California Adaptation Forum 2023

July 31 - August 2, 2023 | Pomona, CA

CAF 2023 Call for Session Proposals (CFSP) Guidelines

After several long years of virtual convenings, we are thrilled to be hosting the California Adaptation Forum (CAF), live and in person this year! We hope to feature a dynamic and diverse program that is responsive to the needs of California's growing community of climate leaders; one that provides tangible and meaningful opportunities for participants to connect, learn, strategize, and build mutual support.

To achieve this goal, we recognize that it will take a collective effort.

This year's CFSP been intentionally structured to avoid overburdening proposers who are likely facing capacity constraints while gathering sufficient information to develop an intentional and well-rounded program. Those interested in submitting a proposal are encouraged to first review the CFSP Guidelines, which includes pertinent information and guidance for shaping successful proposals.

If you have any questions after reviewing the CFSP Guidelines, please do not hesitate to reach out to Kelsey Wolf-Cloud at kwolfcloud@civicwell.org.

CAF 2023 SESSION PROPOSAL DEADLINE

Friday, March 10th at 5:00 PM PST via **CAF 2023 CFSP Form**

About the California Adaptation Forum (CAF)

CAF HISTORY AND PURPOSE

The biennial [California Adaptation Forum (CAF)](#) aims to gather California's adaptation community to foster knowledge exchange, innovation, and mutual support to accelerate adaptation efforts and create equitable and resilient communities throughout the state. CAF provides an inclusive space for community leaders, decision-makers, technical experts, and on-the-ground practitioners working across California to connect, discuss, and learn about new policies and tools, project successes and lessons learned, and emerging opportunities to build climate resilience in the near-term and over the coming decades.

Inspired by the [National Adaptation Forum (NAF)](#), the inaugural 2014 CAF convened 800 leaders in Sacramento, and two additional in-person forums have been organized since – CAF 2016 in Long Beach and CAF 2018 in Sacramento. Due to COVID health and safety concerns, CAF 2020 featured a 3-part webinar series on the nexus of climate and community resilience, and CAF 2021 was organized as a 5-month virtual workshop series to explore solutions to common challenges faced by California's adaptation community.

CAF is hosted and organized by [CivicWell](#) (formerly the Local Government Commission), in partnership with the [Governor's Office of Planning and Research](#). Each CAF is made possible through the generous contributions from forum sponsors, expert guidance from advisory committee members, outreach support from promotional partners, and active engagement from session organizers, presenters, facilitators, and participants. With hundreds of individuals contributing to the success of each forum, CAF represents a collective effort to build a dynamic program that leverages our time together to build our broader movement.

A significant factor in the success of CAF is its appeal to leaders from a diverse range of sectors and disciplines. CAF's diverse audience includes local, regional, state, and federal agencies, community-based organizations and nonprofits, Tribal Nations and Native-led organizations, academic institutions and researchers, technical experts, private sector leaders, students, and other leaders working in and across a broad range of climate issue areas. The CAF program is intentionally centered in equity and designed to feature relevant content for its diverse audience – from extreme heat to sea level rise, urban planning to forest management, planning to implementation, and beyond.

CAF ADAPTATION ACTION FRAMEWORK

Starting at the first biennial California Adaptation Forum in 2014, the forum organizers –a diverse committee of state, regional, and local stakeholders – felt it was important to define an

overarching vision for moving adaptation action forward in our local communities and across the state. This vision was shared in 2014, refined in 2016, 2018, and 2021 and is here again for 2023 presented as a set of core guiding principles that encompass a practical framework for action. As the 2023 CAF unfolds, this framework will continue to be updated.

This framework is not intended to be a long-standing or fixed statement, but rather serves as a working compass for orienting us towards the most strategic and meaningful actions we can take in the near-term. We offer these principles in the form of the following "Adaptation Action Framework" to all Forum attendees to better understand the outlook that underlies this whole event, and also for your consideration and use in your own work.

Preamble

Climate change is happening now, and is expected to accelerate in the years ahead. Although California is at the forefront of global climate action to reduce global warming and ocean-acidifying emissions, reducing our risks and increasing our resiliency to the changes ahead will require an unprecedented degree of cooperative action throughout California starting now. Therefore, we believe that:

- » Actions to build resilience and reduce risk must prioritize the health and safety of all Californians, especially our most vulnerable and marginalized populations, while also supporting the wellbeing of our natural systems and economy.

- » Taking action will require partnerships at all levels – from grassroots to state leadership, integrated across all sectors.

- » Federal, state, regional and local policies that reduce our risks and increase our resiliency should be prioritized, and developed in a way that delivers tangible benefits to under-served and under-represented communities.

- » Public dollars, as well as private, should prioritize investments that reduce our risks and increase our resiliency.

- » Accounting for climate change risks and impacts should be institutionalized as standard practice for both the public and private sectors.

