

**Single but not alone:
Women working together building a prosperous future**

Erbil 21-23 January 2014

Conference notes for participants

Date	Programme activity	Notes
Before Jan 20	Confirmation of attendance	Please ensure that Nawa and Zarin have all of your details for the visas and travel arrangements
	Participants bios etc	Please ensure that you have sent Zarin your bio and also a brief note about your organization. This will then be included in the conference pack.
	Social media	We will send you the website details and we hope that you will upload photos of your activities and any reports to it. You can also link your organization to it. We will be able to access the website during the conference. We will also send you details of the facebook page and twitter. You can access these before the conference but please be sensitive to security. You can add comments to both after the conference with your own photos etc
	Press release	You will be provided with a pre and post conference template press release that you can amend and use with your local and national media. If you take a photo of yourself at the conference, you can use this for media coverage once you return home. (Security issues allowing).
January 20	Registration at hotel	A registration desk will be available at the reception at the hotel. We will aim to arrange transport to meet flights at the airport. Details will be confirmed with flight details.
	Meeting of facilitators and moderators	For those of you who have been asked to moderate or facilitate a session, we hope to have a meeting before the beginning of the conference. Otherwise we can meet on the evening of 21 so that everyone is clear on the expected outcome of each session and thus what is required of the facilitation
	Materials for conference to share with others	Please bring any materials you have about your organization to the conference. These will either be placed in the conference packs for each participant or can be displayed on tables at the back of the conference room for participants to take
	Pre conference evaluation from	You are asked to fill in the pre-conference evaluation form. The results of this will then be analysed together with the post conference evaluation to find out aspects of the value of the conference to you all.
	Rapporteurs	As there are so many inter-active sessions, it is very important that we have good reporting. If anyone would like to offer to rapporteur and of the sessions, please contact Zarin.
	Filming	We are hoping to undertake interviews of participants and

		compile short clips that can be uploaded onto the website. Please let Zarin know if you would prefer not to be interviewed.
January 21	Conference registration	A conference pack and badge will be awaiting you
	Sign up for Round tables 1. Collection of data 2. Sub groups of female headed households (widows, single night brides, half-widows etc) 3. Key challenges 4. Best practice	Sign-up sheets for each round table will be available at registration. There will be 8 groups with between 6-8 people in each group. If you would like to sign up before the conference, you are welcome to do so. The purpose of the round tables is to share experience and ideas, having heard from the global, regional and Iraqi perspectives.
	Translation	There will be Arabic/English translation
	The Regional perspective Representatives from Syria, (Yemen), Palestine, Turkey, Sudan, Jordan, Egypt, Algeria , Libya, Mauritania, Lebanon and Bahrain will give a brief update on the situation of female headed households in their country	As we have a wide variety of countries to hear from, each speaker is asked to keep their presentation to no more than 5 minutes. There will be plenty of opportunities to share experience during the whole of the conference.
	Introductions	There will be an inter-active introductions session
January 22	The Iraqi perspective Updates from Iraq Q&A	This session will be in the form of interviews. Each speaker is asked to prepare information on the situation in their part of Iraq.
	Round tables on key points 1. Collection of data 2. Sub groups of female headed households (widows, single night brides, half-widows etc) 3. Key challenges 4. Best practice	Having heard from the global, regional and Iraqi perspective there will be an opportunity to share ideas. There will be 8 groups that you will have signed up to at registration. Participants should be in groups they signed up to. We need to ensure there is good reporting for each group.
	World cafe Sharing ideas from best practice and all we have heard so far on key themes. Themes: collecting data, sub-groups, key ideas from best practice, setting up an umbrella organisation for the region.	There will be a number of areas devoted to specific themes. Participants choose which theme to start at and can chose to move to another group at any time as long as they have visited every theme by the end of the session. A bell will ring every 15 minutes to remind people to move to another group. This way all participants will be able to share their experience and ideas on all the themes. Each group notes all their ideas on flip charts using post it notes. We need to ensure that all ideas are noted on the flip charts
	Refreshments Participants view the flip charts while having refreshments and networking They vote on the ideas that they think are most important	Every participant will have three stickers and will be asked to use them to vote during break. They are asked to vote for the ideas that they think are most important from all of those noted on the flip charts. The votes will be counted at the end of the break.
	Report back on the top ten ideas voted by participants Comments from the participants on their key learning from the day	Once the most popular ideas are reported there will be an opportunity for all participants to share key ideas learned from the conference.

	Circulation of draft statement Close of day	A draft statement from the conference will be available in the conference packs. Participants are asked to amend as necessary and share with Zarin. At the closing session the statement from the conference will be read out. Representatives are invited to share whether they will take the statement and share it with their governments and other NGOs in their region/country.
	Visit to local project	We are hoping to arrange a visit to a local organization working with female headed households
	Multicultural dinner and evening Participants from each country share music, poetry, story, dance, song – in national costume	We hope that all of you will bring with you a song, or music, or poem about your country/region that we can share at the dinner. If you would like to bring national costume you are welcome to wear this at the event. Please let Zarin know in advance what you would like to share at the event.
January 23	Action plan session 4 groups on action planning for each theme	Having heard from across the region and highlighted key ideas, the purpose of this session is to create an action plan to implement them. For each theme there will be a number of outcomes and outputs and a path to achieve them. During this session we will work together in groups to come up with action plans. We need to ensure good reporting for each group.
	Presentation of each group on action plan	Each group will chose a spokesperson to share their action plan with the conference
	Group photo	
	Discussion of action plan with voting at end Agreement of statement from meeting Press event Reading of agreed statement	An overall action plan for each participant to take away from the conference will be achieved during this session. This will be followed by a brief press event where the statement will be read.
	Post-conference evaluation form	You will be asked to fill in the conference evaluation form. The results of this will then be analysed together with the pre-conference evaluation to find out aspects of the value of the conference to you all.
	List of delegates	There will be a list of delegates in the conference pack. If you do not wish your contact details to be shared, please let Zarin know. If you have any names of other organisations or individuals working in this area please provide these to Zarin who is compiling a comprehensive list for future events.
	Lunch	
	Informal visits	There will be information on places to visit in case any participants are able to make visits.
	Participants depart	Where people are departing on the same flight taxis can be organized from the hotel.
	After January 23	Report
Social media		You are warmly welcomed to continue to upload any outcomes of the conference on the website and facebook page, sharing news of your activities and progress with the statement with your government.