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| CAF 2023 Call for Session Proposals Form Template  Session Proposals due by Friday, March 10th at 5:00 PM PST via [CAF 2023 CFSP Form](https://www.californiaadaptationforum.org/2023-call-for-session-proposals/). |

## 1. Session Organizer

Provide the following contact information for the individual submitting the proposal.

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| --- | --- | --- | --- | --- | --- | --- | --- |
| Name   |  | | --- | |  |   Title   |  | | --- | |  |   Affiliation   |  | | --- | |  | | Pronouns   |  | | --- | |  |   Email Address   |  | | --- | |  |   Phone Number   |  | | --- | |  | |

For selected proposals, session organizers assume responsibility for meeting all deadlines established by forum organizers and serving as the liaison between forum organizers and session speakers. This includes confirming final speakers, coordinating all aspects of session logistics and flow, submitting final session details, and communicating any session changes or requests to forum organizers in a timely manner. The session organizer is not required to have a speaking role in their session.

## 2. Session Summary

The information provided in this section should help reviewers quickly understand what your session is about, and will ultimately be featured in the CAF program.

### A. Session Title

Provide a title for the session in 80 characters or less.

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The title should reveal the session’s topic of focus, use accessible language (i.e., avoid technical jargon), and appeal to a multi-disciplinary audience. With 8-10 breakout sessions taking place concurrently, a creative and compelling title can attract greater session participation.

### B. Session Description

Provide a description for the session in 1,000 characters or less.

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The description should reveal the session’s key topics and objectives in an accessible and concise manner, balancing high-level themes with specific content to be covered. Descriptions should also include expected takeaways for participants and any potential outcomes that could help to catalyze action beyond the session itself. Session descriptions should be provided in paragraph form (i.e., no bullet points) to align with the final program format.

### C. Equity Integration Details

Provide further details on how your session will meaningfully integrate equity as a central theme in 1,000 characters or less.

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Please view the CFSP Guidelines document for details on the adopted equity definition and expectations.

## 3. Session Track & Focus Areas

The information provided in this section will help reviewers ensure broad coverage of key topics and ultimately help participants navigate the CAF program. All session proposals should appeal to a multi-disciplinary audience and proposals featuring relevant content for Tribes, youth, and rural communities will be prioritized for selection.

Please note that the final set of program tracks and focus areas may be modified based on the final set of sessions selected.

### A. Program Track

Select one program track that the session is most aligned with.

CAF program tracks are intentionally designed to feature cross-cutting themes and, as such, a single session may fit under multiple tracks. However, session organizers will be required to select a single program track for their proposal. All program tracks should also be considered through the lens of equitable climate adaptation.

* Actionable Science: Traditional Ecological Knowledge, Community Science, and New Climate Research, Models, and Tools
* Critical Infrastructure: Resilient Systems for Built Environments, Natural and Working Lands, and Social Cohesion
* It Takes a Village: Multi-sector, Multi-jurisdictional, and Multi-disciplinary Collaboratives, Initiatives, and Partnerships
* Marrying Movements: Bridging Climate Resilience with Parallel Social Movements (e.g., Affordable Housing, Land Back, Criminal Justice Reform)
* People Power: Capacity Building, Community Empowerment, and Workforce Development
* Place-Based Projects: Localized Solutions for Community Resilience
* Resources for Resilience: Public, Private, Philanthropic, and Community-led Funding and Financing Mechanisms
* Systems Change: Transformative and Adaptive Structures, Policies, and Practices
* Tried and True: Adaptation Success Stories and Replicable Resilience Strategies
* Up for Debate: Novel Approaches, Conflicting Strategies, and Unresolved Challenges

Please note that forum organizers may modify the final program tracks based on the final set of sessions selected.

### B. Sector(s) of Focus

Select up to three sectors that the session will focus on.

Session organizers will be required to select 1-3 of the following sectors/disciplines that best describes the focus of the session. We recognize that this list is not exhaustive and that some sessions may focus on more than 3 sectors or focus on a more holistic topic. Session organizers are asked to do their best to consider the options provided and select up to three that are most relevant or aligned with their session.

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| --- | --- |
| * Affordable Housing * Agriculture/Food Systems * Biodiversity/Habitats * Climate Justice/Equity * Cultural Preservation * Economic Development * Education * Emergency Management | * Energy * Natural Resources/Ecosystems * Planning * Policy * Public Health * Transportation * Water * Workforce Development |

### C. Climate Impact(s) Addressed

Select up to three climate impacts that the session will focus on.

Session organizers will be required to select 1-3 of the following climate impacts that best describes the focus of the session. We recognize that this list is not exhaustive and that some sessions may focus on more than 3 climate impacts. Session organizers are asked to do their best to consider the options provided and select up to three that are most relevant or aligned with their session.

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| * Air Quality * Drought * Extreme Heat * Extreme Storms | * Flooding * Ocean Acidification * Sea Level Rise * Wildfires |

## 4. Session Format

Session proposals featuring creative and interactive formats will be prioritized for selection.

Please note that the draft schedule currently includes blocks for 75-minute and 90-minute sessions, and that forum organizers will determine block assignments for selected sessions based on proposal details and after further discussion with session organizers.

### A. Session Format

Select one of the pre-defined option that best describes the session’s format.

Session organizers will be required to select one of the pre-defined session format options that best describes how the session will be structured. An “other” option can also be selected then further described in the Session Details section. The following formats are generally listed from most to least interactive and priority will be given to more interactive formats.

