

# HOW TO HOST EVENTS TO FOSTER UNDERSTANDING OF REFUGEES

YOUNG  
CHAMPIONS



Gather people to learn about the experiences of those forced to flee.

Whether through a panel discussion, a film screening, or a presentation, you can create a meaningful space in which your friends and community can enrich their understanding of what it means to be displaced. In addition to yourself, scholars and experts, speakers can also be refugees, internally displaced or stateless people.



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## I. EVENT IDEAS

### Panel discussion

A panel discussion is especially great if you want to address a specific aspect of displacement from different perspectives and generate new ideas and solutions. A well-balanced panel includes 3 to 5 speakers from diverse backgrounds and a moderator who keeps track of time and guides the conversation.

### Film screening

Films about refugees help make the topic of displacement more tangible. Your film screening can be followed or preceded by a panel event or guest speaker. Make sure to leave room for discussion after the movie. Here are some ideas.

### Guest speaker

If you wish to dive deep into a particular subject or personal story, you may want to invite just one guest speaker to share their experience. A guest speaker can be part of an official event, intervene in your classroom or join your MUN opening or closing ceremonies.

### Presentation

Do you have a story of displacement in your family? Or are you passionate about an issue? Why not give a presentation yourself? It is a great way to practice public speaking and make others care as much as you do. We can provide ready-made presentations or help you prepare one. Contact [youth@unhcr.org](mailto:youth@unhcr.org).

### TEDx style event and performances

A TEDx style event is a series of short talks that shed light on a subject from a variety of angles. Speakers stand on stage and give a very inspiring short talk one by one. You can also opt for performances (singing, acting) that send a meaningful message.

### Live Q&A

A live question and answers (Q&A) session can take place at the end of your event or can be the main event on its own. This type of event can also easily be organized online on platforms like Zoom or in the format of Instagram Live, TikTok Live, etc.

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Supporting



## I. HOW TO PREPARE FOR YOUR EVENT

01

### Identify the type of event you want to organize & logistics

- What type of event do you want to organize? Check the ideas on the previous page!
- Choose a date and time
- Give yourself at least one month to prepare, and more for bigger events like a TedX style series.
- If you plan an in-person event, identify a venue (e.g. classroom, auditorium, stage)
- If you plan an online event, choose the right digital platform for your needs (e.g. Zoom, Insta Live)

02

### Research and identify your topic(s)

- What will your event be about? This could be an emergency (e.g. Ukraine, Afghanistan), a theme (e.g. education, resettlement) or someone's story.
- When doing your research, use reliable sources from UNHCR or other accredited institutions.
- If you're doing a presentation, identify a professor who can advise you on the topic and material.
- If you're organizing a screening, pick a film that captures the refugee experience in a meaningful way. You can refer to [GlobalNomads](#) for ideas.

03

### Identify and invite your speaker(s)

- Speakers can be refugees, young supporters, professors or experts whose professional focus revolves around your event's topic.
- When inviting speaker(s), introduce yourself, explain the topic and specify the date/time of the event.
- You can also consider organizing your event in partnership with one of the speakers' organizations.

04

### Assess your needs and assign responsibility

- What will you need for your event to run smoothly? A screen, computer, mics, posters, social media content, projector, food, water?
- Do you have a budget for your event? If so, allocate an appropriate portion to each item.
- If you work with a team, divide up the tasks among members. Make sure each person is aware of their responsibilities and hold regular meetings.

### EXAMPLE:

#### Invite a refugee to address students

As part of the MUN Refugee Challenge, students in Ghana invited Felix, a young refugee, to share his story in front of 700 students and talk about the importance of including refugees in the economy.



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## III. HOW TO PROMOTE YOUR EVENT

01

### Create RSVP Link

To invite people to your event and keep track of who is attending, you should create an invitation with a registration link. You can use an event management platform (EventBrite, FaceBook, etc.). Include a summary, the date, time and address as needed.

02

### Create promotional content

Produce promotional images and videos using design platforms like Canva. Talk about your event on social media and draft emails, newsletters or web articles. If you want to use the Young Champions logo on your promotional material, contact [youth@unhcr.org](mailto:youth@unhcr.org).

03

### Inform relevant groups, professors and clubs

Feel free to ask other student groups and professors to help promote your event. Finally, think big and consider informing or partnering with local media outlets and relevant organizations to give your event more visibility.

04

### Send a reminder!

Sending a reminder a few days before your event takes place, or even just an hour before if it takes place online, is a great way to make sure that those who have registered remember to join!

## If you are part of a Club of Young Champions for Refugees

- A member of your Club could be introducing, presenting or moderating the event!
- Each event is an opportunity to recruit new Club members. Include a sign-up sheet.
- Is there a specific action that you want your audience to take? Promote your Club's initiatives.
- Don't forget to let us know about your event! Contact [youth@unhcr.org](mailto:youth@unhcr.org)

## **EXAMPLE:**

### Five young speakers at TedX Stockholm

In Sweden, UNHCR partnered with TedX Stockholm to help five young refugee speakers to share their experiences one by one on stage. [Learn more here.](#)



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## IV. WHAT TO DO DURING AND AFTER YOUR EVENT

01

### Test equipment

Go to your secured venue, classroom or online platform before the event. Test the equipment one last time and make sure everything is properly set up and in working order before your guests arrive.

02

### Be warm and welcoming

- Help people find their seats or make sure everyone can access your online event.
- Introduce yourself and the speakers. Let your audience know if the event covers sensitive topics.

03

### During the event

- Keep track of time. If you're the moderator of a panel, go through your list of questions and give sufficient time for each panelist to speak.
- Don't forget to take some pictures or videos.

04

### Audience questions

We recommend letting the audience ask questions during a "Q&A" session. To make it engaging, you can use online platforms like [Pigeonhole](#) that allow participants to vote for their favourite questions!

05

### Conclude

Thank everyone! Is there an action that you want people to take? This can include joining your club, donating or simply telling others about what they have learned. Consider giving each panelist a small gift such as a cup, a notebook, a pen, etc.

06

### Evaluate your impact

- Evaluate your successes and shortcomings, and draw lessons for the future.
- You can also include a survey at the end of your event. Ask your audience what they learned and if they are more motivated to support refugees.

07

### Share your story

Share pictures, videos, and stories from your event online and also with us at [youth@unhcr.org](mailto:youth@unhcr.org).

08

### Give yourself a pat on the back!

\*You deserve it\*



Thank you for your interest in supporting refugees! Contact [youth@unhcr.org](mailto:youth@unhcr.org) if you have any questions!