# Global Savings Groups Conference



**SG2018**

THE POWER OF SAVINGS GROUPS
INCLUSION. RESILIENCE. EMPOWERMENT.
KIGALI, RWANDA | MAY 22-24

## *Request for Proposals*
## *for Peer Learning Sessions*

*Convened by*



seep
leading collaboration & learning

The Global Savings Groups Conference is a bi-annual event that engages a large and diverse community of stakeholders, develops and promotes improved standards of practice, mobilizes knowledge, strengthens partnerships and alliances, and creates opportunities for cross-organizational learning. Each event in this series has also served as a catalyst to increase the scale, sustainability and impact of Savings Groups in the host country – and region. SG2015, in Zambia, was the third event in the series and engaged close to 400 participants representing 147 organizations from 44 countries.

The SEEP Network, in collaboration with our Conference partners, is delighted to host the 2018 Global Savings Group Conference in Rwanda from May 22-24, 2018. Together, we will offer a platform for attendees to connect, engage and learn from each other about the challenges and opportunities they face in supporting Savings Groups worldwide. In this pursuit, we encourage greater use of a wide range of innovative session structures and methodologies that build on emerging and accepted best practices in learning and the dissemination of innovations.

## TECHNICAL TRACKS

### Track 1: Systemic Approaches to Increase Scale, Sustainability, and Impact

Despite the strong evidence of benefits that members, households and communities derive through participating in Savings Groups, there are formidable barriers to reaching scale and sustained impact. First, there is simply no prospect of sufficient donor funding to meet the global demand for Savings Groups under the current model and there are few if any current models that can reliably create new groups and support existing groups absent recurring donor funding. Secondly, while most groups continue to operate independently for several years, some dissolve or do not function to the full benefit of all members, due to a lack of ongoing support services in the community. And finally, relationships between Savings Groups and external service providers often require facilitation – beyond the finite period of project cycles – to ensure that service providers understand the market and members have the capacity to make informed decisions. [1]

In response to these constraints, there has recently been interest among several funders and development organizations in applying a market systems approach to Savings Groups. The market systems approach is based on creating the foundation for lasting change where the market system is equipped to meet future challenges and continue to meet the changing needs of the poor. The result is *sustained* impact, rather than impact that is short-lived or dependent on further injections

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[1] Note, the focus here is NOT on the sustainability of individual SGs as ongoing financial service providers; rather, the focus is on developing a system whereby SGs continue to be formed, supported, and offer quality financial services to members in the long term **without** the ongoing support and involvement of development actors.

of development funding. If sustainability is not considered in the context of the market system — and the functions and players within it—change will not be sustained and, ultimately, will not improve the lives of poor people.

Some strategies include providing communities with the methodologies and tools to form groups themselves, catalyzing the promotion of Savings Groups by local market actors. Others have focused on developing technologies to improve group security and operations, or support the work of trainers. As the principles of market systems development are applied to Savings Groups, continued experimentation is required, along with more evidence to determine which interventions work, why, and how.

This track explores the market systems approach to increase the scale, impact and sustainability of Savings Groups, examining the elements of a well-functioning system, current constraints in the system, effective responses to address these constraints through facilitation, the respective roles of development organizations and market actors, and good practice in monitoring and measuring systemic change.

## Guiding Questions:

- What is the evidence that a market systems approach is more effective than traditional, donor-supported initiatives to mobilize Savings Groups? Consider sustainability, scale and impact in your proposal.
- What is the role for development organizations, within a market systems approach?
- What is the role of government within a market systems approach, and is there a role for public funding in the promotion of Savings Groups?
- What is the role of the private sector in scaling and sustaining Savings Groups?
- Within a market systems approach to Savings Groups, what are the main issues related to consumer protection?