Action Areas

We agree that in order to realize this vision, we need to keep these three primary areas of action – people, infrastructure and the built environment, and natural systems – in the forefront of our individual and collective adaptation efforts. We further recognize that these three action areas are inextricably interwoven. Therefore, we will strive to achieve multiple, cross-sector benefits, and assess the interactions that choices in one area might have on the others.

- » **People:** Adapting to climate change is fundamentally about protecting people. We agree to pursue strategies that can be measured by the degree to which they improve the safety, health and well-being of people, especially vulnerable populations.

- » **Infrastructure and the Built Environment:** Infrastructure should be built, rebuilt and/or retrofitted with climate change in mind. We agree to pursue infrastructure investments that take into account climate science so as to prepare for conditions 100 years in the future.

- » **Natural Systems:** We believe that healthy ecosystems are essential to the success of adaptation efforts, community vitality, and overall prosperity. We agree to pursue both protection and valuation of ecosystem services, from fresh water and clean air to climate regulation and recreation, in our response efforts.

Process Guidelines

As adaptation is an emerging practice that will take many forms over time, we agree that the following process guidelines should be considered when selecting, developing and implementing adaptation initiatives:

- » **Empower All Sectors and Levels of Leadership:** We will empower action by establishing and/or expanding traditional and non-traditional alliances and networks to accelerate effective and durable problem-solving (e.g., between/among community members and community leaders, public and private resource managers, scientists, decision-makers); share knowledge openly and actively; convey hope; regularly engage the public on the science as well as solutions; and build local community action. This includes building horizontal linkages (peer to peer) and vertical linkages (across levels of leadership) to ensure economies of scale and consistency of effort.

- » **Design For Multiple Benefits:** Given the interconnectedness of our natural and built systems, and the far-reaching impacts of climate change to all sectors, taking a multidisciplinary approach is critical. To achieve success, we need to design our actions to work at multiple scales and to realize multiple benefits (not just single needs or single processes). This includes combining adaptation with mitigation activities to optimize co-benefits while also working to advance equity and justice.

- » **Embrace an Uncertain Future:** We recognize that uncertainty is a factor and climate change adaptation is an iterative process that should be informed on an ongoing basis. We will utilize the best available science and look across multiple plausible scenarios to define measures and indicators that are adaptive and flexible. We will regularly monitor, reassess and apply learning from what works and what doesn't to improve outcomes in a rapidly changing world.

OVERVIEW AND KEY PLANNING MILESTONES

After five long years of virtual convenings, CAF is coming back live and in person in 2023!

Monday, July 31st - Wednesday, August 2nd
Monday will feature partner-led workshops, network meetings, tours, and evening networking activities. Tuesday and Wednesday will feature the formal CAF program, including the welcome, plenaries, breakout sessions, and the networking reception.

Sheraton Fairplex Hotel & Conference Center in Pomona, CA
The bulk of CAF programming, including Monday's partner-led activities, will be held at the conference center. Tours and evening networking activities will be hosted in nearby areas within walking/rolling distance or with coordinated transportation.

Key Planning Milestones

Please note that these dates are subject to change as planning activities get underway.

ACTIVITY	LAUNCH	DEADLINE	DURATION
Call for Session Proposals (CFSP)	February 6	March 10	5 weeks
Scholarship Applications	April 10	June 30	12 weeks
Forum Registration (early bird)	April 10	May 21	6 weeks
Session Selection/Finalization	April 17	May 12	4 weeks
Hotel Booking (for group rate)	May 16	July 6	8 weeks
Forum Registration (regular)	May 22	July 21	8 weeks
Draft Program Released	May 22	-	-
Final Program Released	June 30	-	-

Contact

If you have any questions regarding CAF or the CFSP process (after reviewing the CFSP Guidelines), please contact **Kelsey Wolf-Cloud** at kwolfcloud@civicwell.org.

With each CAF, we aim to create a more inclusive and impactful event by welcoming new voices, featuring focused content, and dedicating resources to better engage and empower leaders at the forefront of addressing their communities' needs as the impacts of climate change worsen and exacerbate existing inequities.

With guidance from our [advisory committee](#), we have established the following goals in our effort to center the program in equity, create an inclusive environment, and uplift BIPOC leadership. We recognize that these goals can be difficult to measure and could easily lead to tokenism without sufficient accountability. The advisory committee will play a leading role in evaluating the extent to which session proposals will support the achievement of our goals.

» **60% of speakers identify as Black, Indigenous, or a Person of Color (BIPOC).**
We aim to create a platform for BIPOC leaders to share their insights, expertise, and calls to action in ways that elevate and advance their ongoing efforts. Session proposals will be evaluated based on the racial/ethnic diversity of proposed speakers, as well as the particular role of BIPOC speakers to ensure speaking engagements are authentic, non-extractive, and non-transactional. Although proposals that demonstrate existing partnerships are preferred, forum organizers are available to help connect session organizers with potential speakers.

