

## **Attachment A: Conference Committee Planning Questions for Grantees – Question Bank for Future Conference Calls**

An agenda will be sent to grantees prior to each planning session. The agenda will include the questions to be covered and the following statement:

PAPERWORK REDUCTION ACT OF 1995 (Pub. L. 104-13) STATEMENT OF PUBLIC BURDEN: Through this information collection, ACF is gathering information to inform the Adolescent Pregnancy Prevention (APP) Grantees 2021 Virtual Conference. Public reporting burden for this collection of information is estimated to average 1.5 hour per grantee planning committee member, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information. This is one of four sessions. The total time estimate for participation in this information collection activity is 6 hours per committee member. This is a voluntary collection of information. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information subject to the requirements of the Paperwork Reduction Act of 1995, unless it displays a currently valid OMB control number. The OMB # is 0970-0401 and the expiration date is 06/30/2024. If you have any comments on this collection of information, please contact RTI International at [apptta@rti.org](mailto:apptta@rti.org).

### **General Conference Questions**

- Thinking about a conference or larger meeting that you have attended in the past year:  
What were aspects of the conference you really enjoyed and found to be applicable to your work? What would you have changed about the conference?
- Thinking about the last in-person conference you attended: What was the best part?
- If you have ever attended a hybrid conference: What are some lessons learned that you can share with the group?
- What would be 1-2 great songs for the conference playlist (given the theme)?
- What are your recommendations on creative ways to make the conference a positive experience for attendees?
- What auxiliary activities might be good to include in the conference?
- How might we showcase grantees' successes at the conference?
- How might we improve the quality of the of workshops offered at the conference?
- How might we recruit an expanded number of diverse speakers to submit abstracts for the conference?
- How can we ensure we are including leading edge adolescent health researchers and practitioners in the conference?
- How might we maximize participation in the conference?

- What conference tracks would be most helpful for you as you navigate the conference?
- As you consider the learning opportunities that you found beneficial for yourself and others at the 2021 APP conference, what conference tracks should we include this year?

### **Networking Session Questions**

- How might we structure networking sessions to be most helpful for grantees?
  - What are specific topical areas by which we should organize networking sessions?
  - Would regional networking be helpful for grantees?
  - What are ways we can encourage informal connection and build partnerships across grantees?
  - What are good icebreakers and/or questions we could use to encourage more sharing and communication among grantees?

### **Conference Theme**

- What themes might resonate most with you and other grantees this year?
- How might we identify a theme that will advance the concept of equity and apply to all grantees?
- How should the theme inform the visual design?

### **Conference Speakers**

- Thinking about the APP grantees and the theme, who can you recommend as high-quality opening or closing keynote speakers?
- What qualities should we consider when selecting a speaker?

### **Visual Design Session Questions**

- What did you like most about the visual design last year?
- Which visual design do you find most appealing?
  - Why or why not?
- Which color palette do you find most appealing?
- How might we improve this visual design?

### **Youth Participation**

- How might we best engage youth for the youth plenary session?
- How might we best learn from youth during the youth plenary session?
- What are other ways that we might involve youth in the conference this year?