



## WEFTEC 2022: FACILITATOR PRE-WEFTEC INSTRUCTION PACKET

*(Facilitator/Assistant Facilitator)*

Thank you for choosing to participate in WEFTEC as a Facilitator or Assistant Facilitator. Active and highly engaged facilitators are the secret ingredient for successful sessions! As Interactive session facilitators, you play a critical role in ensuring discussion and attendee engagement run smoothly.

As a note, this document only addresses facilitator duties **before** WEFTEC. An additional document containing details on the WEFTEC onsite experience will be available to you as WEFTEC draws closer. **Use this packet as a checklist to prepare for WEFTEC.**

**If at any time while looking over this document you realize you cannot fully commit your time to being an effective WEFTEC Facilitator, reach out to WEF staff at [speakers@wef.org](mailto:speakers@wef.org) letting us know you need a replacement.**

We appreciate a candid assessment of your time and interests because you are the key to the success of the session you are facilitating.

## FREQUENTLY ASKED QUESTIONS

### What is the difference in a facilitator and a moderator?

WEFTEC Moderators are assigned to traditional technical sessions which have minimal engagement with the session participants. As a facilitator, you have been assigned to an interactive technical session. In addition to moderator duties such as coordinating with speakers, review presentation slides, and maintaining the agenda during the session, facilitators have the additional responsibility of maintaining **audience engagement**.

Facilitators must ensure:

1. The session engagement activity is communicated properly to speakers prior to the session and attendees during the session.
2. Engagement activity is carried out according to the agenda provided during the technical session.
3. Encouraging all session attendees to participate in the engagement activity.

### What makes a session interactive?

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

### How do I find out what my engagement activity is?

In the speaker portal, your session's engagement activity is listed in the (1) **session description**, (2) **session agenda**, and (3) **session guide**.

# FACILITATOR NEED TO KNOW

Facilitators will have different duties depending on engagement activity. Read the relevant information to understand what your responsibilities as a facilitator will be.

## CASE STUDY ANALYSIS

During case study analysis, the session will review the details of events presented during the speaker presentations and follow a step-by-step process to identify the problem and find its solution. Attendees will be seated in groups or sections where they will review the cases to increase awareness of a problem and offer to share experiences with the goal of solving this problem.

### Facilitator Responsibilities:

- Provide stimulating questions relevant to presentation to move conversation forward.
- Encourage attendee participation and speaker involvement in group discussion.

### Case Study Analysis Layout:

- 15 to 20-minute for presentation
- 10-minute group case study analysis

## CONVERSATIONS & INPUT

During conversation and input sessions, the speaker will have an opportunity to engage directly with the attendees. After each presentation, speakers will propose a question to the attendees who will then openly discuss the answer to the question while sharing knowledge and information.

### Facilitator Responsibilities:

- Confirm speakers have prepared their post-presentation questions for the attendees.
- Guide attendee conversation. Remain focused on presentation topic.

### Conversation & Input Layout:

- 10 to 15-minute for presentation
- 5 to 10-minute conversation and input

## FACILITATED DISCUSSION

In facilitated discussion sessions, attendees will be encouraged to have open conversation with the speaker(s) and other attendees after each presentation.

### Facilitator Responsibilities:

- Provide stimulating questions relevant to presentation to move conversation forward.
- Encourage attendee participation and speaker involvement in group discussion.
- Recognize when there is need to cut conversation or opportunity to dive deeper.

### Facilitated Discussion Layout:

- 15-minutes for presentation
- 10-minute discussion on presentation

## KNOWLEDGE DEVELOPMENT FORUM

Knowledge Development Forums allow the attendees to exchange information and collaborate with one another to gain and share new knowledge. The conversation will be pushed forward by instigators (facilitators) mixed in with the audience members.

**Facilitator responsibilities will vary depending on the session agenda. Please review and meet with your session speakers to determine how to proceed.**

## PANEL DISCUSSION

Panels are an opportunity for the attendees to have an open discussion with the panelists. They consist of short ted-talk style presentations (5-10 minutes) with majority of the time focusing allow the panelists to be the main focus of the session but recognizing audience members have valuable information to offer as well and allowing them to get involved in the session.

