Share-Net International
The Knowledge Platform on
Sexual and Reproductive Health & Rights

SRHR KNOWLEDGE FAIR

A Quick & Easy Guide

www.share-netinternational.org

A space to share SRHR knowledge, spark innovation, build connections, and influence policy.

A Knowledge Fair is a dynamic space designed to share insights and experiences on Sexual and Reproductive Health and Rights (SRHR). It brings diverse stakeholders together to exchange knowledge, showcase innovative practices, foster collaboration, and inspire actions that shape and influence policy and practices.

1 Understanding a Knowledge Fair
What is it?

2 Preparing for the Fair
Plan Smart

3 Engaging During the Fair
Boost Learning & Networking

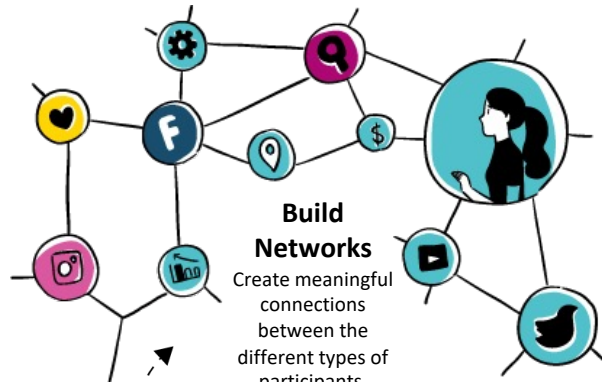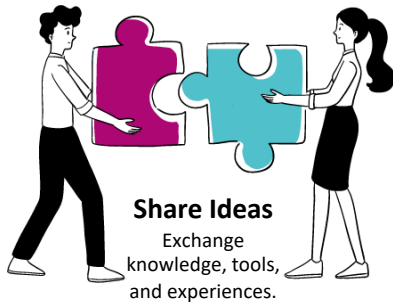**4** After the Fair
Follow-Up Actions

Do's & Don'ts

1 Understanding a Knowledge Fair

What is it?

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MAIN GOALS

Share Ideas
Exchange knowledge, tools, and experiences.

Build Networks
Create meaningful connections between the different types of participants.

Spark Action
Inspire new initiatives, collaborations, and solutions.

Shape Policy
Inform and influence decision-making with evidence.

TYPES OF FAIRS

In-Person
Great for networking and connections, but requires more resources, and attendance can be a challenge in full-day schedules.

Virtual
Easy to run, but makes engagement with and between participants more difficult.

+ Hybrid
Has the best of both versions, but requires a high level of resources and logistics, and usually makes it difficult to connect the groups participating virtually and in person.

*** Choosing the format of the fair would depend on resources, the type and location of audiences, and the goal of the event.**

WHO'S INVOLVED?

Youth & Advocates
Researchers
INGOs and NGOs
Policymakers
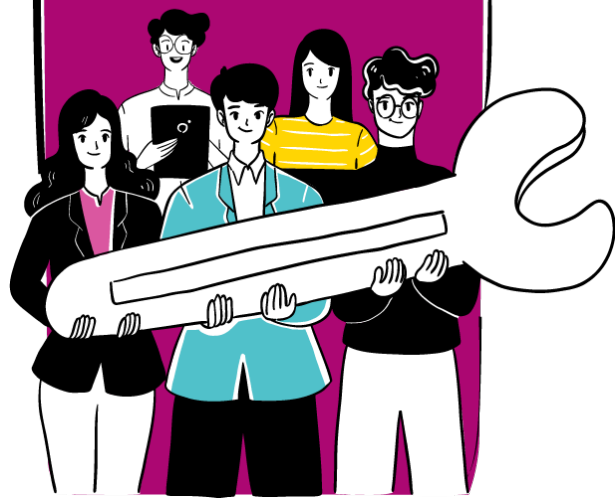
2 Preparing for the Fair Plan Smart

Set a main topic and the objectives of the Fair:
can respond to the needs of the context or of the participants (e.g., Menstrual Health, CSE Awareness)

Draft a Concept Note
A concept note helps define the purpose, align stakeholders, guide planning, and could be used to attract support. It ensures clarity on goals, format, and audience, setting a solid foundation for a successful Knowledge Fair.

