

Solutions Exchange (SolEx)
Challenge Team Preparation
Agenda
Approx. 45 minutes

This agenda is to prepare the challenge presenter(s) for the Solutions Exchange. This can be done in person or with a phone/video call about 1-2 weeks prior to the SolEx session.

Brief introductions

Participants share 1 thing or person that is currently inspiring them.

Review SolEx objectives for both Challenge Presenters and Participants

Objectives include: focus a group's expertise on a specific challenge, build a support network, make new connections for resources and ideas, etc.

Review SolEx session format

- **Timing/Format**

1 hour 45 minute breakdown for 3 different challenges (allow approx. 30 min per challenge when planning your session)

1. 4 minutes for facilitators to describe how the session will work
2. 3 minutes for 3 Challenge Presenters to introduce their challenge to the whole room/video call (each person/group gets 1minute)
3. If more than 1 challenge, complete steps #4 and #5 for each challenge before moving to the next challenge
4. 10 minutes for Challenge Presenters' poster presentation
5. 20 minutes for peer feedback and conversation
6. 3 minutes to highlight learnings and actionable solutions with the whole group

- **Role of the Facilitator**

Session facilitator will keep time, facilitate group conversation, take notes on audience feedback

Team Preparation

- **1 Minute Team Pitch**

- Name/Location
- Conference Theme of your work/challenge
- Who you serve/work with
- Your current challenge
- Top burning question

- **Your Poster**

- 1 chart paper and markers
- Come prepared with complete poster (see example)
- Poster will be visual focus for your group

- Poster Preparation (10 minutes to present to session group)
 - 5 Categories / Guidelines – See sample poster for formatting suggestions
 - 1. Challenge Title**
 - 2. Who We Are**
 - Location
 - Organization or project staff size
 - Resources (Budget, Funders, Timeline, Community Partners/Other Team Members Outside of Organization, Other Tools)
 - Mission
 - Who we serve/work with
 - 3. Challenge Background**
 - Our Achievements
 - Our Challenges
 - 4. What's Coming Up?**
 - Emerging opportunities
 - New conditions
 - 5. Our Top Burning Questions (5 max)**