## Examples of Relevant Experience:

- Over the last decade several development organizations have invested in the development of community-based trainers to continue to train new groups and provide ongoing support services in their respective communities beyond the project period, and recent assessments have examined the outcomes of these strategies as well as the effectiveness of model variants
- A pilot project, in Zambia, aims to develop a sustainable training institute for the training and professional development of Savings Groups master trainers
- Cross-organizational efforts to establish norms and standards among development organizations, financial service providers and other market actors that engage with Savings Groups
- Strategies, resources and technologies introduced to target communities to facilitate self- and group-to-group training, as well as continuous technical assistance
- In Mozambique and Rwanda, market facilitators have developed national SG maps to improve access to reliable information by development and market actors

## Track 2:  Access to Formal Financial Services

Over two billion adults worldwide do not have access to a bank account; and Savings Groups represent a promising pathway for financial inclusion in new and underserved markets. Savings Groups offer an entry point to isolated communities. With total assets of about $1 billion[2], they aggregate demand among a large number of low income clients. They are organized, disciplined and experienced in money management.  And they have identified needs that financial service providers (FSPs) can address. The business opportunity for FSPs - including commercial banks, microfinance institutions, cooperatives and mobile network operators  – is to leverage the resources and established processes of Savings Groups to offer a suite of individual and group-based products in new and underserved markets.

Over the last decade, there has been a proliferation of initiatives to expand access to formal financial services in underserved markets through Savings Groups. And by 2016, the State of Linkage Report identified 95 FSPs offering financial services to Savings Groups across 27 countries. Increasingly, groups want a safe place to store long-term savings and excess liquidity, especially when large sums accumulate towards the end of saving cycles; over time, SG members become more experienced in money management and represent a more viable market segment; and new business models, partnerships and alternative delivery channels are improving the viability of delivering formal financial services to Savings Groups and their members.

This track explores the demand for formal financial services by Savings Groups and their members; good practices for the delivery of financial services to Savings Groups; alternative delivery channels and innovations in product design; customer engagement; consumer protection; and the impact of these strategies on Savings Groups, their members, and FSPs.

## Guiding Questions:

- What are the characteristics of the demand for formal financial services by Savings Groups – market size, unmet needs of groups and members, client profile?
- What are the characteristics of the supply of formal financial services to Savings Groups – scale, product mix, services, partnerships and delivery channels?
- What are the key components of a successful strategy to expand access to formal finance by Savings Groups and their members? Is there an existing, financially-viable business model?
- What do Savings Groups require (information, knowledge, skills, attitudes, tools and equipment) to engage effectively with financial service providers?
- What do financial service providers require (information, knowledge, skills, attitudes and infrastructure, Sustainability) to engage effectively with Savings Groups?

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[2] The SEEP Network, based on outreach estimates by the SEEP Network and VSL Associates, and financial data from the Savings Groups Information Exchange (www.thesavix.org).

- What is the impact of initiatives that facilitate relationships between Savings Groups and FSPs – at the levels of the individual, household, community, and financial service provider?
- What are the main consumer protection issues related to commercial relationships between Savings Groups and financial service providers?

## Examples of Relevant Experience:

- Customer engagement strategies by several FSPs in East Africa aim to sustain and develop long-term relationships with Savings Groups and their members beyond the brokering of relationships by development organizations
- Investments in the development of agent networks and the introduction of digital financial services to Savings Groups, by a market facilitator in West Africa
- Product development and diversification, including group- and individual based microinsurance, by a development organization and its FSP partners in West Africa
- Market studies and business modelling by a market facilitator and its FSP partners in various countries in sub-Saharan Africa
- Recent studies on the impact of bank linkage initiatives in Kenya, the Philippines and Uganda

## Track 3: Expanding Outreach to More Vulnerable and Diverse Populations

Savings Groups reach very poor and vulnerable populations more effectively than institutional microfinance programs. They require limited infrastructure; savings deposits and loan repayments are flexible; and even the most vulnerable members of the community can understand and participate in group operations.

While the very poor can and do join Savings Groups, recent evidence[3] indicates that not as many are joining as had been assumed. New strategies are now being developed to reach the very poor, including changes in targeting, messaging, training, delivery channels, group procedures and governance, as well as combining Savings Groups with complementary activities and inputs, including conditional cash transfers and poverty graduation programs. Recent efforts to target the extreme poor and more vulnerable groups – such as orphans and vulnerable children caregivers, HIV-affected households, internally-displaced and refugee populations, the disabled, and youth – provide a growing body of experience upon which to develop good practices.

