

GSSD EXPO 2017  
Antalya, Turkey  
27-30 November 2017



## Global South-South Development Expo 2017 Note for Session Coordinators

Thank you for your interest in organizing a session during the 2017 Global South-South Development Expo. The Expo Secretariat have prepared this note to help you plan your sessions and ensure that they are a success.

### I. General Information

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- We have completely revamped the Expo website for 2017 ([www.expo.unsouthsouth.org](http://www.expo.unsouthsouth.org)).
- Registration is now live through the Expo website.
- We find the Expo to be more rewarding and beneficial when we are able to mobilize a large number of diverse participants. **We strongly encourage you to let your colleagues and networks know of the upcoming Expo. We would also like to encourage you to engage your communications team and mobilize participation.**
- We would also be grateful if you could post information about the Expo through your social media channels. UNOSSC has a twitter handle (@UNOSSC) and Facebook presence. The Expo twitter handle is @SouthSouthExpo. #gssdexpo

### *Changes to the 2017 Programme and Design*

UNOSSC undertook a review of the Expo following the 2016 event. This included a survey of Expo participants and session coordinators. As a result of this review we have made a number of changes to the programme for this year. More comprehensive information can be found in the Expo concept note.

1. Each day of the Expo will be focused around a specific daily theme with inter-related sub-themes.

2. There will be a high-level leadership round table in the morning of each day to set the tone of the day and provide a brief introduction of the thematic solution forums focuses; it will be followed by thematic solution forums.
3. One piece of feedback from the 2016 Expo was that participants did not like parallel thematic sessions. This year thematic solution forums will take place in the main conference hall. Smaller rooms will be made available for more informal side events targeting smaller audiences, which may run concurrently to the thematic sessions.
4. As a result of (3), there will be fewer thematic solution forum slots available. We may need to ask session organizers to join together for a single session. The Secretariat will be in contact to coordinate and assist with this if needed.
5. We're asking that each thematic session be **outcome focused**. This means that we expect sessions to result in a programme or report launch, signing of an MOU, announcement of a new partnership or something similar.
6. We are keen for sessions to be interactive and engaging. Please ensure that you leave enough time in the agenda for questions from the audience. We also encourage you to engage a professional facilitator/MC and arrange your speakers in a dialogue rather than back-to-back presentations.

### ***Types of Sessions***

<b>Session</b>	<b>Description</b>	<b>Organizer</b>
<b>Opening Ceremony</b>	<p>To take place on the morning of the first day.</p> <p>The Ceremony will feature a very limited number of distinguished and powerful champions of South-South and triangular cooperation. Prominent dignitaries and senior officials will deliver keynote statements to launch the Expo, set its tone and agenda, and share their ongoing commitment to innovative and inclusive South-South and triangular partnerships.</p>	<p>GSSD Expo Secretariat</p> <p>The Secretariat will work with Expo Host and partners to identify potential speakers.</p>
<b>Closing Ceremony</b>	<p>To take place in the afternoon of the final day.</p> <p>The Closing Ceremony will be a celebration of the Expo's success and report its outcomes. Leaders in South-South and triangular cooperation including government officials, Heads of UN entities and intergovernmental organizations, and other prominent Southern leaders will share their impressions of the Expo and their future commitments to South-South and triangular cooperation.</p>	<p>GSSD Expo Secretariat</p> <p>The Secretariat will work with Expo Host and partners to identify potential participants.</p>

<p><b>Leadership Round Table</b></p>	<p>Three daily leadership roundtables will take place, one in the morning of each day of the Expo.</p> <p>These will be interactive dialogues held in the main conference hall, intended to be held Davos style. An experienced moderator will facilitate an informal dialogue with short time available for questions from the audience.</p> <p>The discussion will serve to set the tone for the day’s sessions and provide a brief introduction and orientation of the following thematic solution focuses.</p> <p>High-level representatives from the UN system, Member States, and key stakeholders will discuss South-South and triangular cooperation in the context of the daily themes:</p> <ul style="list-style-type: none"> <li>Day 1-Digital Ecosystem for Development.</li> <li>Day 2-South-South Cooperation for People and Planet.</li> <li>Day 3-South-South Cooperation for Peace, Prosperity and Partnership</li> <li>Day 4-Capacity Development for South-South and Triangular Cooperation.</li> </ul>	<p>Expo partners are welcome to contribute substantively to the organization of daily leadership round tables including suggesting relevant topics for discussion and potential speakers</p>
<p><b>Thematic Solution Forums</b></p>	<p>Eight thematic solution forums will take place, two on day one and three each on days two and three in the main conference hall.</p> <p>Each thematic solution forum will showcase solutions focusing on one of the subthemes. <u>It is strongly recommended to have a concrete <b>outcome</b> such as the signing of a Memorandum of Understanding, launch of a report, or announcement of a new partnership.</u></p> <p>Thematic sessions will last 1.5 hours.</p>	<p>Expo partners.</p>
<p><b>Side Events</b></p>	<p>Time and space will be made available for side events over the four days of the Expo, depending on interest.</p> <p>These are opportunities for Member States, UN entities, and other interested stakeholders to host smaller, more informal, and more technical sessions. They are intended to complement the substance and outcomes of the other sessions, and to focus on in-depth exchanges between solution providers and potential interested partners.</p> <p>Space will be provided in side rooms or in the exhibition space.</p>	<p>Expo partners.</p>

	In general, these will take place during lunch and coffee breaks, or if necessary, in parallel to other sessions.	
<b>Exhibition Space</b>	To take place on all four days of the Expo.  As with previous years, the 2017 GSSD Expo will provide an exhibition space to allow stakeholders to showcase their innovative and successful development solutions.	Expo partners.
<b>Informal Networking Space and Cultural Events (tbc)</b>	The Expo Secretariat, in partnership with the Host Government, is proposing to provide a number of informal networking space and cultural events with cultural performances and Goodwill Ambassadors speeches (TBC).	GSSD Expo Secretariat and the Host Government

**II. Session Coordinator Responsibilities**

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***Substantively***

- Mobilizing high-level participation and support from your organization for your session and for the Expo more broadly.
- Overall organization of the session including inviting the moderator and panelists.
- Working with the Secretariat on communications and advocacy including: participating in the joint agency communication task team; promoting your session and the Expo; developing session concept note, brochures and promotional materials; providing the Secretariat with participant biographies.
- Mobilizing participation and attendance through your own local networks.
- Providing the Secretariat with a session summary report and copies of all presentations, which will be placed on the Expo website.
- For the exhibition space – design, set up, pack down, and all day presence at booths.

***Logistically***

- Arranging travel for resource people, team members, speakers etc.
- Registration for participants and speakers.
- Printing and shipping of any materials.
- Providing note taker/s.

***Financially***

- Sponsoring travel and DSA for all speakers, session coordinators, and team members.
- Costs associated with printing and shipping.
- Any costs associated with the exhibition space.

### III. Timelines

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Confirmation of interest in organizing a session.	7 August 2017
Draft Concept note due.	14 August 2017
GSSD Expo Secretariat notifies partners of finalized schedule. Invitation requests submitted	8 September 2017
Summary of session and participant biographies provided to Secretariat. Information for programme brochure provided	27 October 2017
GSSD Expo 2017.	27-30 November 2017
Summary session report provided to Secretariat.	15 December 2017