

MODERATOR AND FACILITATOR INFO SESSION

JUNE 17TH, 2025 | 1:00 – 2:00PM EASTERN

MODERATOR | FACILITATOR



TRADITIONAL | INTERACTIVE

A technical session becomes **interactive** when the session agenda includes at least one of various attendee engagement activities. Some examples include facilitated discussion to break-out groups.

Facilitators are the “guide on the side” vs the “sage on the stage”.

FACILITATOR 101



DESIGN EXPERIENCES

Put participant engagement, interaction and self-discovery at the forefront.

GUIDE FROM THE SIDE

Hold back the urge to over-control or dominate discussions.

CREATE A SAFE SPACE

Open dialogue by asking thought-provoking questions, actively listening, and adapting based on where learners want to go.

STEP BACK

Let participants grapple with challenges, debate perspectives, and uncover their own realizations.



Now is the time to begin contacting your session speakers.

Let them know who you are and the best way to contact you.



Contact information can be found within the speaker portal.



CONTACT YOUR SPEAKERS



SCHEDULE SESSION PREP CALLS



LEARN, UNDERSTAND, AND SHARE SESSION ACTIVITY (**INTERACTIVE**)



CHECK-IN WITH SPEAKERS ON DUE DATES



ALERT WEF STAFF TO UNRESPONSIVE SPEAKERS

TECHICAL PAPERS DUE **JULY 21st**



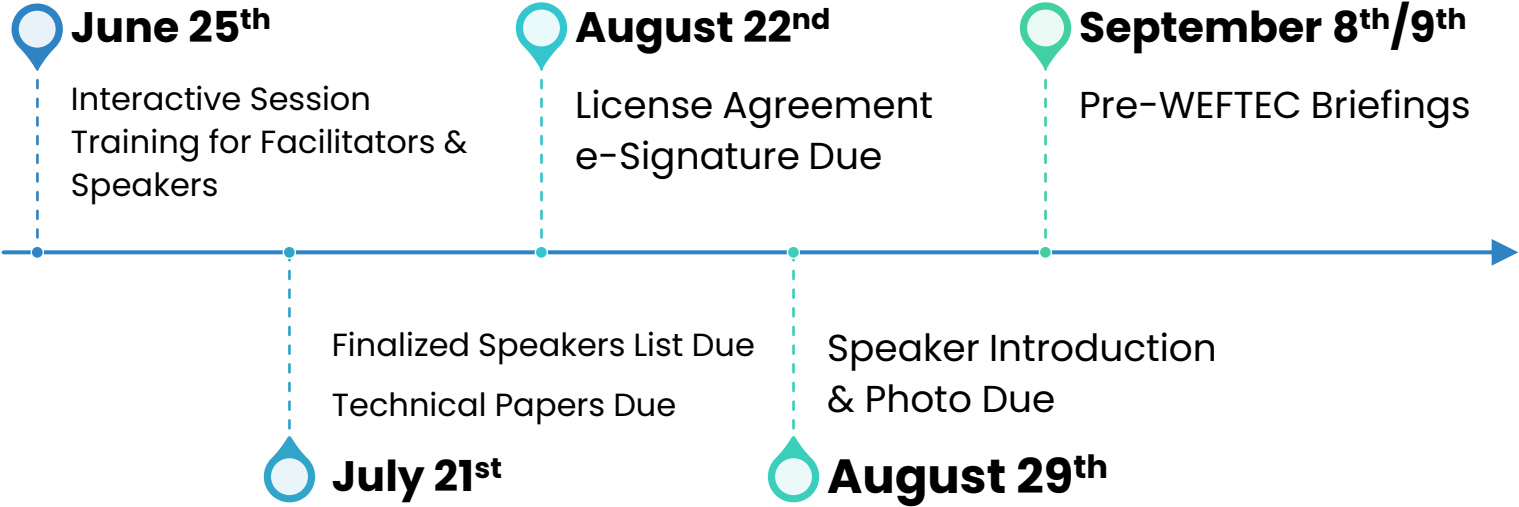
Staff will follow-up with speakers to ensure all papers are submitted.



Moderators/facilitators are welcome to send reminders.



Papers are not visible to you until after submission.





PRE-WEFTEC BRIEFING I

SEPTEMBER 8TH | 3:00 – 4:00 PM ET



PRE-WEFTEC BRIEFING II

SEPTEMBER 9TH | 11:00 AM – 12:00PM ET



All presenters (speakers, moderators, and facilitators) must register as full conference attendees for WEFTEC.

Registration is now open at www.weftec.org/registration



All presenters must register and pay appropriate fees. WEF members receive the best rates, so make sure you are a WEF member to take advantage of the benefits.

Super Save Rate ends June 27th!! Register Today!!

THANK YOU!