Two billion people now live in countries where development outcomes are affected by fragility, conflict and violence. The share of extreme poor living in conflict-affected situations is expected to rise from 17% today to almost 50% by 2030.[4] In fragile and conflict-affected states, Savings Groups may represent a viable approach to social protection and improved access to basic financial services. Savings Groups have been introduced in areas characterized by armed conflict, violence, political

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[3] GASH, Megan and Kathleen Odell. The Evidence-Based Story of Savings Groups: A Synthesis of Seven Randomized Control Trials. The SEEP Network, 2013.

[4] United Nations Development Program (http://www.undp.org/content/undp/en/home/librarypage/sustainable-development-goals/global-trends--challenges-and-opportunities-in-the-implementatio.html)

instability, and exposure and vulnerability to economic, social and environmental shocks. The expansion of these efforts requires additional exploratory work, recognizing the potential impact of Savings Groups in such settings and the unique challenges and risks within diverse environments.

This track explores the promotion of Savings Groups within more vulnerable and diverse populations, including specific target groups, marginalized environments, and fragile and conflict-affected states.

## Guiding Questions:

- To what extent do Savings Groups reach vulnerable populations, and what are the drivers and barriers for inclusion?
- How do outcomes vary by population segments or target groups?
- What are the factors for consideration– adaptations to methodology, tools, delivery channels, partnerships, cost, intervention period – to effectively reach and serve more vulnerable populations?
- What is the experience – and the factors for consideration – in the promotion of Savings Groups as a financial inclusion strategy in fragile and conflict-affected states?
- How – and to what extent – do Savings Groups increase resilience, particularly in marginalized environments?
- How are Savings Groups being integrated into graduation models and public social protection programs? What is the contribution of Savings Groups to these initiatives, and what are their limitations?

## Examples of Relevant Experience:

- Over the last decade, significant investments have been made in the promotion of Youth Savings Groups and the development of strategies, pedagogical materials and delivery channels for youth-focused programming, as well as the adoption of Savings Groups in integrated models for youth development
- A large-scale, regional initiative in Burkina Faso, Senegal, Uganda and Zambia targeted the poorest half of households in project villages, and measured the poverty rate of member and comparison households using the Progress out of Poverty Index (PPI)
- Savings Groups have been promoted in refugee camps in Cameroon and Uganda, among refugee populations from neighbouring countries
- In Colombia, the Democratic Republic of Congo, Ghana, Sierra Leone, the Solomon Islands and Uganda, Savings Groups initiatives have targeted individuals with disabilities; and in several cases, engaged people with disabilities as trainers
- In Tanzania, a national social protection program provides grants to targeted communities for the establishment of Savings Groups and livelihood development initiatives among their members
- In Mauritania and Palestine, a development organization has adapted its traditional Savings Groups program for Sharia compliance

## Track 4: Savings Groups and Gender-transformative Initiatives

Savings Groups contribute to women's economic empowerment by increasing access to and control over assets. Beyond financial intermediation, Savings Groups can also be gender-transformative – within initiatives that examine, question and challenge rigid gender norms and power imbalances.[5] Unequal access to inclusive education and health services, sexual violence and forced marriage are among the barriers and injustices that adversely affect the life trajectory of girls and young women, reinforce inequalities between men and women, impede inclusive growth, and perpetuate poverty across generations.

Savings Groups are an appropriate economic empowerment strategy for youth: they provide access to basic financial services with minimal risk; they are participatory; and acquaint members with the principles of money management and good governance. In combination with other interventions, Savings Groups that integrate a gender-transformative lens can also serve as safe spaces for girls, boys, young women and men to become agents of change by challenging harmful gender norms. Such gender-transformative approaches have shown to be effective in improving not only economic well-being and empowerment, but also reduce levels of intimate partner violence, and improve health communication and health seeking-behaviour.[6]

Savings Groups are also evolving rapidly, engaging with external partners, developing new commercial relationships and adopting new technologies for training, recordkeeping, and internal and external transactions. and training. We need to understand the gender dimension of such evolution. Do these changes inhibit or foster women's participation and leadership within SGs? Are women ceding leadership to those who are familiar with new technologies or those who seek access to formal financial services?

This track will explore the differential impacts of innovations on girls, boys, young women and men; potential causal pathways between Savings Groups and gender equality; the empowerment of girls and young women; the roles of men and boys in women's economic empowerment; and the ability of Savings Groups to incorporate personal, social and political dimensions of empowerment.

