



Guidelines for Training Sessions

Presentation Type

A training session presents a particular topic or skill to help build capacity for developing and delivering walking policies, programs and projects. A training aims for participants to absorb, understand, and apply the information or skills to take home and apply at their base.

Your session is scheduled as indicated in the [programme](#).

Session length: 90 minutes.

Session organisation

- Please use our [conference template](#) for your presentation, to edit it, please **download the template or make a copy of the file**.
- Set the objective of the session.
- Define format and agenda for your session (including timings for presentations, interactive activities, Q&A session, and conclusions).
- Please send us the description of your session in the programme (objective and agenda) to include in the programme to (tirana@walk21.com) before **Tuesday 23 September**.
- A computer, a projector and a screen will be provided for your presentation.

Before your session

- Please bring any stationery you will need, such as marker pens, sticky notes, A2 papers and tracing papers.
- Please make sure to arrive at the venue at least **15 minutes** before your scheduled session to set up your equipment and perform a technical check with our AV team.

During the session

- Be sure to keep to time, start and end on time. **If possible, please finish five minutes before the scheduled end time to make sure the next session starts on time.** This is crucial to ensure the day runs smoothly.
- Please note that you will lead and run the session. There will be limited technical support on the day for anyone who needs it.

Further Information

- We invite you to join the official [Walk21 Tirana WhatsApp Channel](#), where you'll receive reminders, announcements, and practical information to help you stay updated and get the most out of the conference.



- To promote your session on social media, please download or make a copy of our [Speaker Spotlight template](#), include your information, and share it on your channels and your organisation's platforms
- If you have any questions please contact us at tirana@walk21.com