



BUILDING BRIDGES

**CALL FOR
EVENTS
GUIDELINES**

WWW.BUILDINGBRIDGES.ORG

**BUILDING BRIDGES
WEEK IS NOW...**



**BUILDING BRIDGES
ACTION DAYS**

SO YOU WANT TO HOLD AN EVENT DURING BUILDING BRIDGES ACTION DAYS?

We are thrilled that you want to join this crowd-sourced, community-owned initiative. This package provides you with all the information you will need to submit an event to the Building Bridges Action Days.



ABOUT BUILDING BRIDGES

VISION



The goal of Building Bridges is to accelerate the transition to a global economic model aligned with the needs of a sustainable and just society, as articulated in the Sustainable Development Goals (SDGs), the Paris Climate Agreement, and other relevant national and international agreements. It does so by identifying, advocating, and contributing to the implementation of actions that bring about that goal.

At the core of the initiative is the recognition that the scale and complexity of the transition require “building bridges” between the multiple stakeholders in the finance, government, and sustainable development communities.

ABOUT



Building Bridges is a community-driven initiative that is focused on accelerating the transition to a sustainable financial system.

Leveraging the uniqueness of Switzerland having a global hub for multilateralism and a world-class financial centre, Building Bridges engages diverse actors from the finance industry, the United Nations, international organizations, NGOs, academia, and local, cantonal, and national authorities together in collaboration around a common vision.

Building Bridges is more of a catalyst than an event. It is a platform to come together but it is built on ongoing action. It is a space to launch new initiatives, build partnerships, and have critical conversations that advance solutions in both policy and practice.

Building Bridges is operated by Sustainable Finance Geneva (SFG) on behalf of the partners.



VALUES

Diversity

Multistakeholder Participation

Action

Sustainability

Transparency

Co-Creation

Collective Ownership

2023 EDITION: OCTOBER 2 - OCTOBER 5



OCTOBER 2, 2023 - AFTERNOON

A **hybrid summit** that unites the players in the ecosystem around a common vision of accelerating the transition to a global economic model aligned with the needs of the SDG's and making finance a catalyst for change.



OCTOBER 3, 4 AND 5, 2023

A **crowd-sourced program** with 3 days of impact finance events. This unique program design gives organizations active in sustainability and finance the opportunity to contribute their content and ideas to the movement.



OCTOBER 2-5, 2023

An **interactive area** for gathering, networking, collaboration, and learning for all participants on the side-lines of the session.

WE'VE MADE SOME CHANGES

Based on the feedback we received from event organizers and participants in 2022, we have made a few key improvements

Focus on format

We encourage event organisers to think about formats other than panels such as workshops, fireside chats, world cafés, trainings or even a simple keynote with an audience Q&A.

Vary session times

We invite organisers to consider different duration for their event from 45 to 90 minutes. Less can be more when it comes to catching people's attention.

Summit tickets for Action Days organizers

We offer two all-access passes (including summit tickets) for each event organizer. It is up to each of you to assign them to the persons of your choice.

Livestream will be selective

Some session formats are not conducive to livestream, and therefore livestreaming will only be included in certain sessions that are easily translatable to an online audience.

HOW TO SUBMIT AN EVENT

TIMELINE



PROCESS

Event organizers have from Mar 1 to 31, 2023 to submit their event concepts to the Building Bridges Organizing Committee. An info session will be held on Mar 9 for those who are considering holding an event to get more information and ask questions.

After the submission deadline, all events will be assessed and a complete program will be constructed. On May 1, anyone who submitted an event will be notified if their event will be included in the official program.

WHO CAN HOLD AN EVENT AT BUILDING BRIDGES?

Building Bridges is an internationally-focused event, and therefore we welcome event applications from organizers based anywhere in the world.

While there are some benefits to being in Switzerland in the lead-up for logistical planning, many event organizers have successfully run events during Building Bridges without seeing the venue in advance or being physically present during the planning stages.



EVENT REQUIREMENTS

In order for your event to qualify for BB23, it must:

- Relate to sustainable finance and/or financing the SDGs
- Embody the vision and values of Building Bridges
- Include participants from a range of sectors and focus areas, specifically the private finance industry and the sustainable development communities (NGOs, international orgs, etc.)
- Not be solely promotional for a single company or organization, for example having a primary purpose of selling a product or service.