## Guiding Questions:

- How do specific approaches and innovations – including delivery channels, technology and relationships with financial service providers, for example – affect girls, boys, young women and men differently? And how should they be tailored to meet the gendered needs and vulnerabilities of specific target groups?
- How does the gender composition of Savings Groups affect their long-term evolution and performance?
- What is the potential for Savings Groups to positively affect the life trajectory of girls and young women?
- What are potential causal pathways between Savings Groups and gender equality?

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[5] Interagency Gender Working Group (IGWG) Gender Integrated Continuum. Retrieved from "A Guide to Integrating Gender in Improvement", USAID, 2017.

[6] PRONYK, Paul et al. A combined microfinance and training intervention can reduce HIV risk behaviour in young female participants. AIDS, August 2008, Volume 22, Issue 13.

- How can Savings Groups incorporate additional dimensions of empowerment (personal, social, political), beyond financial intermediation?
- What are the main constraints, enabling factors, and effective strategies for the improved engagement of men with Savings Groups, as direct participants or through their female partners?

## Examples of Relevant Experience:

- In various youth employment initiatives, Savings Groups have been promoted as a strategy to reduce the economic barriers to vocational training, employment search, and investments in income-generating activities, in combination with interventions that challenge the non-economic barriers to the effective participation of young women in labor markets
- Savings Groups were promoted as a safe space for girls in an initiative to reduce child, early and forced marriage in Zimbabwe
- Various development organizations in Asia, Africa and Latin America have integrated gender dialogues within their Savings Groups training curricula to empower members, households and communities to examine gender norms and improve decision-making processes
- In Zambia, a consortium of development organizations integrated a gender-transformative perspective into the promotion of Savings Groups, to engage men in group participation and support, improve gender relations and decision-making processes, and ultimately lead to more sustainable and equitable outcomes

## HELP SET THE AGENDA

**All SG practitioners are invited to submit a session proposal and do not need to be SEEP members to present at or attend SG2018.**

All SG Practitioners are invited to organize and chair a session. As a Session Chair, you will have the opportunity to provide thought leadership on critical issues that impact our work. This process involves submitting proposals for one or more sessions and organizing the session if selected. The Session Chair is ultimately responsible for the planning and execution of the session and may also serve as a participant and/or moderator. The SG2018 Technical Advisory Committee members will work with Session Chairs and presenters to better align sessions with the conference theme and requirements; this may include suggesting adjustments to learning methodology, content, and participants.

Session contributors may be representatives of research organizations, a commercial firm, donors, investors, technical assistance providers, etc. There may be **no more than four (4) participants per session** (including the moderator, who also may make a presentation or be otherwise substantively involved). Proposals that submit more than four speakers for consideration will be asked to reduce this number accordingly.

We encourage innovative session structures and methodologies that build on emerging and accepted best practices in adult learning and collaboration. We need and want your creativity to construct a dynamic and stimulating SG2018 that fully engages all organizations and industry stakeholders in attendance.

The SG2018 Technical Advisory Committee, comprised of representatives from donors, SEEP members, other key SG stakeholders, and SEEP staff and consultants will review session proposals and select those that best meet the criteria outlined later in this document. If your session proposal is accepted, a Technical Advisory Committee member will work with you to fine-tune your session and possibly to identify additional contributors who could add value to the session. **Each session will be assigned a 90-minute slot during one of the three conference days.**

## HOW TO SUBMIT A PROPOSAL

The Session Chair is ultimately responsible for the planning and execution of the session and may also serve as a participant and/or moderator. SEEP reserves the right to work with Session Chairs to better align sessions with the conference theme and technical tracks. This may include recommending adjustments to learning methodology, content, and contributors.

We encourage diversity of perspectives. For example, speakers may be from a research or academic organization, a commercial firm, a donor agency, investor, local NGO, SEEP member organization, or other entity. There may be a **maximum of four (4) speakers per session**, including the moderator, who also may speak or be otherwise substantively involved. The Session Chair does not necessarily have to be one of the session speakers, but must be present during the session.

As you develop your session description, you are encouraged to direct attention towards the session's problem statement, learning objectives, evidence of impact, and format and avoid listing names of speakers and organizations in the description.

Please reach out to us via email at SGConference@seepnetwork.org with any questions or concerns you may have. If your session proposal is accepted, the Technical Track Coordinator will work with you to fine-tune your session and, if needed, to identify contributors who could add value to the session.

