

CIVIL SOCIETY WEEK 2018

Dates: 22nd - 26th October 2018

Venue: Dodoma, Tanzania



GUIDELINE FOR EXHIBITORS

THEME: INDUSTRIALIZATION DRIVE IN TANZANIA:
PEOPLE, POLICY AND PRACTICE

A: INTRODUCTION

The CSO week is an opportunity to engage public and policy makers for achievement of CSO sector goals and individual organization set goals. The week is organized as a learning and information sharing week. CSO as a sector will have an opportunity to work together to showcase and publicize CSO work through plenary session, breakout session, brief sessions and CSO exhibitions.

The objective of the CSO Exhibitions will be to,

- Showcase the work of CSO and their contribution to development of the country.
- Publicize the successes and CSO involvement in various sectors in the country.
- Create avenue for linkages and collaboration among CSOs themselves and CSOs with government and Parliament.
- Knowledge sharing to the public on various issues that CSO engages with.
- Provision of services to the public as per CSO programs.

B: TARGET

CSO exhibitions will be an opportunity and space to engage with various stakeholders through CSO display of their works, achievements and service provision.

The target audience for the exhibitions will be;

- CSOs
- Parliamentarians
- Government officials from Ministries and Agencies
- University students
- Secondary and primary school students
- General Public, Bodaboda riders, etc.
- Business people, Academicians, etc.
- Women in market place
- Etc.

C: LANGUAGE

The CSO week will be organized and conducted using both English and Kiswahili languages. This will enable the week to be inclusive to all members of the public and guarantee effective participation.

CSO exhibitions will be conducted in Kiswahili for wider engagement of the public.

D: INTERPRETATION OF THE WORK OF CSO DURING EXHIBITIONS

CSO's intending on exhibiting their work should be creative in the presentation of their work. They should be innovative and catching to the public who will attend the exhibitions. The following are some of the guides;

- Images and Illustrations - use of photographs, Maps, drawings, diagrams.
- Audio - Use of spoken diagraphs, oral testimonies and music
- Video - Use of film interviews, films, documentaries, moving image effects
- Technology interactive - prograded and computerized programs, flip books and audios
- Hard Boards - use of images and text
- Modes - uses of props, reconstructions, models
- Live Interpretations - explanations from staff and role play
- Printed text - fliers, leaflets, education materials
- Provision of services such as Legal aid, health check up - sight, BP, HIV/AIDS, cancer screening

Invitees

- Government - PORALG, Dodoma City Council, RC Office, NIDA, Parliament, etc.
- Women / Youth / People with Disability / Entrepreneurs
- Service and Advisory provision for CSOs - Tax Clinic / Health Check-up, etc.

Presentations

CSO's are to exhibit their work by; introducing their organization, area of operation, programs they run, their successes and contribution to the attainment of social justice and development for all in Tanzania. The presentations should focus on the CSO week 2018 Theme, **“Industrialization Drive in Tanzania: People, Policy and Practice”**.

Visitor will have limited time to visit the exhibitions. Organizations should provide their information briefly and precise. Displays should have printed labels. Also objects displayed should be labeled and secured.

E: SET UP

The organizing committee will allocate all exhibiting organizations with booths. These will be organized in regional and zonal setting to allow utilization of space. It will also enable effective engagement with policy makers from the specific region or constituency.

A) FURNITURE:

Organizers will provide tent space, booth (3mx3m), 1 long table and 2 chairs, Power cable, signage for the exhibitions.

Exhibitors will bear their own costs for other exhibition needs they may require. The additional needs are to be communicated to the organizers and can be provided at an additional cost.

F: APPLICATION PROCEDURE

To secure space for exhibition please fill and submit the Registration Form or check the website; www.thefoundation.or.tz.

Note: Detail description of exhibiting organization, partners/co exhibitors, thematic focus to be provided. Preference will be provided for networks and coalitions, and on first come, first serve basis.

All application for exhibitions should be done in the prescribed form in English or Kiswahili.

Application for exhibition space will be reviewed and space will be allocated based on the scale of exhibition.

Approved exhibitions will be provided by **Friday, 05th October 2018** and must confirm their acceptance and pay an **Exhibition Fee of TZS 300,000/0 (Tanzania Shillings Three Hundred Thousand Only) by Wednesday, 03rd October 2018**. No confirmation will be considered without payment of the prescribed fee. The fee will be used for the acquisition and facilitation of the exhibition materials.

To ensure as many CSO get to exhibit their work the organizers encourage exhibitions to be done in partnership and co exhibitions.

Kindly submit the duly completed Registration Form by **Friday, 05th October 2018**.

For more information: Email: csoweek2018@thefoundation-tz.org Website: www.thefoundation.or.tz

Mobile / WhatsApp: +255 762 767 237 / Instagram: csoweek2018 / Twitter: @FCSTZ / Facebook: FCSTZ

