

Template for Defining Personal Participation Objectives in an Event

1. General Objective

Guiding question: What do I want to achieve at this event?

- **Drafting examples:**
 - Strengthen my network of contacts with key stakeholders in the health sector and digital rights
 - Increase the visibility of the importance of a gender perspective in global decision-making

2. Specific Objectives

- **Guiding question:** Who do I want to meet? What message do I want to convey?
- **Drafting examples:**
 - Connect with representatives from the WHO and civil society networks focused on HIV.
 - Convey the need to include women living with HIV in the formulation of digital policies.

3. Personal Indicators of Successful Participation

- **Guiding question:** How will I know that I made the most of the event?
- **Drafting examples:**
 - Having held conversations with at least 3 relevant panelists.
 - Having made an intervention during the Q&A session.
 - Having exchanged contact information with at least 5 strategic stakeholders.

- Having taken notes that will contribute to a future article or proposal.

Professional Tip: Carry this template printed or on your cell phone to review before each session. It will serve as your personal compass to maintain focus and measure your impact in a practical way.