* Make sure A Knowledge Fair should be inclusive by design, it's important to create materials that are accessible, youth-friendly, and visually engaging. This means using clear, simple language, incorporating visual elements that aid understanding, and ensuring formats are accessible to people with diverse abilities.

Design the Agenda
A fair can have different types of activities, such as:

Panels: Expert conversations to explore key SRHR topics.

Storytelling: Real-life examples that highlight impact and change.

Youth-led Booths: Interactive spaces led by young advocates.

Logistics checklist
Coordinate venue and booth setup, ensure tech support is in place, and organize a smooth registration desk experience.

Prepare Materials
Mnemonic, Invitation, Booth Visuals, Posters, Games, Flyers, Videos, Handouts

* Make sure to create materials that are accessible, youth-friendly, and visually engaging. This means using clear, simple language, incorporating visual elements that aid understanding, and ensuring formats are accessible to people with diverse abilities.

* Include Breaks and Interactions: Moments to connect, reflect, and recharge.

Keep it interactive
with icebreakers to warm up the group, storytelling to inspire, and polls or Q&As to engage participants throughout the session.

REGISTRATION

Involve everyone by inviting policymakers to make commitments, empowering youth to lead sessions, and engaging experts to share research and insights.

Leverage social media
Share photos and quotes, and go live to amplify the event's reach and impact in real time.

follower

Networking Tips
Use name tags with color codes, QR code portfolios, and group discussions to make connections easier and more meaningful.

Knowledge Exchange
Facilitate learning through thematic roundtables, peer-led sessions, and feedback boards that capture insights and ideas.

4 After the Fair Follow-Up Actions

★ Email Takeaways

★ Send **Thank You** Notes

★ Host Mini-Learning Sessions

★ Social Highlights (TikTok, IG, YouTube)

★ Newsletters

★ Summary Reports

Evaluation

★ Feedback Forms

★ Note What Worked

SRHR KNOWLEDGE FAIR
Do's & Don'ts

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✓ DO's

Use Visuals & Real Stories
Use photos, videos, and testimonies that illustrate real-world impact—these make your content relatable and memorable.

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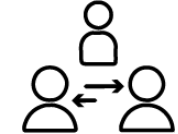**Be Youth-Friendly**
Use formats, language, and facilitation styles that resonate with younger audiences and encourage their active participation.
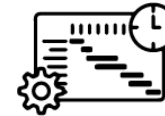
Create a timeline
Plan backward and forward from the fair date, assigning deadlines for logistics, communications, and content development to stay on track.

Assign roles, train volunteers
Clarify responsibilities early and prepare your team to handle registration, tech support, facilitation, and documentation.

Ensure projectors, microphones, and Wi-Fi work
Test all technical equipment in advance to prevent disruptions.

Set Up Clear Signage
Help participants navigate the space easily with well-placed, accessible signage for sessions, restrooms, quiet zones, etc.

Document Responsibly
Record sessions and take photos only with consent, and ensure that documentation reflects the diversity and values of the space.

Use interactive, engaging methods
Incorporate games, icebreakers, co-creation sessions, and participatory tools to stimulate learning, reflection, and exchange, or just to help the participants relax.

Archive Materials
Select and publish outputs (e.g., posters, presentations, audio, or summaries) so knowledge can be accessed and used post-event.
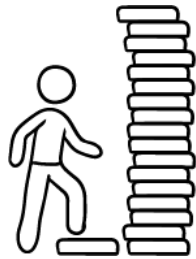
⊖ DON'Ts

Avoid Jargon
Use clear, accessible language—technical terms can limit understanding.

Don't Overload Info
Too much content at once can be overwhelming, so focus on quality, relevance, and interactivity instead of volume.

Never Ignore Accessibility
Ensure physical access, sign language interpretation, quiet rooms, and multilingual materials to create a space for all.

Don't overplan:
Allow flexibility in the agenda for organic conversations and spontaneous collaboration

**Don't let dominant
Voices monopolize discussions**
Use facilitation techniques that ensure all voices are heard, especially those from marginalized groups or quieter participants.

Don't assume all attendees are tech-savvy
Provide guidance for using digital tools or apps, and always offer low-tech alternatives when needed.