To submit a proposal, the Session Chair must complete the Session Proposal Form. For consideration, the fully completed form must be submitted by **Friday, November 10.**

## SESSION SELECTION CRITERIA

The SG2018 Technical Advisory Committee will evaluate all submissions using the following criteria:

### 1) Opportunity for learning

Sessions should address the most pressing challenges within a given Technical Track. Content should center on key learning questions that are potentially applicable to broader audiences, especially practitioners. Learning objectives should represent important and unique contributions to the existing base of knowledge in the sector. Proposals should provide

convincing insight into specific problems and their respective solutions, drawing lessons that can influence practice and -- when possible – policy making, donor strategies, investors, and research agendas.

## 2) Proven practice

Sessions should feature experiences that are highly replicable, identifying essential skills, capacities and conditions for successful implementation and driving to scale. Lessons may draw on failures as well as successes, and should be transferable to a variety of contexts. Presentations of learning should examine the mechanisms and factors that most drive change in that particular context and how those insights can lend themselves to other contexts. Proposals should describe how many people are affected by the interventions or activities, directly and indirectly, and detail proven or potential pathways to replication, scaling up, and the likelihood of sustainable market system change. Preference will be given to sessions that have reached scale or present evidence to support that they are on track to achieve significant scale.

## 3) Collection and use of evidence

Sessions must demonstrate evidence-based findings about how interventions affect beneficiary well-being, the institutions, and/or systems that they intend to influence. Preference will go to sessions that show evidence as obtained through robust M&E and/or the application of appropriate qualitative, quantitative or mixed method research methodologies. The methods used to collect and analyze evidence should be detailed.

## 4) Diversity of perspectives

Session participants should offer a rich variety of perspectives. Generally, this requires drawing from the experience of more than one organization. Preference will be given to proposals that incorporate individuals involved in direct implementation of programs or field-based research protocols. Participants may include representatives from non-SEEP members, such as individuals based at research organizations, local and national partner organizations, universities, businesses, government agencies, donors, or investors.

## 5) Contribution to conference and track themes

Proposals must demonstrate how they advance a strong and coherent learning agenda around several principle themes and questions identified in the track description, and for the conference overall.

# SUGGESTED SESSION FORMATS

Please see a presentation below of five (5) alternative session formats for your consideration to promote optimal learning and engagement for your proposed session. You may also propose an alternative format. You will be prompted to indicate a session format in the [online proposal submission form](#).

## 1. Armchair Chat

An expert and moderator have a discussion observed by, and guided via questions sourced from, the audience.

**Purpose:** This format helps share the knowledge + perspective of an expert through questions sourced from the audience/community. It works best when the interviewee is an acknowledged expert for the audience and the interviewer and/or technology employed to source questions make it clear the discussion is participant-driven. This format can be more effective than the traditional PowerPoint presentation in conveying new information to an audience - as the audience will identify for the expert, through their questions, the information that is most pertinent and interesting to them.

**Participants:**
● 1 expert interviewee
● 1 interviewer (directs conversation based on questions sourced from audience)

**Process:** The conversation begins with the interviewer asking 1-2 pre-selected questions. Further questions are gathered from the audience either before the session or in real-time (using something like pigeonhole live). The conversation continues, with the interviewer using audience questions as a guide.

Suggested Timing (May be adjusted to accommodate multiple experts)
● 10 min: Welcome, introduction of the format and introduction of the interviewee
● 20 min: Initial conversation between interviewer and expert
● 55 min: Audience-driven conversation between interviewer and expert
● 5 min: Conclusion and thank you

## 2. Quick-fire Forum

A series of presenters give short (strictly timed), high-energy talks exploring multiple angles or approaches of a central theme.

**Purpose:** This format allows an audience to hear from several relevant voices or angles — and encourages presenters to focus on the most cogent, significant elements of their work, expertise, perspective. It is particularly useful for presenting multiple approaches or methodologies to a particular topic, discussing inter-related topics, and presenting "the latest" news or updates.

You can see a guide that can be shared with presenters here from the Ignite Phoenix session, on the best way to build their PPT to support their 12-15 minute talk and avoid death by PowerPoint. Beyond the concise presentations, this format also includes conversations between the individual presenters and the audience either as one large group or in smaller, break-out groups with one presenter leading each discussion based on different presentations.

