



What is Shift and Share?

Shift & Share replaces long large-group presentations with several concise presentations made simultaneously to multiple small groups.

How does the Shift and Share session work?

A few individuals set up “stations” where they share in under 6 min the essence of their work/project, challenges they are trying to solve, and lessons learned that might be of value to others. Participants move to another station after the presentation and brief question and feedback period. As small groups move from one station to another, their size makes it easy for people to connect with the presenters. They can quickly learn from the lessons shared by the presenters, and the informal small-group setting also encourages the participants to ask questions and share their ideas/suggestions on the challenges. Presenters learn from the repetition, and groups can easily spot opportunities for creative solutions and shared interests.

How does the Shift and Share flow?

- **Step 1:** Each table has **two country station hosts per table.**
- **Step 2:** 25 min per round (**5 min each for presenting your story** then 10 min for Q&A, thoughts)
- **Step 3:** We do **three rounds** on D1 PM (6 cities) and **three rounds** on D2 AM (7 cities)

How to prepare for a Shift and Share session?

Each delegation prepares **a brief (up to 2 pages) presentation** to informal storytelling session to be delivered in **under 6 minutes** to address the following questions:

- What are the key challenges the country/city is trying to solve?
- What are the specific variables the country/city are trying to tackle (especially when you try to implement your plan)?
- What will change once the challenge is addressed?
- It is important to note that this is your opportunity to share with your peers the lessons you have learned in the process of solving challenges so that others can learn from your experience. Please also make a point to share at least one thing that is working well or holds promise in your country in this sector.

Presenters are welcome to use any handouts, visuals to support their presentation or show brief video clips or project websites to participants. The facilitator for this session will meet with the presenters ahead of the session to answer any questions on the presentation and process.

When do you share your story?

Each country will present either on D1 PM or D2 PM. We will let you know when you arrive to Tokyo.



What is Action Plan?

An **action plan** identifies key challenges or issues the delegation plans to tackle as a follow-up to the TDD and their strategy/roadmap for addressing them. It should identify specific action steps that need to be taken to achieve a single or multiple objectives. The action plan will also identify follow-up support that may be required to implement the action steps.

The presentation should be no more than **7 min in total**. Each client delegation prepares and presents an action plan to an expert panel composed of technical experts from the World Bank and resource cities. You will have enough time to prepare the action plan during the week.

What Would Make a Good Action Plan?

To ensure that the action plan presentations are well done, please be mindful of the following:

- Please prepare a presentation (preferably without a PPT with the inspiration of TED Talk) in the format that:
 - **You convince a mayor**, a Head of Urban Development, a senior official of National Government
 - You talk about what they would now **do differently**.
 - You **avoid providing overview and context** as participants are already aware of peer engagement throughout the week.

What to Cover in a Presentation?

- SLIDE 1: Key takeaways from the Technical Deep Dive
- SLIDE 2: What needs to be accomplished to address the priority challenges you are facing in your context.
- SLIDE 3: Short, medium and long-term actions to be taken with milestones
- SLIDE 4: Opportunities and Barriers to implementing the action plan
- SLIDE 5: Concrete technical support needed from the World Bank/TDLC?