

## Regional Celebrations – Briefing Note

### Purpose:

The purpose of the regional celebrations is to provide an opportunity for each region to celebrate part of their culture and their achievements over the past 4 years to inspire and celebrate together with the other assembly participants. It is compulsory for each region to prepare a celebration.

### Description:

Each region will have a 15 - 20 minute slot on stage during one of the evening dinners (between 7.30pm & 9.30pm). The region can choose one, or a mix, of the following elements to entertain the assembly participants and engage them in your culture and inform them about your work:

- Music, song or dance traditionally from your region (live or via video)
- Video of some of the work that members carry out in your region
- Slideshow of photos from the region with music in the background - context and work being done
- Voices/short video messages from communities and community members where ACT members are working in the region
- etc (please be creative!)

Please remember that people will be eating at the same time - so avoid lengthy speeches or powerpoint presentations and provide subtitles in English for any spoken video messages.

Each Region will have 15 to 20 minutes during the two hour dinner (7.30pm to 9.30pm) on the following evenings:

- Monday 29<sup>th</sup> October – Asia & Pacific Region and Africa Region
- Tuesday 30<sup>th</sup> October – LAC Region and North America Region
- Wednesday 31<sup>st</sup> October – MENA Region and Europe Region\*

\*As Europe are hosting the assembly, they are considering hosting a longer cultural celebration after dinner on 31<sup>st</sup> October in the main hall. All other regional celebrations will be in the dining hall during dinner.

### Process for preparation:

- Regional Representatives or regional focal point communicates with members in the region about plans for regional celebrations
- Regions decide which members will lead in the preparation of the regional celebration
- Preparation for the celebration takes place by members in collaboration with regional representatives or focal points

### Costs/Requirements:

The regional celebrations must be led on the night by registered assembly participants from the region (although others may have been involved in the preparation of materials). Technology requirements, if any, should be communicated to the Assembly Coordinator ([sarah.kambarami@actalliance.org](mailto:sarah.kambarami@actalliance.org)) by 31<sup>st</sup> July 2018.