Speaker's Guide

The Asia Pacific Futures Network Virtual Conference 2020 Organizing Committee thanks you for your willingness and generosity to share your time and knowledge to our participants. You are part of a great lineup of speakers, facilitators, moderators, and provocateurs who will share ideas, images, and insights about the futures of Asia Pacific in 2050 and beyond.

First, an overview of the conference. This is the structure of the program for three days. See the sessions below, and find details at the conference website here. Note that all times indicated are Philippine Time. Check this time converter to see your local time.

Time	Day 1 https://apfn-hiraya.com/day-1/	Day 2 https://apfn-hiraya.com/day-2/	Day 3 https://apfn-hiraya.com/day-3/
12:30 NN-8:30 PM	Gather Futures Plaza	Gather Futures Plaza	Gather Futures Plaza
9:00 – 10:50 AM	Opening Plenary: *Regenerating Asia 2050*	Plenary 3: *Public Health in a Post-Pandemic World*	Plenary 5: *Technology Foresight*
10:50 -11:00	Health Break		
11:00- 12:30 NN	Zoom into the Futures: Six simultaneous sessions	Zoom into the Futures: Six simultaneous sessions	Zoom into the Futures: Six simultaneous sessions
	Zoom into the Futures 1 *Democratizing the Future*	Zoom into the Futures 7: *Nature Futures*	Zoom into the Futures 14: *Scenario Visioning and Strategy Development in Science and Technology*

	Zoom into the Futures 2 *Policy Foresight 1*	Zoom into the Futures 8: *Conspiratorial Thinking and Alternative Futures*	Zoom into the Futures 15: *Policy Foresight 2*
	Zoom into the Futures 3 *Book Launching*	Zoom into the Futures 9: *Next Generation Perspectives on Futures of Asia*	Zoom into the Futures 16: *Arts and Culture Futures*
	Zoom into the Futures 4 *The Futures of Basic Education*	Zoom into the Futures 10: *Futures of Higher Education*	Zoom into the Futures 17: *Youth Futures*
	Zoom into the Futures 5 *City Futures and Urban Regeneration*	Zoom into the Futures 11: *Democratizing Futures*	Zoom into the Futures 18: *Scenarios in Economy, Democracy, and Innovation*
	Zoom into the Futures 6 *Health Futures*	Zoom into the Futures 12: *Seeking Inclusivity through Postnormal Times in Asia and Beyond*	Zoom into the Futures 19: *Policy Foresight 3*
12:30-1:30 PM	Health Break		
1:30 -2:50 PM	Fireside Chat 1 *Innovations in Policy Foresight*	Fireside Chat 2: *Economy and Productivity 2050*	Fireside Chat 3: *The Futures of Arts, Culture, and Design*
2:50- 3:00 PM	Health Break		
3:00 – 4:30 PM	Simultaneous Sessions	Simultaneous sessions	Simultaneous sessions
	Provocations 1: *Strategy and Consciousness*	Provocations 2: *Familiar and New Normal*	Provocations 3: *Spiritual Futures*
	Special Session 1: *Why Foresight Matters for Policy Makers*	Open Space 2: *How to Create an Open Space for Collaboration in the Digital Age Amongst Futurists, Foresight Practitioners and those starting out in Futures Thinking*	Provocations 4: *Prevision, Annihilation, and Synthesis*
	Workshop 1: Tools and Methods *Co-creating in Uncertainty*	Workshop 3: *Goodbye Zoom fatigue - How to facilitate online futures workshops that will capture and hold anyone's attention and imagination?*	Workshop 5: *Introducing Appreciative Inquiry: Capturing Learning from the Future for Large Group Change*

	Workshop 2: Game *Dreams and Disruptions*	Workshop 4: *Resilient and Antifragile Asian Futures in Emergency Disaster Management*	Workshop 6: *Participatory Futures*
4:30 – 4:40 PM	Health Break		
4:40 – 5:50 PM	Plenary 2: *Moving Towards Transnormal Futures*	Special Session 2: *Corporate Foresight: A Force for Good?*	Special Session 3: *The Future is Female!*
5:50 - 6:00 PM	Health Break		
6:00 – 7:00 PM	Open Space 1: *Sharing Knowledge to Regenerate Asia Together*	Plenary 4: *State of the Future 2050: Panel Discussion with Millennium Project Chairs*	Closing Plenary: *Regenerating Asia 2050*
7:00 – 8:30 PM	Gather Futures Plaza	Gather Futures Plaza	Gather Futures Plaza

Who this guide is for
This guide for you, whether you are a speaker in the Main Plenaries, a panelist for the Fireside Chats, presenter in Zoom into the Futures or Provocations, or facilitator in a Workshop or Open Spaces. There is a separate guide for moderators, so if you are also moderating a session, you should also receive that.