NO 'INVITE ONLY'

- Events included in the official Building Bridges program cannot be "invite-only", anyone who is registered to attend Building Bridges will have the right to attend sessions in the program.
- However, event organizers will have a certain number of "reserved" seats in the room for their important guests.
- There are also a number of rooms available on-site for closed door or working meetings, but these are not part of the official program.



EVENT REQUIREMENTS

THE CRITERIA YOUR EVENT WILL BE ASSESSED ON:

- **Diversity of partners and/or stakeholders.** Ideally, we would like to see events planned by more than one organization, but we will consider stakeholder diversity (for example, diverse speakers)
- **Interactive formats.** This year we have very few spots of panels and will therefore favor workshops, trainings, discussions, etc.
- **Clear and defined scope.** Participants benefit from concrete, actionable topics. Avoid subjects that are too broad or high-level and focus on the outputs you want participants to walk away with.
- **Solution oriented.** We're facing a lot of issues but we all know that. We want to provide participants with actionable solutions and therefore will preference events with a solutions orientation (i.e. sharing or deriving solutions in the session).

EXCLUDING CRITERIA - If an event is too promotional (particularly commercially) it will automatically be excluded.



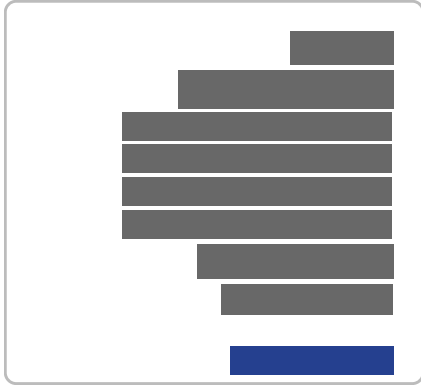
WHAT BUILDING BRIDGES PROVIDES

- Meeting Space
- Basic Event Infrastructure
 - Non-stop water, coffee, snacks
 - Basic IT (mics, screen, etc)
 - Registration system
 - Security and room monitoring
 - Livestream (in some rooms)
- Promotion of Building Bridges program to attract Audience/Attendees
- 5 Tickets to Building Bridges Action Days, 2 All-Access passes (for speakers and organizers)
- Summary Report and Photos

WHAT EVENT ORGANIZERS PROVIDE

- Event concept and organization
 - Developing agenda, session flow, etc.
 - Coordinating and preparing speakers
 - Preparing Material
- 250CHF fee
 - This fee will pay for a Masters student to act as rapporteur so that there is a quality, consistent record of your session
- General promotion of Building Bridges Action Days to networks and communities
- Any extra or additional costs
 - Travel for speakers
 - Dedicated photographer

ROOMS & FORMATS

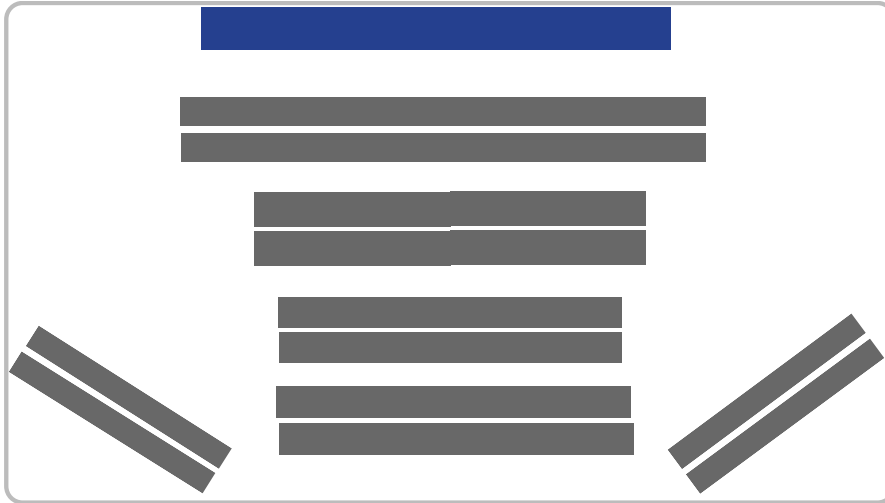


Session Room C
108 people

This room is suitable for the following event formats:

- **Keynote** (a talk that establishes a main underlying theme)
- **Fireside Chat** (a personal and interactive discussion involving a moderator and guest)
- **Training** (the process of increasing the knowledge and skills)
- **Research or Case Study Presentation** (a story that highlights a research paper or effectiveness of a solution)