**Participants:**
● 1 emcee
● 3-4 presenters

**Process:** In a pre-prepared slide deck, each presenter has a bio slide that appears during the transition between talks. Presenters should minimize the use of PowerPoint slides to keep sessions engaging. Each individual quick fire presenter should not exceed 15 minutes. The audience has an opportunity to ask specific questions to after all presentations are complete.

**Suggested Timing:**
- 5 min: welcome and introduction
- 50 min: 3-4 Quick-fire talks (12-15 minutes each)
- 30 min: Q&A
- 5 min: Conclusion and thank you

## 3. Collaboration Station

Participants engage in small-group deep-dive discussions around core-challenges raised by contributors.

**Purpose:** This format enables contributors to present their work within the context of a core challenge, and the opportunity to promote interaction and collaboration with the audience. Each contributor (between 2-4) has 10-15 minutes to present their work/approach and end with the summary of a core challenge. Participants in the audience have the opportunity to talk among themselves, share their perspectives, their work, and their insights as they relate to the core questions raised by the contributors. This format builds consensus and moves critical dialogues forward by sourcing insight from a broad group and promoting collaboration. Representatives from each group are then able to share their insights with the contributor whose core-challenge their group addressed.

**Participants:**
- 1 facilitator (to introduce and keep time)
- 2-4 Contributors
- All attendees in groups of 6-10, preferably at tables
- Designated reporter from each small group (chosen by the group)

**Process:** Contributors present on their work and then highlights a particular challenge or issue relevant to this work – what the challenge is and why it matters. The attendees then discuss the issue/question in their small groups and choose a key insight/question/idea to present back to the larger group.

**Suggested Timing:**
- 10 min: Welcome, introduction of the format and framers
- 40 min: Presentation from Contributor(s) - each ending on a core challenge
- 20 min: Each table selects the core-challenge they would like to discuss
- 15 min: Reporting out from each table representative to the larger group
- 5 min: Conclusion and thank you

## 4. Debate

Experts representing opposing perspectives on a critical issue engage in open debate, with audience participation.

**Purpose:** This format helps clarify, deepen, and propel forward the dialogue around critical and controversial issues in a field and introduces a forum to constructively discuss varying and contradictory perspectives.

**Participants:**
- 1 moderator

● 2 debaters or 2 debate teams (with up to 3 representatives from each side of the debate acting as a team)
● 3-5 Audience members (asking questions)

**Process:** In a classic debate format, each side presents a prepared opening, then answers questions (2 min proposition, 1 min rebuttal, with 30 sec each extension at moderator's discretion) from both the moderator and the audience, and then presents a closing. At the conclusion, the audience is asked to vote on which side of the debate they found to be most compelling. Audiences can also be polled at the start of the discussion to measure how attitudes changed or didn't change as a result of the debate.

**Suggested Timing:**
● 10 min: Welcome, introduction of the format, framing the issue
● 20 min: 10-min opening from each participant
● 20 min: Questions posed by moderator
● 20 min: Questions posed by audience members (town-hall style)
● 20 min: 10-min Conclusion from each participant

## 5. Tools Tutorial

Participants dig into a new tool through a hands-on exercise.

**Purpose:** This format enables participants to learn about a new and innovative tool through an engaging and interactive approach.

**Participants:**
● 1-4 Facilitators (all with knowledge of the tool)
● All attendees in groups of 6-10, preferably at tables

**Process:** Facilitators have between 10-15 minutes to present the tool and then the audience will have an opportunity for a brief Q&A session. After the Q&A, the exercise instructions will be passed out to each table. The audience will work in groups and will be given a "mock case study." It is recommended that 2-3 case studies be developed for the activity, but that each group focuses on one case study. The groups will then have the opportunity to practice applying the tool in one given scenario. During the exercise, facilitators sit with groups and walk around the room to answer questions group members have about the tool and guide discussions. Groups are then brought back to a broader discussion on how they applied the tool and key learnings.

**Suggested Timing:**
● 5 min: Welcome and introduction
● 10-15 min: Presentation on the tool
● 30-40 min: Each table reviews and discusses each case study (3-4 examples)
● 15 min: Reporting out from each table representative to the larger group
● 5 min: Conclusion and thank you

# ADDITIONAL CONSIDERATIONS

## Scholarships

A limited number of partial scholarships may be available to participants based on need, as explained below.

