In October and November 2019, the “Kampala Initiative” was launched with a series of four public webinars, each focused on a case that illustrates challenges in aid, with a focus on possible solutions to advance solidarity and cooperation. In 2020, the series of webinars will be continued.

Kampala Initiative webinars are the main instrument for attracting a broad audience to a new or current case/process that needs civil society attention and/or action.

How to propose a webinar

- All members (institutions or individuals who have signed the Kampala Declaration) and sub-groups of the Kampala Initiative are welcome to propose webinar topics.
- Before initiating a webinar, you need to get the formal ‘go ahead’ by the Kampala Initiative programme group.
- You can do this by submitting a proposal either:
  - In response to an official call for proposal issued via the Kampala Initiative ‘Beyond Aid’ mailing list.
  - Or on a rolling basis directly to Tess Woolfenden, t.woolfenden@healthpovertyaction.org.
- A proposal should include the following -
  - Clear topic/title.
  - Introduction to the topic, with references if relevant.
  - Objectives and expected outcome of the webinar.
  - Outline of the proposed structure of the webinar (speakers, discussions, time frame).
  - Name and contact for enquiries.
- All proposals need to be related to the overall topic of the Kampala Initiative of challenging, transforming and moving beyond aid.
- Co-hosting will be considered on a case-by-case basis and will go ahead with the agreement of the steering group. Priority will be given to civil society organisations and signatories of the Kampala Initiative Declaration.

All community tools are coordinated and managed by the Kampala Initiative programme group. For more information, please visit the Kampala Initiative website: [https://www.medicusmundi.org/kampalainitiative](https://www.medicusmundi.org/kampalainitiative)
How to prepare for a webinar

- The first step is for the Kampala Initiative programme team and the webinar organisers to agree a date to host the webinar
- When the date is agreed, the programme group will share relevant resources with the organisers, including a template slide deck and a link to previous webinars which can be used to refer to when planning
- Timely planning (programme, speakers, input, PowerPoint) is then the responsibility of the organisers
- As a guideline, each webinar could include –
  - Introduction to the Kampala Initiative (delivered by a member of the Kampala Initiative programme team)
  - Introduction to the theme of the webinar and expected outcomes
  - Presentation/s on the theme of the webinar
  - Moderated discussion/s with webinar participants
  - Summary of discussions
  - Summary of next steps, if relevant including sharing contact information for interested participants
- 2 weeks before the webinar, the organisers should share announcement text to the Kampala Initiative programme team to be reviewed and agreed.
- The announcement text will then be used by the programme team to –
  - set up a Zoom webinar so that we have the registration link
  - make the organisers, programme group members and confirmed speakers “panellists” of the webinar in Zoom
  - advertise the event via the Beyond Aid google group, the Kampala Initiative website, social media and relevant networks
  - ask organisers to also advertise on their social media and with their networks
- Promotion of the event should happen at least 1 week prior to the event (ideally 2 weeks), as well as further promotion nearer the time as agreed between the organisers and the programme team
- If being used, the PowerPoint presentation for the webinar should be finalised and shared with the Kampala Initiative programme team at least 2 days prior to the event
- Please note that while we welcome discussions about work that has been put out (e.g. books, reports, studies) by individuals/institutions, we must be careful that these are used as a launching pad for discussions rather than a space for promotion.

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How to host a webinar

- The webinar will be launched by the Kampala Initiative secretariat as the "technical host" - this will be done by Thomas Schwarz as the MMI Network holds the Zoom subscription.
- Thomas will set up the call 15-30 minutes prior to the webinar starting to display a set of welcome slides, and to give time for the organisers, speakers and Kampala Initiative programme team to test the sound/functionality of the call.
- The webinar should start exactly on time.
- A member of the Kampala Initiative programme team will welcome participants and give a very short introduction to the Kampala Initiative. This will be maximum 5 minutes long.
- The webinar organisers then take over to run the core part of the webinar. This includes; sharing screens with participants and managing PowerPoint presentations, introduction and 'running' of webinar, facilitation and moderation of discussions and closing/summarising the conversation.
- Any discussion or Q&A can be facilitated using the "raise hand" function and the dialogue box in Zoom.
- All technical functionalities can be demonstrated during the "test time", but a separate training/test call can also be set up a few days before the webinar if requested.
- The Kampala Initiative programme team will be on standby to offer technical support, and back-up moderation of the webinar, if needed.
- Kampala initiative webinars are set-up by the MMI Secretariat on Zoom (subscription by MMI) – there is a maximum of 100 participants per webinar.

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