

2019 GEO Symposium

Guidelines for Presenters

A key feature of the 2019 GEO Symposium will be presentations from all (or as many as possible) of the GEO Flagships and Initiatives, including those in the current GEO Work Programme as well as those that have applied to become Initiatives in the 2020-2022 GEO Work Programme.

Presentations by Community Activities will be by direct invitation only and subject to availability of time within relevant thematic sessions. References to “Initiatives” below should be read as including GEO Flagships, and to Community Activities that have been invited to present.

The GEO Programme Board seeks to ensure that a large proportion of the time in each session is devoted to discussion with the attendees at the Symposium. To ensure adequate time for this discussion, while also enabling all Initiatives to present, it will be necessary to limit the amount of time devoted to each presentation. Also, to facilitate comparison across the range of Initiatives in the GEO Work Programme, presenters are asked to follow a consistent structure of the presentations, responding to a common set of questions.

The guidelines below apply to presentations by Initiatives at the 2019 GEO Symposium as part of the six “thematic” sessions. Presentations in other sessions may be subject to different guidance.

Structure of the Presentations

Title Slide: see presentation template. Include the acronym / short name of the Initiative unless it clearly appears in the logo.

Slide 1: Describe the key features of the Initiative that constitute its **unique value**. What makes it different from other Initiatives and from similar activities that are led by other organizations?

Slide 2: Discuss three to six **key results** achieved by the Initiative during the 2016-2019 period. These could include, for example:

- new or improved products or services to users;
- a policy mandate requesting the Initiative to provide information products and services to an international organization, convention, programme, etc.;
- significant new contributions to the Initiative, or engagement of key stakeholders;
- evidence of impact on beneficiaries of the use of products or services produced by the Initiative;
- evidence of use of the products or services in decision making;
- key milestones or deliverables in the implementation of the Initiative’s work plan.

Key results should not focus on the activities undertaken by the Initiative; instead the focus should be on what was achieved as a result of those activities.

Slide 3: Discuss three to six **key milestones or deliverables** that the Initiative intends to achieve during the 2020-2022 period. These should refer to specific, verifiable products or outcomes of the

Initiative, to be achieved by an identified target date. They should not describe broad, ongoing activities. For example, instead of saying that the Initiative will “advocate use of comprehensive, coordinated and sustained Earth observations for decision making in X domain...”, the Initiative could say, for example, “By the end of 2021, we will jointly produce a discussion paper with organization Y on how Earth observations in domain X can support decision makers in Z sector”.

Slide 4: Discuss one to three **good practices or lessons-learned** from the 2017-2019 period that the Initiative believes may be applicable to other Initiatives. What did you do that really worked well? Or, conversely, what did you try that didn’t work well and how would you approach the situation differently in future. The aim is to encourage sharing of experiences and mutual learning among Initiatives.

Slide 5 (optional): Discuss one to three **requests for assistance** from the GEO community. These requests should not take the form of requests for direct funding. They can include requests for local contacts (for example, of users or other stakeholders), data sources, skills development (including on resource mobilization), in-kind contributions, and so on. These requests can also include opportunities for engagement from commercial sector organizations.

Format and Timing

Presentations should use the Powerpoint template distributed with the guidance and which is also available on the [2019 GEO Symposium webpage](#).

Presentations should be sent via email to Craig Larlee clarlee@geosec.org and to Wenbo Chu wchu@geosec.org no later than end of day 20 May 2019. Options for upload of presentations will be provided at a later date.