Asia Pro Bono Conference

Session Presentation Plan

Sample Guide & Template

**APBC Session Presentation Plan Template\***

(please fill out the below stand-alone session template)

**Name of Session:**

**Session Description/Aim:**

**Total Session Minutes: (90/180/270 minutes: delete those not relevant)**

**Lead Presenter/Co-Presenters**

1)

2)

3)

4)

5)

**Session Plan:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Activity Step** | **Activity Description** | **Time (Min)** | **Presenters** | **Materials Needed** |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 5 |  |  |  |  |
| 6 |  |  |  |  |
| 7 |  |  |  |  |
| 8 |  |  |  |  |
| 9 |  |  |  |  |
| 10 |  |  |  |  |
| **Total Time:** |  |  |  |  |

See Sample Session Plan Template Guide below

**APBC Session Presentation Sample Guide (90 Minutes)**

(Modelled after Actual Session at the 8th Asia Pro Bono Conference & A2J Exchange)

**Name of Session:** Growing the Pro Bono Movement-APBC Updates and Reports

**Session Description/Aim:**

This session will consider the programs and initiatives that have grown from the Asia Pro Bono Movement, including specifically from the APBC. This vital plenary will explore what is currently happening, and provide the participants of the APBC and the Asia Pro Bono Consortium a platform to effectively strategize on future approaches to continue to grow and strengthen this vibrant movement.

**Total Session Minutes: (90 min)**

**Facilitator:**

**Facilitators/Presenters:**   
1) [**Bruce A. Lasky,**](https://www.probonoconference.org/bruce-a-lasky/) (Lanna Lawyers & BABSEACLE) | Thailand  
2) [**Mary Catherine Alvarez**](https://www.probonoconference.org/mary-catherine-alvarez-2/), (StreetLawPH) | Philippines  
3) [**Lindsay Ernst**](https://www.probonoconference.org/lindsay-ernst-2/), (Hong Kong University) | Hong Kong  
4) [**Meenakshi Menon**](https://www.probonoconference.org/meenakshi-menon/), (iProbono) | India  
5)[**Haya  Zahid**](https://www.probonoconference.org/haya-emaan-zahid/), (Legal Aid Office) | Pakistan  
6) [**Jane Sanders,**](https://www.probonoconference.org/jane-sanders/) (Herbert Smith Freehills/The Shopfront Youth Legal Centre) | Australia  
7) Maja Daruwala, (Commonwealth Human Rights Initiative) | India

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**Session Plan:**

| **Activity Step** | **Activity Description** | **Time (Min)** | **Presenters** | **Materials Needed** |
| --- | --- | --- | --- | --- |
| 1 | Quick Introduction to Role & Aim of the Session | 5 | Bruce Introduces | None |
| 2 | 1st Pro Bono Update  A gong will be rung and  Maya will present on the A2J Regional Justice Report being distributed in October, 2019 and explain how this fits into A2J and Pro bono | 8 | Maya | Gong |
| 3 | Participant flag drawing-All participants will be given an A/4 paper and colored pencils and ask to draw a flag of the country they registered themselves from for the 8APBC.  Country names will be called and participants from each country with that flag will hold this up their flags. | 10 | Lindsay, Meenakshi | A/4 Paper, colored pencils/markers |
| 4 | 2nd Pro Bono Update-  2 Facilitators will provide a 1-2 minute update on positive pro bono trends that have been happening and that they have been a part of | 4 minutes | Cathy, Jane | Gong  Powerpoint if needed, but not necessary |
| 5 | Participants are asked to stand up and divide into either side of the room. One side will be participants who have been to an APBC before. The other side will be APBC 1st time participants. | 3 minutes | Haya, Maja |  |
| 6 | 2-3 participants on the side of 1st time APBC participants are asked to let the plenary know how they found out about the APBC and why they came. They should do this in 30 seconds or less | 5 minutes | Jane, Meenakshi |  |
| 7 | Participants who have been to the APBC before are then asked to identify someone from the participants who have never been to the APBC that they assisted in some way in getting to the APBC. They should join hands, or join hands with another person who is already joining hands with them.  In the end, almost all of the participants in the room should be connected up by joining hands to another person.  **Note: This is a very powerful message about showing how the movement grows** | 8 minutes | Lindsay, Cathy |  |
| 8 | Groups holding hands stay together. 3-4 persons who assisted in bringing in persons to the 8APBC are identified and asked how and why they did this, and who they brought in. Each person should speak for 30 seconds to 1 minute | 8 minutes |  |  |
| 9 | 3rd Pro Bono Update-  A gong will be rung and  2 Facilitators will provide a 1-2 minute update on positive pro bono trends that have been happening and that they have been a part of | 4 minutes | Lindsay, Meenakshi | Gong  Powerpoint if needed, but not necessary |
| 10 | Pro Bono Pledges:  Participants are introduced to the Pro Bono Pledges (through a PowerPoint and the Pledges are written on Flip Chart Paper and are included in areas of the room)  3-4 Participants are asked if they can tell us how they fulfilled pledges since last years APBC.  Participants are then shown the Growing the Pro Bono Movement Vitamin Confetti (this is shredded paper/confetti that is made up of the many different session plans from the 8APBC.  Marlon Manuel is then asked if he remembers what the Indonesian phrase was from the 5APBC pledging?  Marlon then says what it was, we ask the participants if he is correct or not.  We then ask someone who was in APBC Conferences in Bali or Malaysia to give us a reminder of what happened in the pledges session  Participants are then asked to make pledges to drive the pro bono movement forward. Each pledge is on 2 pieces of flip chart papers on the wall. People get up and sign their name on to the pledges. The pledges include (but are not limited to):   * Get 2 additional people to do pro bono within the year * Institute pro bono policy in office * Ensure you teach pro bono in classes * Lobby Bar Association, Government and/or other institutions to support and promote pro bono * Assist with organizing the Asia Pro Bono Conference * Other suggestions for growing the pro bono movement   Each time they pledge to something the persons with the Growing the Pro Bono Movement Vitamin Confetti yell out the word for “pledge” and are sprinkled with Growing the Pro Bono Movement Vitamin Confetti. All the facilitators assist and staff the various flip chart areas and also we get student volunteers to assist. | 20 minutes | Bruce leads and all the facilitators assist and we have student volunteers identified before to help | Powerpoint slide of the pledges  Flip chart paper for the pledges listed on it in 3 places in the room  Growing the Pro Bono Movement Vitamin Confetti (this is shredded paper/confetti that is made up of the many different session plans from the 8APBC. |
| 11 | 4th Pro Bono Update-  A gong will be rung and  2 Facilitators will provide a 1-2 minute update on positive pro bono trends that have been happening and that they have been a part of Announcements of Next 4 Year Plan for the APBC and show of hands of those who want to be a part of supporting the events. | 4 minutes | Bruce and Haya | Gong  Powerpoint if needed, but not necessary |
| 12 | Open Floor Comments/Remarks from Participants (Ideas are solicited) | 9 |  |  |
| 13 | Closing and thanks | 2 minutes | Haya, Maja and Jane |  |
| **Total Time:** |  | **90** |  |  |