### Facilitator Responsibilities:

- Provide stimulating questions relevant to presentation(s) to move conversation forward.
- Encourage attendee participation and speaker involvement in group discussion.

### Panel Layout:

- 5 to 10-minute speaker presentation(s)
- 30+ minute panel discussion

## UNIQUE SESSION

Some sessions created by the WEFTEC Program Committee, do not fit into the engagement activity structures listed above. Examples of a unique session include but are not limited to trivia sessions and jury trial sessions.

**Facilitator responsibilities will vary depending on the session agenda. Please review and meet with your session speakers to determine how to proceed.**

## TO DO BEFORE JUNE 1ST

### 1. LOG INTO THE SPEAKER PORTAL

You should have received an email from the speaker portal with your login information. Please use this to access the speaker portal and review your session information. If you have not received an email, please email [speakers@wef.org](mailto:speakers@wef.org)

**Speaker Portal:** <https://ww3.aievolution.com/wef2201/>

### 2. REVIEW ASSIGNED SESSIONS VIA SPEAKER PORTAL

- Be sure you understand the intent of the session so that you are prepared to lead a cohesive, well thought out session.
- Pay close attention to how the session is supposed to run. In the speaker portal, we have provided guidance on how you are to engage and anything unique we are asking you to do.
- Clarify any concerns or issues with symposia Chairs and/or Vice Chair. If you are unsure who this is, please email [speakers@wef.org](mailto:speakers@wef.org) with your session title.

### 3. REGISTER FOR & ATTEND SPEAKER PORTAL ORIENTATION

**Speaker Portal Orientation | May 25<sup>th</sup>, 2022 | 1:00 – 2:00 PM Eastern | [REGISTER](#)**

Information on how to access the speaker portal, how to find session information such as facilitator and speaker contact information, and how to submit papers and presentations will be provided during this orientation.

### 4. CONTACT ASSISTANT FACILITATORS

- Introduce yourself and make sure they received the email notification from the speaker portal.
- Discuss session content and schedule to determine who is comfortable completing tasks. Use this time to decide on how and where to split responsibilities.

## 5. REVIEW SPEAKER INSTRUCTIONS & CONTACT SPEAKERS

- Download Speaker Instruction Packet to familiarize yourself with the steps your speakers will be taking.
- Introduce and share your contact information with the speakers.
  - In the speaker portal, a *Presenting Author* is a speaker who submitted an abstract and was accepted for presentation. A *Speaker* is an invited speaker who did not go through the abstract submission and review process.

## 6. REGISTER FOR WEFTEC

All facilitators and 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.

**Registration is Open!** The easiest way to register and reserve your hotel is at <http://www.weftec.org/>.

## 7. REGISTER TO ATTEND FACILITATOR TRAINING AND PRE-WEFTEC BRIEFING

WEF will be doing numerous trainings to help you as WEFTEC approaches. Please look below for the registration links and dates. While attending these sessions is not mandatory, it is highly recommended.

**FACILITATOR TRAINING | June 23rd, 2022 | 2:00 – 3:00 PM Eastern | [REGISTER](#)**

For those participating in WEFTEC Interactive Technical Sessions as a Lead Facilitator or Assistant Facilitator.

**PRE-WEFTEC BRIEFINGS** (*only register for one of the two*)

**WEFTEC 101 BRIEFING | September 21st, 2022 | 2:00 – 3:00 PM Eastern | [REGISTER](#)**

For those who have less than 3 years of experience speaking, moderating, or facilitating during WEFTEC, this briefing session will provide information on what to do when you arrive at the convention center in New Orleans.

**GENERAL BRIEFING | September 22nd, 2022 | 3:00 – 4:00 PM Eastern | [REGISTER](#)**

For those who will be speaking, moderating, or facilitating during WEFTEC this briefing session will provide information on what to do when you arrive at the convention center in New Orleans.