ROOMS & FORMATS

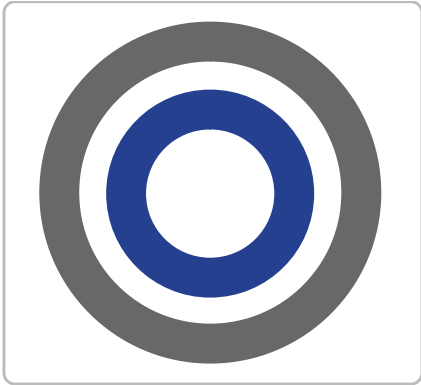


Session Room D
160 people

This room is suitable for the following event formats:

- **Keynote** (a talk that establishes a main underlying theme)
- **Fireside Chat** (a personal and interactive discussion involving a moderator and guest)
- **Panel Discussion** (a group of persons who discuss before an audience a topic of public interest)

ROOMS & FORMATS

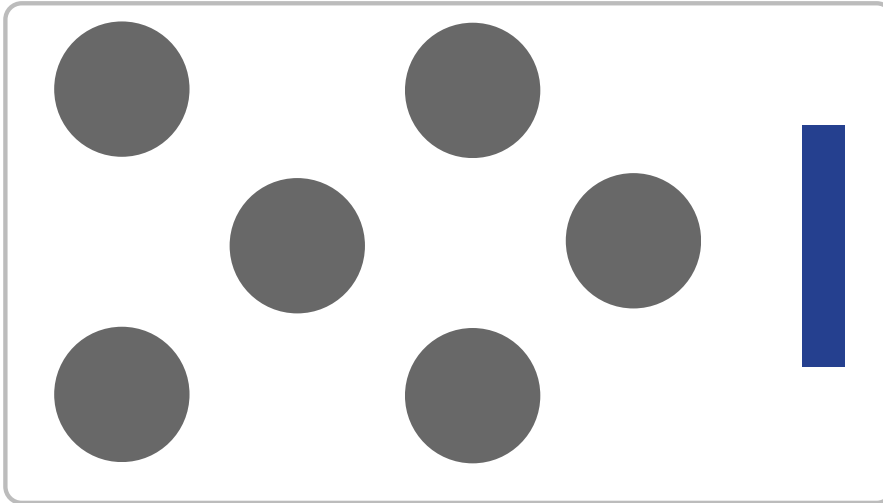


Fishbowl
50 people

This room is suitable for the following event formats:

- **Fishbowl** (a strategy for organizing medium- to large-group discussions; people in the inner circle have a discussion and people in the outer circle listen to the discussion and take notes)

ROOMS & FORMATS



Session Room E/F
70 people

This room is suitable for the following event formats:

- **Workshop** (a long interactive meeting or educational session designed to create a specialized result)
- **World Cafe** (a simple, effective, and flexible format for hosting large group dialogue. More info [here](#))
- **Open Space** (a process that allows everyone to participate in sessions with others whom they may not normally have a chance to talk with)

TIME SLOTS

Building Bridges Action Days begins at 9am on Tuesday, October 3 and runs until 17:30 on Thursday, October 5.

The program will offer three type of slots, 45 , 60 and 90 minutes. Remember that often, less is more.

	A - Plenary	B - Sponsor Room	C - Classroom	D - Amphitheatre	EF - Workshop	Fishbowl	Speed Networking
9:00	Plenary						
9:30							
10:00							
10:30							
11:00							
11:30							
12:00							
12:30	LUNCH						
13:00							
13:30							
14:00							
14:30							
15:00							
15:30							
16:00							
16:30							
17:00							
17:30							

This is a mock up only
The actual schedule will vary

HOW TO SUBMIT AN EVENT

There is the possibility to run networking events or soirées outside of the standard slots. If this of interest to you, please contact Boris Le Montagner at b.lemontagner@sfgeneva.org.

CHECKLIST FOR EVENT SUBMISSION

We have limited spots in the official program so it is important to make sure you are clear and specific about what you plan to do at your event. Note that you do not have to have speakers secured when you submit your event, we are primarily concerned with concept.

- Event topic and framing
- Format/agenda
- Category and SDGs
- Partners or collaborators
- Potential speakers
- Key target audience(s)
- Description of solutions-orientation



SUBMIT YOUR EVENT HERE

DEADLINE: March 31, 2023

EVENT SUBMISSION FORM

CONTACT



If you have any questions please contact:

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Boris Le Montagner

Action Days Coordinator

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**THANK YOU FOR
BEING PART OF
THE MOVEMENT**