UR فهم المخاطر
Abu Dhabi
UNDERSTANDING RISK
Global Forum | 19 - 23 October 2026

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Guide for Session Leads

Understanding Risk Global Forum 2026 (UR26)

October 19-23, 2026, Abu Dhabi, UAE

The purpose of this guide is to provide Understanding Risk (UR) Session Organizers/Leads with the information and tools to successfully submit a proposal and plan and facilitate a Technical Session or a Focus Day event at UR26. Session Organizers/Leads are members of the DRM Community who bring together a unique combination of area expertise and skills in facilitation. As a Session Organizer/Lead, you will play a critical role in framing the discourse of the UR Forum by: (i) identifying the topic of the session; (ii) inviting experts and practitioners as session panelists or providing an alternative, highly interactive session; (iii) preparing and presenting an overview (Ignite) presentation on the opening night (NB: the Organizing Team will reach to you on this; not all sessions will be required to do an Ignite due to time constraints); (iv) moderating the conference session; (v) submitting your session proposal before March 30, 2026 via our online tool; and (vi) providing a summary of the best practices discussed in the session for the conference proceedings publication by December 15, 2026.

Sessions should be engaging and fun, with adequate time for audience participation and questions. We encourage the Session Organizers/Leads to think outside the box on ways to present information and facilitate audience engagement.

Roles and Responsibilities of Session Organizers/Leads

As a Session Organizer/Lead, you will need to take care of the following steps:

i. **Session Proposal:** Submit your session proposal by March 30, 2026, via the Call for Proposal form on our website UR Forum 2026
   a. **Technical Sessions:** The duration of Technical Sessions is limited to 50 minutes. The sessions must be structured based on one of the following formats ensuring that there is time for audience participation

      i. *Panel format:* A panel of 3-4 experts and practitioners to discuss the topic, with audience participation, e.g. significant time spent on Q&A
      ii. *Fireside:* An informal conversation between a moderator and a guest
      iii. *Presentation format:* 3 – 4 experts and practitioners in the field to speak for a maximum of 10 minutes each plus time for Q&A
      iv. *Ignite presentations:* A number of sessions will be requested to perform Ignite presentations during the Opening Ceremony. The Organizing

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Committee will contact you if your session has been selected for Ignites. If your session has been selected for Ignite presentations, you **must** be onsite a day before the conference starts for rehearsals. Failure to attend the Ignite rehearsal will mean that you will not be able to promote your session on the opening night.

b. **Focus Day events:** Focus Day events can be 2h, 4h, full-day or 2-day events. They are community-based sessions and include challenge-focused workshops, hackathons, training, launches of books, reports and initiatives, innovation demos, meetings and seminars; you are free to structure your sessions as it best fits your needs. Please make sure that your session will be as engaging and interactive as possible.

c. **List of Session Participants**: UR Technical Sessions and Focus Day events should include a diverse (in organization, nationality and gender) and interesting group of speakers or be a highly interactive session, such as a serious game.

d. **Session flow:** Your role is to manage and moderate the entire conference session. To ensure audience participation, please select one of the formats above or propose an alternative format. We are always looking for innovative ways to present information and welcome new format ideas. You must receive approval from the UR Organizing Team if your format does not follow the three formats above. Please also reach out to the committee if you require help to come up with a Technical Session format that conforms with the spirit of the UR.

e. **Session manager:** Either you or a dedicated session manager of your choice will be responsible for gathering all content from your speakers and making sure that their presentation material will be submitted to the Organizing Team in time. The session manager will be the liaison between the Session Organizer/Lead and the UR Organizing Team for any logistical issues.

ii. **Speaker Permit Application:** Please be aware that every individual assigned a speaker role is required to obtain a speaker permit, as mandated by the Abu Dhabi Government. Obtaining this permit is a mandatory requirement. The Conference Secretariat will assist you with obtaining the speaker permit.

For your reference, the following documents are required for speaker permit application:

- Recent passport picture (preferably white background)
- Passport copy
- isa Page (if UAE resident)
- EID front and back (if UAE citizen/resident)
- Speaker Introductory Form (Please download it here)

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iii.   **Registration**: Please make sure that you and all of your panelists/speakers are registered. Registration opens on February 02, 2026 on our dedicated event website Register here

iv.   **Travel and accommodation:** Session Organizers/Leads are responsible for organizing (and if needed, pay for) the travel and accommodation of their panelists; due to the high request, we recommend booking your hotel(s) as soon as possible. A list of recommended hotels at special fares will be available soon on our UR26 website.

v.   **Post Conference Summary of the Session:** Summarize the main findings and best practices highlighted in the session, with contributions by the panelists. The summary is approximately 1,500 words and is due by December 15, 2026. This summary will be published in the UR2026 Proceedings Publication.

TIMELINES

Deadline for session proposals	March 30, 2026
Notification of selected sessions	May 08, 2026
Final Title and Abstract provided	June 15, 2026
Final list of panelists/speakers provided, including bios and headshots	June 15, 2026
Presentation materials from panelists/speakers provided	October 05, 2026
Ignites rehearsals in Abu Dhabi	October 18, 2026
Session outcome submitted for proceedings	December 15, 2026

Should you have any questions, please contact info@ur26-abudhabi.com

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