* Birds of a Feather: Participants with a common interest come together for networking and peer-to-peer learning. Sessions could be loosely structured to encourage organic dialogue or feature activities with more hands-on facilitation (e.g., speed networking).
* World Café: Multiple rounds of small group discussions focused on a particular question. After each round, each group member moves to different tables to share a brief summary before discussing the same (or a new) question with their new group. After all rounds, participants are invited to share key takeaways. Note that there are many variations of the World Café format that may be explored.
* Solution Room: Based on the session theme/topic, participants bring issues they are encountering for collaborative problem-solving. Participants take turns sharing their challenge and brainstorming solutions in small groups. A human spectrogram exercise can help to determine small groups.
* Think Tank: A session focused on a single issue or question for participants to explore collaboratively. The issue or question is presented with sufficient context for participants to engage in small group discussions, which is then followed by report outs, a full group discussion, or another exercise to elevate group takeaways.
* Training: A presentation or demonstration of a particular framework, tool, method, or skill followed by hands-on exercises for participants to deepen their understanding of the topic and/or explore ways to begin applying the topic to their own practice/setting.
* Lightning Presentations: A series of presentations following more engaging formats, such as Ignite (20 slides automatically advanced every 15 seconds), PechaKucha (20 images shown for 20 seconds each), or another creative style. Presentations are then followed by audience Q&A, a panel discussion, and/or small group discussions.
* Panel Discussion: Traditional format featuring a moderated panel discussion with limited to no presentations. Audience engagement can range from inviting participants to ask questions to opening up a rotating seat on the panel to directly involve participants in the dialogue.
* Traditional Presentations: Traditional format featuring a series of presentations typically followed by audience Q&A and/or a panel discussion.
* *Other: If an entirely different format is being considered for the session, select this option and describe the session format further in the Session Details section.*

### B. Session Format Details

Provide further details on your session format, including how it will create an engaging and interactive experience for the audience in 500 character or less.

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Session organizers will be required to provide further details on their session format with particular attention to interactive components that can tap into the wealth of knowledge, expertise, ideas, and creativity of the participants in the room. We recommend providing a high-level agenda to help reviewers understand the session flow, particularly if there will be any major deviations to the pre-defined session format selected.

In light of the character limit, descriptions may include abbreviations, bullet points, and phrases instead of fully formed sentences.

## 5. Proposed Moderator

All session proposals must indicate a single proposed moderator. The proposed moderator should be contacted and tentatively confirmed prior to submitting a session proposal.

Moderators play a critical role, serving as the session’s conductor, emcee, and guide. It is important that the moderator is chosen based on their demonstrated ability to be effective in this role, their clear understanding of moderator expectations, and their understanding of the topics to be covered in the session. In most cases, session moderators need to be able to:

* + - * Concisely introduce the session topic, agenda, and format.
      * Briefly introduce each speaker (biographies will be collected by forum organizers).
      * Keep each speaker to their allotted presentation time.
      * Ask speakers pointed questions and facilitate fielding questions from participants.
      * Elevate key session takeaways as they emerge and to close out the session.

### A. Moderator Contact Information

Provide the following contact information for the proposed moderator.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Name   |  | | --- | |  |   Title   |  | | --- | |  |   Affiliation   |  | | --- | |  | | Pronouns   |  | | --- | |  |   Email Address   |  | | --- | |  | |

### B. Moderator Demographics

Describe the race/ethnicity of the proposed moderator.

Session organizers will be required to indicate the race/ethnicity that best describes the proposed moderator based on pre-set options below (select all that apply).

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| --- | --- |
| * American Indian or Alaskan Native * Asian * Black or African American * Hispanic or Latino * Middle Eastern or North African | * Native Hawaiian or Pacific Islander * White * Prefer to self-describe: \_\_\_\_\_\_ * Prefer not to answer |

## 6. Proposed Speakers

Session organizers will be responsible for identifying speakers for their session, which may include presenter(s), facilitator(s), or other types of roles based on the session format. Proposed speakers should be contacted and tentatively confirmed prior to submitting a session proposal.

When determining proposed speakers, consideration should be given to those who are best positioned to effectively deliver the intended content and to uplift marginalized voices. Priority will be given to sessions that support the achievement of CAF 2023 Equity and Inclusivity Goals and demonstrate speaker diversity in terms of race/ethnicity, sector/discipline, geography, and organization type and particularly those that include representatives of marginalized communities who can speak directly to their lived experiences.

For selected proposals, session organizers are responsible for inviting and confirming their proposed speakers. If any of the proposed speakers are unable to participate, session organizers are responsible for obtaining approval for proposed replacements from forum organizers and securing the final set of speakers for their session.

### A. Speaker Contact Info (Copy this section for each of the speakers involved)

Provide the following contact information for each proposed speaker.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Name   |  | | --- | |  |   Title   |  | | --- | |  |   Affiliation   |  | | --- | |  | | Pronouns   |  | | --- | |  |   Email Address   |  | | --- | |  | |

### B. Speaker Demographics

Describe the race/ethnicity of each proposed speaker.

Session organizers will be required to indicate the race/ethnicity that best describes each proposed speaker based on the pre-set options below (select all that apply).

|  |  |
| --- | --- |
| * American Indian or Alaskan Native * Asian * Black or African American * Hispanic or Latino * Middle Eastern or North African | * Native Hawaiian or Pacific Islander * White * Prefer to self-describe: \_\_\_\_\_\_ * Prefer not to answer |

### C. Speaker Role

For each proposed speaker, describe their role in the session in 300 characters or less.

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Session organizers will be required to provide a brief description of the role that each proposed speaker is intended fill for the session. At a minimum, the description should include the proposed speaker’s overall role (e.g., presenter, facilitator, visual notetaker, etc.) and for any presenters, a high-level overview of the content they will be delivering. Additional information on the speaker’s area of expertise may also be included to demonstrate fit.

In light of the character limit, descriptions may include abbreviations, bullet points, and phrases instead of fully formed sentences.