Gather Futures Plaza
As you might have noticed, the first item in the program is not the first activity of the day. It is in the network site Gather where speakers and participants can interact. We will post the Gather link in the final Miro board where everyone can access all sessions. It's open for eight-hours a day, and we have timed it so that it starts at the second half of the program, and ends well after the last session of the day. We will be sending out information about this soon. Our colleagues at the APF are helping us set this up.

Sessions
There are four standard sessions in the conference:
- Main Plenaries, 1 hour and 50 minutes
- Zoom into the Futures, 1 hour and 30 minutes
- Fireside Chat, 1 hour and 20 minutes
- Workshops and Provocations, 1 hour and 30 minutes
  - o Provocations
  - o Workshops
  - o Special Sessions (2 and 3 are 1 hour and 10 minutes long)

- Open Spaces, 50 minutes and 1 hour and 30 minutes

Depending on the number of speakers in your session, you will have 15 to 20 minutes to present. If you have a co-presenter, your session moderator can give you 20 minutes to present together, depending on the number of speakers. You will have an idea by looking at the program.

Health Breaks
We have also placed Health Breaks after every session so everyone can stretch a bit and grab a cup of tea. We have four 10-minute breaks and one full hour break. This is also to give upcoming session to be in the Zoom Room a few minutes early so that the host could prepare the session. Others can also use the Health Breaks to visit the Gather Futures Plaza.

Zoom Host
There will be a host in every Zoom Room. They are assigned to make sure the technical aspects of the session are addressed. The host will be in the room 10 minutes before the session, and will make the speakers, presenters, and facilitators as Zoom co-host. They will be made co-host whether or not they have a presentation to show or not. This is to ensure that the session goes on in case the Zoom Host encounters an internet problem.

Plenary Chairs and Moderators
Within the week of Nov. 9 to 14, we will provide the plenary chairs and moderators your email address so that if they so choose, they can reach out to you directly, so watch out for an email with the title: *From your APFN Moderator.* They might ask you some questions about your talk and might choose to rearrange the order of speakers. Please reply to their email. This is a great way to maximize networking, before and even after the conference. We will give them a detailed guide too, but they might not be able to address all your concerns. Note that you can always reach out to the Organizing Team for any questions that you might have.

[Miro](#)
We will also provide a Miro Guide and Miro practice link to allow everyone to try the different features of the Web App. We are arranging for an APFN Virtual Sandbox Party on November 16, Monday, at 6pm, Philippine Time. It will give people a chance to play with the Miro features to prepare them for the workshop.

In the actual conference, each session will have its own frame within the same Miro cosmos. Everyone is encouraged to post session insights and feedback there. Some sessions, such as workshops will be using their Miro frame for the activities. However, some would not. All are

encouraged to share their thoughts in the appropriate frame anyway. If you need to use a Miro frame for your workshop, inform us right away so we can provide the link as early as possible.

Hiraya Star Map
During the APFN Virtual Sandbox Party, we will fill out the Hiraya Star Map. *Hiraya* is an ancient Filipino word that means the fruit of one's visions and aspirations. In the Hiraya Star Map, you can put your name and contact details (or LinkedIn URL!). If you cannot attend the Virtual Sandbox Party, feel free to do it on your free time so that people could click on it and add or follow you. All speakers, presenters, and facilitators, and even participants are encouraged to do that.

Preparing for your talk
Here are some tips to help make your presentation a breeze:
- Choose a spot where there is unlikely any disturbance.
- Upload the Zoom background and check. Use a green screen or cloth if the background does not clearly project.
- Check your audio. Better to use a headphone if possible.
- Have your presentation open, and close other apps on your laptop so its easy to find your presentation
- Be in the Zoom Room at least 10 minutes before your time.
- Check your screen share function, and ask the Zoom host to make you co-host if you are not yet one.
- If you need to use music in your presentation, inform the Zoom Host before the start of the session.
- Look at this [Zoom Guide](#) if you are not familiar with the functions of Zoom.

Your talk/presentation/workshop
Email your presentation to us by November 16 so that our Zoom Host will be able to show your presentation in case you encounter any technical issues. Attached is a Zoom background that we are encouraging all speakers and moderators to use during their session. This will identify speakers from participants so the Zoom Host would be able to address everyone accordingly.

Conference Recording
All sessions will be recorded by the Zoom Host. If you have concerns about recording, kindly inform us right away.

You can download this
In case you misplace this document and would like to revisit it, we will make it downloadable in the conference website, on top of the Speakers Page (if it's not yet there when you check, if will be there soon.

We are here to support you
Contact us at apfn@philfutures.net
or Whatsapp +85592750830 (Shiela R Castillo)