SEEP expects to have limited funds to cover a portion of travel expenses, hotel stay and registration fee discounts for a selection of session participants who are unable to cover all the costs associated with their participation in the Global Savings Groups Conference 2018. **Only one (1) participant per session may be nominated for a scholarship.** Preference will be given to participants from non-OECD countries and to those who have not received a scholarship for the past Global Savings Groups Conferences. Unfortunately, there are no guarantees that a scholarship will be awarded. Participants should not be selected on the expectation that a scholarship will be forthcoming.

## Important Notes

- Practitioners may submit multiple session proposals for consideration. Each proposal must be submitted separately and meet the criteria described in this document.
- A SG practitioner can chair only one session. However, s/he may participate in a second session.
- All participants are required to pay the appropriate conference fees and complete their registration with payment by the **Early Bird Deadline of March 31**.

## Timeline

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| ▪ Launch of Call for Proposals | **September 25** |
| ▪ Deadline for proposal submissions | **November 10** |
| ▪ Review of proposal submissions | **November 10 – December 15** |
| ▪ Notification of proposal acceptance or rejection | **December 20** |
| ▪ Special 2017 Registration Rate Closes | **December 31** |
| ▪ Deadline to confirm all session speakers. Headshots and bios (100 words or less) due to SGConference@seepnetwork.org | **February 15** |
| ▪ Early Bird Registration Deadline for Session Participants | **March 31** |
| ▪ Notification of session time and location | **April 6** |
| ▪ Final presentations, session materials, and any special A/V requests due | **May 7** |

# PRESENTER POLICIES

## Session Chair

The practitioner submitting the proposal will be considered the Session Chair. The Chair will be the main contact for all communications regarding the selected proposal and the Peer Learning Session. He/She will also be responsible for ensuring compliance with these policies, and that all other co-presenters are aware of, and comply with the policies herein, including deadlines. The Chair commits to working with SEEP Staff and Technical Advisory Committee if any changes need to be made to the proposed session.

## Conference Registration

All presenters will be required to register and pay for their participation in the conference. Presenters pay a discounted rate but need to register by **March 31**. Once you confirm the final presenters, we will provide them with a registration code.

## Unconfirmed Presenters

Session Chairs must confirm their speakers to [SGConference@seepnetwork.org](mailto:SGConference@seepnetwork.org) by **February 15**. Session presenters who have not registered and paid their registration fee by **March 31** risk exclusion from the conference agenda.

## Session Duration and Scheduling

SEEP will determine the final scheduling of all sessions. By confirming your final selection, you are agreeing to be available for at least one of the 90-minute time slots designated for sessions during the conference. You will be notified of your scheduled slot no later than **April 6**. If you have questions or scheduling requests, please send us an email at [SGConference@seepnetwork.org](mailto:SGConference@seepnetwork.org) as soon as possible.

## Session Content

The Chair is to assume full responsibility for the design and quality of the session, the coordination of all session presenters (if applicable), and the session delivery. The Chair must ensure that the session learning objectives reflect those which were specified in the original proposal submission, with such refinements to the content as may be advised by the Technical Advisory Committee.

If you would like assistance with your proposal, including but not limited to support identifying potential speakers and organizations engaged in similar activities, please feel free to contact us at [SGConference@seepnetwork.org](mailto:SGConference@seepnetwork.org). Please be considerate of the time it takes to coordinate this outreach and send us your request no later than **October 20.**

## Session Materials

A copy of all materials that will be used in your session (including PowerPoint presentation and any handouts) must be finalized and submitted electronically to [SGConference@seepnetwork.org](mailto:SGConference@seepnetwork.org) by **May 7**. Please plan to bring enough copies of any handouts to distribute with you to the conference, as printing facilities are limited.

## SUBMIT YOUR PROPOSAL

To submit a proposal, please [click here](#) and complete the entire Request for Proposals form.

Kindly make sure that you have carefully read the preceding pages of this document before submitting a proposal.

If you have any questions or difficulty completing the application, please email us at [SGConference@seepnetwork.org](mailto:SGConference@seepnetwork.org).