» **80% of sessions meaningfully integrate equity as a central theme.**
We aim to shape a dynamic program that demonstrates equity-centered approaches to climate adaptation through facilitated dialogues, case studies, trainings, and more. This includes adaptation policies, practices, plans, and projects that promote procedural, distributional, structural, and/or transgenerational equity. Further guidance is provided in the CFSP Guidelines section.

» **75% of all attendees report improved understanding of equity and/or make commitments to advance equity objectives as a result of attending CAF.**
We aim to leverage CAF as an opportunity to advance our community's collective understanding of and commitment to addressing systemic inequities exacerbated by climate change and advancing equity-driven projects that support community resilience and self-determination.

» **35% of all attendees identify as Black, Indigenous, or a Person of Color (BIPOC).**
We aim to build a program that features relevant content for BIPOC attendees and forge partnerships to reach new networks. CAF travel scholarships will prioritize BIPOC recipients from Tribal Nations, Native-led organizations, and under-resourced community-based organizations, and direct costs will be covered upfront by forum organizers, to the extent possible.

DRAFT 2023 FORUM SCHEDULE

CAF 2023 will feature **4** plenary/keynote sessions, **40-50** breakout sessions, **26+** special events led by partners, and numerous networking opportunities. *Please note that this draft schedule is subject to change as planning gets underway.*

START TIME	END TIME	DURATION	ACTIVITY
Partner-led Programming | Monday, July 31st			
9:00 AM	5:00 PM	3-8 hours	**Tours**
9:00 AM	1:00 PM	4 hours	**Network Meetings** (8 concurrent meetings)
1:00 PM	5:00 PM	4 hours	**Workshops** (8 concurrent workshops)
7:00 PM	9:00 PM	2 hours	Evening Networking Activities
CAF DAY 1 | Tuesday, August 1st			
7:00 AM	8:00 AM	60 mins	Networking Breakfast
8:00 AM	8:30 AM	30 mins	**Forum Welcome**
8:30 AM	10:00 AM	90 mins	**Plenary Session #1**
10:00 AM	10:30 AM	30 mins	Networking Break
10:30 AM	12:00 PM	90 mins	**Session Block #1** (8-10 concurrent sessions)
12:00 PM	1:00 PM	60 mins	Networking Lunch
1:00 PM	2:30 PM	90 mins	**Plenary Session #2**
2:30 PM	2:45 PM	15 mins	Networking Break
2:45 PM	4:00 PM	75 mins	**Session Block #2** (8-10 concurrent sessions)
4:00 PM	4:15 PM	15 mins	Networking Break
4:15 PM	5:30 PM	75 mins	**Session Block #3** (8-10 concurrent sessions)
5:30 PM	7:00 PM	2 hours	**Hosted Networking Reception**
7:00 PM	9:00 PM	2 hours	Evening Networking Activities
CAF DAY 2 | Wednesday, August 2nd			
7:30 AM	8:30 AM	60 mins	Networking Breakfast
8:30 AM	10:00 AM	90 mins	**Plenary Session #3**
10:00 AM	10:30 AM	30 mins	Networking Break
10:30 AM	12:00 PM	90 mins	**Session Block #4** (8-10 concurrent sessions)
12:00 PM	1:00 PM	60 mins	Networking Lunch
1:00 PM	2:30 PM	90 mins	**Session Block #5** (8-10 concurrent sessions)
2:30 PM	3:00 PM	30 mins	**Closing Keynote**
3:00 PM	3:30 PM	30 mins	Networking Break
3:30 PM	5:00 PM	90 mins	**Network Meetings** (8 concurrent meetings)

CFSP OVERVIEW

The CFSP has been intentionally structured to avoid overburdening proposers who are likely facing capacity constraints while gathering sufficient information for reviewers. Session organizers are also encouraged to use this Word Doc Template or create a copy of this Google Doc Template to draft proposals prior to formal submission.

Session proposals must be submitted through the formal CAF 2023 CFSP Form by Friday, March 10th at 5:00 PM PST.

Please note that forum organizers reserve the right to select session proposals on a contingent basis, combine session proposals featuring similar or related content, and request changes to sessions up until the program is finalized.

CFSP Components

	CFSP SECTION	REQUIRED INFORMATION
1	**Session Organizer**	• Contact Information
2	**Session Summary**	• Session Title 80 character limit • Session Description 1,000 character limit • Provide further details on how your session will meaningfully integrate equity as a central theme. 1,000 character limit
3	**Session Track & Focus Areas**	• Program Track pre-set options, select 1 • Sector(s) of Focus pre-set options, select 1-3 • Climate Impact(s) of Focus pre-set options, select 1-3
4	**Session Format**	• Session Format pre-set options, select 1 • Provide further details on your session format, including how it will create an engaging and interactive experience for the audience. 500 character limit
5	**Proposed Moderator**	• Contact Information • Demographics pre-set options, select all that apply
6	**Proposed Speakers**	• Contact Information • Demographics pre-set options, select all that apply • Describe the speaker's role in the session. 300 character limit

CFSP Timeline

Please note that this draft timeline is subject to change as planning gets underway.

