

Guidelines for the Participants of the Conference and Observers

1. Format of the Conference:

1.1. The Round Tables

Eight Round Tables working in parallel: presentations by academics and students followed by discussions:

1. Economics and Finance;
2. Law and Human Rights;
3. World Politics and International Relations;
4. Social Affairs and Medicine;
5. Ecology, Environment, and Energy;
6. Design, Technology, and Innovations;
7. Education and Youth; and
8. Humanities: History, Philosophy, Linguistics, Arts and Journalism.

1.2. Format of the Round Table

The format of the Round Tables will be a series of Sessions with presentations, each Session lasting approximately 2 hours. Each Round Table will be coordinated by a Secretary General, while each Session will have a different Chair.

1.3. The Order of Presentations

The title of the Sessions and the order of presentations are decided by the Secretary General. The Chair ensures the order of speakers and enforces time limits.

1.4. Speaker's Presentations

1. Presentation of the speaker – 10 min;
2. Previous speaker comments on each new presentation – 5 min; and
3. Joint discussion by all the participants of the Session – 15 min.

While the speaker is making the presentation, the previous speaker will prepare comments on *that* presentation. The comments should include: 1) a positive and negative reflection on *that* presentation; 2) agreement or disagreement with *that* speaker's point of view with an explanation. After the comments of the previous speaker, joint discussion will start. Joint discussion by all the participants of the Session includes open questions from the floor. After the joint discussion, the next speaker will make his presentation. The Chair will comment on the first speaker's presentation.

Speakers will receive in advance a short description of the presentation upon which they must comment.

1.5. The Requirements of Short Description of Presentation:

- Length: around 100 – 150 words;
- Font size: Times New Roman 12, single interline; and
- Formatting: .doc, .docx, .rtf.

1.6. The Requirements of PowerPoint Presentations:

Speakers, if they wish so, may make Power Point presentations with the following requirements:

- Size: 5 to 12 slides; and
- Formatting: .ppt format.

(Please note that Power Point presentations are not obligatory)

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2. The Conference Papers Submission Deadlines

The following documents must be sent by e-mail to g20youth@g200youthforum.org:

- Name of the G200 Youth Forum 2017 Conference Round Table, topic of the article, the abstract of the article and short description of the presentation should be sent with the application;
- Article should be sent no later than **October 15, 2017**; and
- PowerPoint presentation should be sent no later than **October 15, 2017**.

3. The Chairs, Secretary Generals and Head of Secretaries

Each participant of the Conference and Observers may apply for one of the following positions: the Chair, Secretary General or Head of Secretaries.

3.1. The Chairs, Secretary Generals and Head of Secretaries Responsibilities

3.1.1. Chair is the person who:

- Facilitates the Session;
- Drives the dialogue;
- Announces the speakers;
- Keeps the order of presentations within the framework of the respective Session; and
- Enforces time limits.

3.1.2. The Secretary General of each Round Table:

- Analyzes and allots the presentations among a number of Round Table Sessions by making the schedule of Sessions;
- Provides a title for each Session, defines subtopics;
- Defines the order of the presentations for all Round Table Sessions;
- Sends out proposal of the order of the presentations to the G200 Association Executive Committee;
- Listens to all the presentations, comments and discussions during the Round Table Sessions;
- Gathers all the ideas together to present them at the Official G200 Youth Forum 2017 Closing Ceremony;
- Provides the Head of Secretaries and Executive Committee with the Reports on pr@g200youthforum.org:
 - 1) Conference Round Table Draft Report on the Round Table Sessions of December 8 within an hour after the end of session, but not later than 8:30 p.m.
- Is a member of the Article Selection Committee responsible for selecting and approving the articles and their order in the Conference Proceedings; and
- Presents the results of the Conference Round Table Report at the Official G200 Youth Forum 2017 Closing Ceremony in a speech of no more than 5 minutes.

3.1.3. The Head of Secretaries:

- Coordinates the work of all respective Secretary Generals;
- Facilitates communication between Secretary Generals during the G200 Youth Forum 2017;
- Gathers all the Conference Round Table Reports from Secretary Generals;
- Combines all statistics, collates the Conference Round Table Reports in one document (the G200 Youth Forum 2017 Conference Report) which must be delivered to the G200 Alumni Association Executive Committee Office; and
- Communicates on deliverables of the G200 Youth Forum 2017 (final results).

3.2. How to Become the Chair, Secretary General and Head of Secretaries

➤ Each participant of the Conference and Observers may apply for the position of Chair, Secretary General or Head of Secretaries.

➤ In order to apply for the position you must no later than **October 28, 2017** provide to g20youth@g200youthforum.org 5-10 sentences of explanation as to why you would like to become the Chair/Secretary General/Head of Secretaries and why you think you should be selected for the chosen position.

4. The Conference Round Table Report Description

The Report must include:

I. The Round Table name

II. Sessions descriptions

A. Name of the Session 1

Chair: Name Surname 1

Session 1 Speakers:

No	Name Surname	Title	University	Name of the presentation
1				

10-15 sentences in a descriptive style about all the topics discussed including the different opinions presented and the consensus reached. For each separate Round Table Session should be made separate description.

B. Name of the Session 2

Chair: Name Surname 2

Session 2 Speakers:

No	Name Surname	Title	University	Name of the presentation
1				

10-15 sentences in a descriptive style about all the topics discussed including the different opinions presented and the consensus reached. For each separate Round Table Session should be made separate description.

C. Session 3 – etc.

Statistics:

- Number of universities (and names of universities in parentheses);
- Number of countries (and names of the countries in parentheses);
- Number of professors, lecturers, students, university management representatives; and
- The number of presentations delivered by professors, lecturers, students, university management representatives (for example, 25 presentation were delivered by 6 professors, 15 lecturers and 4 students).

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5. The G200 Youth Forum 2017 Conference Report

- I. G200 Youth Forum 2017 Conference description;
- II. G200 Youth Forum 2017 Conference Statistics; and
- III. Conference Round Table Reports.
 - A. Economics and Finance Round Table Report;
 - B. Law and Human Rights Round Table Report;
 - C. World Politics and International Relations Round Table Report;
 - D. Social Affairs and Medicine Round Table Report;
 - E. Ecology, Environment and Energy Round Table Report;
 - F. Design, Technology and Innovations Round Table Report;
 - G. Education and Youth Round Table Report; and
 - H. Humanities: History, Philosophy, Linguistics, Arts and Journalism Round Table Report.

6. The Conference Results Promotion

6.1. Event/Activity Description

- Every participant of the Conference separately or together with other participants is expected to organize an event/activity to present the results of the Conference of the G200 Youth Forum 2017. This can be done at any venue or situation of your choice.
- The activity/event may be organized in any form, for example, a workshop, a round table, gala dinner, annual meeting, video presentation etc.
- Report of the event must be sent to the G200 Association Executive Committee to g200youth@g200youthforum.org no later than **June 1, 2018**.

6.2. The Conference Results Promotion Report:

1. Event /activity organizers;
2. Contact person Name Surname;
3. Name of the Round Table and Session in which you participated during the G200 Youth Forum 2017;
4. Name of the organized event/activity and venue or situation;
5. Activity/event description; and
6. 5 pictures.