# TO DO BEFORE JULY 1ST

## 1. REMIND SPEAKERS OF THE FOLLOWING TASKS:

- **Register for the Speaker Training.**  
Speaker Training | **Wednesday, June 29<sup>th</sup>, 2022** | 2:30 – 3:30PM EASTERN | [REGISTER](#)  
For those participating in WEFTEC Technical Sessions and an Invited Speaker or Presenting Author.
- **Full Papers due Tuesday, July 12<sup>th</sup> at 9AM Eastern.**
  - The date is NOT flexible on the papers. Encourage them to complete and submit ON TIME!
- **Paper License Agreement e-signatures are due Monday, August 1<sup>st</sup> at 9AM Eastern.**

## 2. REMIND YOUR SPEAKERS OF THEIR JULY 12TH DEADLINE

- **Full Papers are due on Tuesday, July 12<sup>th</sup> at 9AM Eastern.**
  - Do NOT grant extensions. Only WEF staff can do this. If someone needs an extension, have them email [speakers@wef.org](mailto:speakers@wef.org).

## TO DO BEFORE AUGUST 1ST

### 1. REMIND YOUR SPEAKERS OF THEIR AUGUST 1ST DEADLINE

- Paper License Agreement e-signatures are due **Monday, August 1<sup>st</sup> at 9AM Eastern**.
  - Electronic signatures are required by the end of the month for all including co-authors for the license agreement.

### 2. REMIND SPEAKERS OF AUGUST 8 DEADLINE

- Upload Bio, Photo, and CV/Resume by **Monday, August 8<sup>th</sup> at 9AM Eastern**  
Please review the speaker introductions and photos within the speaker portal. These items will be used for marketing and promotion purposes for your session.

### 3. SCHEDULE THREE OR MORE CALLS WITH ALL SPEAKERS AND FACILITATORS

- **HIGH PRIORITY:** It is imperative to coordinate with speakers for engagement activities to run smoothly.
- WEF Staff can assist in scheduling calls via zoom, teams, etc. Request assistance by emailing [speakers@wef.org](mailto:speakers@wef.org). Discuss your session agenda, presentations, and engagement activity in detail.
  - Review presentation materials from speakers. Make sure not to duplicate information.
  - Confirm all speakers and facilitators understand engagement activity
  - Assign roles based on who is comfortable doing what

## TO DO BEFORE SEPTEMBER 1ST

### 1. REMIND SPEAKERS TO DO THE FOLLOWING BEFORE SEPTEMBER 14<sup>th</sup>

- Register for one of the two Pre-WEFTEC Briefings.  
**WEFTEC 101 BRIEFING | September 21<sup>st</sup>, 2022 | 2:00 – 3:00PM EASTERN | [REGISTER](#)**  
For those who have less than 3 years of experience speaking, moderating, or facilitating during WEFTEC, this briefing session will provide information on what to do when you arrive at the convention center in New Orleans.

#### **GENERAL BRIEFING | September 22<sup>nd</sup>, 2022 | 3:00 – 4:00PM EASTERN | [REGISTER](#)**

For those who will be speaking, moderating, or facilitating during WEFTEC this briefing session will provide information on what to do when you arrive at the convention center in New Orleans.

### 2. ENCOURAGE SPEAKERS TO REVIEW WEFTEC PRESENTATION MATERIALS

- Materials can be found here: <https://www.weftec.org/speak/presenter-information>
  - Watch “Tips for a Great WEFTEC Presentation” from Tom Kunez

### 3. REMIND SPEAKERS TO SUBMIT DRAFT PRESENTATION BY SEPTEMBER 26

- Drafts of the presentation are due by **Monday, September 26<sup>th</sup>, 2022 at 9AM Eastern**
- WEF will open the presentation management system in mid-August. We will email all when the Presentation Management System is open.
- Please confirm presentation upload so you can prepare an outstanding session that is organized and interconnected.

#### **4. REVIEW YOUR SPEAKERS' PRESENTATION SLIDES** ☐

Review all the uploaded PowerPoints **after September 26<sup>th</sup>** for the following:

- Minimal overlap between each speakers slides.
- A reasonable number of slides (not 100 slides for a 10-minute talk!)
- Company/organization logos are only on the first and last slide
- That the individual slides aren't too crowded/busy. Speakers should never have to say, "I know you can't see this from the back of the room".

#### **STAFF CONTACT INFORMATION**

If you need assistance from the WEF staff, do not hesitate to contact us.

**General Questions** by email to: [speakers@wef.org](mailto:speakers@wef.org)

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