ACTIVITY	LAUNCH	DEADLINE	DURATION
Call for Session Proposals (CFSP)	February 6	March 10	5 weeks
CFSP Submission Review	March 13	March 31	3 weeks
CFSP Selection Announcements	April 7	April 14	1 week
Final Session Details Due	April 17	May 12	4 weeks

1. SESSION ORGANIZER

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

- » 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 <u>80 characters or less</u>.

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 <u>1,000 characters or less</u>.

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 <u>1,000 characters or less</u>.

As a State-affiliated event hosted in partnership with the Governor's Office of Planning and Research, CAF adopts the following definition for equity from the Adaptation Planning Guide.

> "Equity means that all people are justly and fairly included in society and that everyone is able to participate, prosper, and achieve their full potential. It recognizes that everyone enjoys different advantages and faces different challenges, and that everyone should be treated justly and fairly according to their circumstances. Equitable climate adaptation planning involves identifying persons who may be most vulnerable to climate change and ensuring that planning processes, distribution of resources, and efforts to address systemic wrongs are all conducted in an equitable manner."

We recognize that *meaningfully* integrating equity can take many different forms based on the proposed session's format, focus, and speakers. As such, we encourage session organizers to take time to review CAF 2023 Equity and Inclusivity Goals and reflect on how their session could be shaped to help increase participants' understanding of and commitment to addressing systemic inequities exacerbated by climate change and advancing community-led, equity-centered adaptation projects.

Careful attention should be paid to session speakers – both in terms of who to invite (e.g., prioritizing representatives of marginalized communities who can speak directly to their lived experiences) and how they are involved in shaping the proposed session (i.e., to avoid tokenism and "diversity/equity box-checking").

Session organizers could consider different methods for directly engaging participants in specific principles, frameworks, and strategies for equity-centered practices and projects, such as through exploratory dialogues, facilitated discussions, or hands-on exercises, to help participants apply learnings to their own context. Sessions could also focus on storytelling or case studies to delve into the reality of designing and realizing equity-centered adaptation projects, such as by demonstrating key principles in action and providing tangible advice based on project learnings.

Session organizers can also consider how different forms of equity may be demonstrated through the session's content and activities, such as:

» **Procedural Equity:** Inclusive, accessible, authentic engagement and representation in decision-making processes regarding programs and policies.

» **Distributional Equity:** Programs and policies result in fair distributions of benefits and burdens across all segments of a community, prioritizing those with highest need.

» **Structural Equity:** Decisions are made with a recognition of historical, cultural and institutional dynamics and structures that have routinely advantaged privileged groups in society.

» **Transgenerational Equity:** Decisions consider generational impacts and do not result in unfair burdens on future generations.

Additional resources that may be helpful to review include:

» The Strategic Growth Council's [Racial Equity Resource Hub](#)
» Relevant resources featured in the State's [Adaptation Clearinghouse](#)
» The Greenlining Institute's Guidebook on [Making Equity Real in Climate Adaptation and Community Resilience Policies and Programs](#)
» Resources from the [Partners Advancing Climate Equity (PACE) Pilot Program](#)

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 <u>one program track</u> 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.

1. **Actionable Science:** Traditional Ecological Knowledge, Community Science, and New Climate Research, Models, and Tools

2. **Critical Infrastructure:** Resilient Systems for Built Environments, Natural and Working Lands, and Social Cohesion

3. **It Takes a Village:** Multi-sector, Multi-jurisdictional, and Multi-disciplinary Collaboratives, Initiatives, and Partnerships

4. **Marrying Movements:** Bridging Climate Resilience with Parallel Social Movements (e.g., Affordable Housing, Land Back, Criminal Justice Reform)

5. **People Power:** Capacity Building, Community Empowerment, and Workforce Development

6. **Place-Based Projects:** Localized Solutions for Community Resilience

7. **Resources for Resilience:** Public, Private, Philanthropic, and Community-led Funding and Financing Mechanisms

8. **Systems Change:** Transformative and Adaptive Structures, Policies, and Practices

9. **Tried and True:** Adaptation Success Stories and Replicable Resilience Strategies

10. **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 <u>up to three sectors</u> 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.

- » 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.

- » 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 <u>in 500 character or less</u>.

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 individual submitting the proposal.

- » 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).

- » 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

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 <u>300 characters or less</u>.

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.