

GUIDELINES FOR PARALLEL SESSIONS



Session Duration: 60 minutes

Format: Panel with 4 Speakers + 1 Chair/Moderator (optional)

Purpose and Coordination of the Parallel Sessions

The Parallel Sessions are coordinated directly by the **G100 Global Chairs**, and are designed in accordance with their own topics and mandates. They can be led by the Global Chair or a country chair or someone mandated by the global chair. **WE WOULD LIKE TO HAVE AS MANY WINGS AS POSSIBLE TAKING OVER A SESSION.** This is the perfect occasion to show what actions, impact or developments are being made by wings as they advocate for their field of action. These sessions provide a dedicated space for:

- The nomination and involvement of **Country Chairs and other members**;
- The participation of members from their respective country delegations;
- The discussion of themes aligned with their specific **Wing or area of work** within the G100 network.

Each session will have a total duration of **1 hour** and requires **prior notification of interest** from the Global Chairs.



To ensure proper scheduling and inclusion in the official programme, the following **deadlines must be observed**:

- **Expression of Interest Deadline:** Sunday, 12 October
- **Final Confirmation of Speakers:** Sunday, 9 November

The official language is English. If you would like to hold a session in Portuguese, Spanish or French please request prior permission and exceptions may be made.

Recommended Session Structure

Total Duration: 60 minutes

Time	Segment	Led by
0–5 mins	Welcome and Introduction	Chair/Moderator
5–40 mins	Presentations by 4 Speakers (8–10 mins each)	Each speaker
40–55 mins	Q&A / Open Dialogue	Chair/Moderator
55–60 mins	Closing Remarks & Key Takeaways	Chair/Moderator or final speaker



Speaker Contributions

- Each speaker is allocated **8 to 10 minutes** for their individual contribution.
- Contributions should be **focused, inspiring and practice-oriented**.
- Suggested formats include:
 - A successful case study or impactful initiative connected to the mandate of your wing
 - A visionary proposal or call to action
- Overly technical or academic presentations are discouraged — this is a space for **storytelling, lived insights, and action-driven narratives**.

Role of the Chair/Moderator *(if applicable)*

The moderator's key responsibilities include:

- Briefly introducing the theme and each speaker;
- Ensuring smooth time management and transitions;
- Stimulating discussion and encouraging audience participation;
- Maintaining an inclusive, engaging and energetic tone throughout.

Speaker Tips

- Prepare in advance but speak naturally and from the heart.
- Make it personal: share your story, your passion, your 'why'.



- Focus on **one core message** you wish the audience to remember.
- Raise challenges but also offer solutions and hope.

Visibility & Engagement

- We encourage you to share your participation on social media — before, during and after your session — using the official event hashtags (#G100GlobalSummit, #WomenLead, #G100Voices, etc.).
- Sessions may be recorded or included in the event's final report and outreach materials.

Speaker Information Required

To help us properly introduce each speaker and promote the sessions, we kindly request the following materials from all confirmed speakers:

- A **short biography** (approx. 100 words)
- A **high-quality photo** (headshot, JPEG or PNG)
- The **title of your talk**
- The **theme or brief summary of your presentation** (2–3 lines)

These elements will be used for the event programme, on-site materials and communication efforts.

