned (including failures), outcomes, challenges and recommendations.
 - Illustrate how initiatives are oriented to benefit the bottom of the pyramid and improve their quality of life.
- ✓ The conference programme is organized in streams (see “Conference streams” on page 3 for more information). There will be one stream devoted to the topic of the European Microfinance Award 2019 “Strengthening resilience to climate change”.
- ✓ The conference aims to highlight the contribution of microfinance to the SDGs.
- ✓ Aside from the usual panel discussion with a moderator and three speakers, other innovative session formats are encouraged. Please see page 2 for alternative format suggestions.

Please note that:

- Only completed forms will be considered. Proposals need to be **submitted online**. In order to know the information that is requested, you can find the proposal template in pages 3-4.
- All proposals received will be assessed by e-MFP Secretariat but not all of them can be included in the programme. Nevertheless, in these cases there may be solutions for participating in the conference sessions found for organisations that have submitted a proposal (i.e.: merging proposals), therefore we strongly encourage you to present a full proposal if you'd like to speak on a topic.
- The main language of the conference is English and interpretation facilities are only available in one venue room. Please inform the e-MFP Secretariat as soon as you know if interpretation facilities are needed as they are assigned on a first come, first served basis.
- Prior to the event, moderators will be required to attend a webinar organized by e-MFP where he or she will receive training on best practices and how to lead a lively interactive debate. Please inform your session moderator of this requirement.
- If you'd like to organize a meeting during the Action Group day, 20th of November, please directly contact Gabriela Erice: gerice@e-mfp.eu

To submit a proposal, please follow this [link](#). The deadline to submit is 27th May 2019.

Don't miss the opportunity to shape the agenda of one of the top events in the financial inclusion calendar!



EMW SESSION FORMATS

Panel discussion

1 moderator & 3 speakers. Each speaker has 10-15 minutes to present. The presentations are followed by questions from the moderator before opening the floor to the audience for the last 20-30 minutes.

Panel with Pecha Kucha style presentations

1 moderator & up to 5 speakers. Each speaker makes a presentation without notes and supported by slides that run automatically at a pre-determined rate (e.g. 20 slides with 20 seconds per slide). By agreeing on a fixed number of slides, this insures that all presentations will be of equal time, after which the session can proceed as a discussion or another format.

Interactive workshop

1 moderator & up to 5 speakers. There are no presentations and the speakers engage directly in an actively moderated discussion. The audience can be invited to ask questions during the discussion or at the end.

Open Space Technology

1 moderator & up to 5 speakers. Following an introduction by the moderator, the audience suggests specific areas or themes they would like to cover. Guided by the moderator, the speakers tackle the different themes in active discussion with the audience, with the possibility of breaking up in small groups each one focusing on a specific theme and then sharing main insights/conclusions with all the participants. The session is closed by the moderator.

World Café

1 moderator & 3 speakers. This methodology enables increased engagement between attendees and speakers through a more informal and interactive approach. After an introduction, the audience breaks up in 3 small groups to discuss with each speaker on a concrete topic. Attendees switch from one speaker to the other until they have discussed with the 3. The session is concluded by the moderator.

Fish Bowl

1 facilitator & up to 4 speakers. The room is set up in a circle with the speakers in the middle with an empty chair. People in the audience who want to participate in the discussion or ask a question, take the empty chair and join the speakers.



SESSION PROPOSAL

Contact details

Please indicate here the primary point of contact for the purpose of your proposal.

e-mail	
Contact person	
Organisation	
Phone number	

Session Title (Maximum 100 characters including spaces)

Session description & added value

Please describe the session purpose, intended audience and learning outcomes or breakthroughs. Indicate also the added value of your session for the conference and what the main takeaways are for participants. Please note that if your session is selected, this is the summary that will be published in the online programme. (Maximum 1000 characters including spaces)

Conference stream

The conference programme is organized in streams to ensure, as far as possible, that sessions dealing with the same topic don't take place at the same time.

Please indicate in which stream your session should be included: Investors, donors & funders; social performance; green inclusive finance; Fintech & digital innovations; rural finance; regulation; risk management; European Microfinance Award "Strengthening resilience to Climate Change"; other (education, health, child & youth, excluded populations, savings, insurance, remittances and other microfinance products, etc.). Please select a maximum of 2 streams.

Contribution to SDGs

Please indicate which SDGs are addressed by the topic discussed in your session. If your session tackles more than 3 SDGs, please select the three that are more relevant.



Session format

Please indicate the session format and explain how the selected format fits your session purposes. If you choose a different format than those suggested, please include a brief description (i.e.: number of speakers/presentations, session structure, how the audience will be involved, etc.). Please note that any format needs to ensure enough time for discussion with the audience. (Maximum 750 characters including spaces)

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Session participants

All sessions are limited to 90 minutes. Please note that:

- **Panel discussions & world café sessions** should have a **maximum of 4 panelists** including the moderator.
- **Sessions without presentations and more interactive formats** can have a **maximum of 6 panelists** including the moderator.

If the name of the speaker is not available, please indicate the organisation you are planning to invite. If this is not available either, please indicate the type of sector stakeholder you are planning to invite. Kindly note that this information is compulsory for the proposal to be considered.

Moderator	
Name & Organisation	
e-mail	
Speaker 1	
Name & Organisation	
e-mail	
Speaker 2	
Name & Organisation	
e-mail	
Speaker 3	
Name & Organisation	
e-mail	

Additional speakers for sessions without presentations and more interactive formats

Speaker 4	
Name & Organisation	
e-mail	
Speaker 5	
Name & Organisation	
e-mail	

Any other relevant information (Maximum 1000 characters including spaces)

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