



## WEFTEC 2021: FACILITATION ASSISTANCE PACKET

**We are pleased you have been selected as a Facilitator/Asst Facilitator for WEFTEC 2021!**

The facilitator and assistant facilitator are new roles we want to use to elevate the attendee's experience during technical sessions. In a traditional session, this role is referred to as the session 'moderator'. However, you have been marked as a facilitator due to your session having high engagement. Interactive sessions contain activities such as peer-to-peer discussion and group analysis throughout the session requiring the facilitator to be active and attentive.

Within the speaker portal, each session will have a 'Session Guide' to provide insight on which interactive activity/activities will be used throughout your session. After familiarizing yourself with which format your session will be in, review the format descriptions found in this packet. Please use this guide for more information on different types of interactive sessions and how to successfully facilitate them. Email any questions about facilitating an interactive WEFTEC session to [speakers@wef.org](mailto:speakers@wef.org).

More tips for becoming a top-notch facilitator will be provided during the Facilitator Training Session. Make sure to register today and save the date on your calendar.

**Facilitator Training Session** | August 11, 2021 | 1:30PM – 2:30PM Eastern

**Register:** <https://zoom.us/meeting/register/tJArdeqtrDouHNYIqOnQSI6LpmubNo6MGZSn>

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# WEFTEC INTERACTIVE FORMATS

## CASE STUDY ANALYSIS

During case study analysis, the session will review the details of events taken from a real-life situation and follow a step-by-step process to identify the problem and find its solution. Cases can be used to increase awareness of a problem and offers the audience an opportunity to share experiences with the goal of solving this problem.

## PEER-TO-PEER/ROUND TABLE DISCUSSION

In group discussion sessions, attendees can have an open discussion regarding one topic or can be split into round table groups with each group having their own topic of focus. As a facilitator, your responsibility will be to supervise the group(s) and add stimulating questions to keep the discussions moving forward.

## KNOWLEDGE DEVELOPMENT FORUM (KDF)

Knowledge Development Forums have a heavy focus on using discussion, rather than speaker presentations, to move the session forward allowing the attendees to exchange information and collaborate. The goal of a KDF is for the attendees to gain and share new knowledge from one another. Conversation will be pushed forward by instigators mixed in with the audience members.

## PANEL DISCUSSION

The goal of an interactive panel is to not just allow the panelists to be the main focus of the session but recognizing the valuable information audience members have to offer and allowing them to get involved in the discussion. View the audience as an additional panelist, not just a source of questions, by consistently bringing them into the discussions. Limit your panelist to 5 minutes or less for remarks to make sure everyone will have opportunities to comment. Unlike a panel discussion, a *dynamic panel* leaves an empty seat on the panel open for audience members. They will have the opportunity to share their opinions and experiences by rotating in and out of this seat. If you are facilitating a panel, please view these additional resources for guidance:

- <https://www.pinterest.com/kristinjarnold/powerful-panels-infographics/>
- <https://velvetchainsaw.com/wp-content/uploads/2021/01/Panel-Script.jpg>

## CONVERSATIONS & INPUT (C&I)

With a conversations and input format, each speaker will give a presentation for a set amount of time (on the shorter side) and will propose a question to the session participants at the end of their presentation. The participants will then have time to discuss the answer to the question amongst themselves. After sharing knowledge and information with one another, they will share their feedback with the speaker before moving on to the next presentation. As a facilitator, please pay close attention to the discussion and feedback time as it varies per session.

## NEIGHBOR NUDGE

After each speaker presentation, involve your listeners as learners. Say to your audience, "It's your turn to talk. Look at your neighbor sitting near you." The first person should gently nudge their neighbor and tell him or her the most important thing they just heard in the last few minutes. Then reverse the task. Each time the Neighbor Nudge is used the participants should find a 'new neighbor'. After discussion, debrief with the entire audience with a few volunteer comments.

### Nudge Discussion Suggestions

- Share one question you still have. See if your neighbor knows the answer.
- State three things you learned that you did not know before this presentation.
- Tell your neighbor how you plan to use the information you just heard.

## INTERACTIVE SESSION RESOURCES

### Why Should Conferences Move Beyond Traditional Formats?

- [https://www.wired.com/story/opinion-science-conferences-are-stuck-in-the-dark-ages/?MessageRunDetailID=1146130470&PostID=10341855&utm\\_medium=email&utm\\_source=rasa\\_io](https://www.wired.com/story/opinion-science-conferences-are-stuck-in-the-dark-ages/?MessageRunDetailID=1146130470&PostID=10341855&utm_medium=email&utm_source=rasa_io)

### Interactive Exercises:

- <https://teachingcommons.stanford.edu/resources/teaching/small-groups-and-discussions/sample-small-group-exercises>
- <https://www.brown.edu/sheridan/teaching-learning-resources/teaching-resources/classroom-practices/active-learning/interactive>

### Power Point Presentation Improvements :

- <https://www.youtube.com/watch?v=MjcO2ExtHso>
- <https://www.youtube.com/watch?v=i68a6M5FFBc>

## FACILITATION QUESTIONS TO PROMPT DISCUSSION

- What reactions do you have to what has been shared so far?
- What does this mean to you and your job?
- Do you agree with the presenter/panelist? Why or why not?
- What do you need before you can implement what the speaker recommends?
- What concerns you most about what the speaker just said?
- What do you think of this idea? Why?
- How would you apply this at your job?
- What obstacles are keeping you from doing this?
- What would it take to make this happen in your organization?
- What is the biggest barrier standing in your way to implement what the speaker just discussed?
- What is the one thing that sticks with you from this session so far?
- What are you going to do differently as a result of what you just heard?
- What one thing can you take away to apply to your job?

## DO'S AND DON'T'S OF SESSION FACILITATION

- ✓ **DO.** Contact your speakers and fellow facilitators in mid-summer to begin working on session flow and interactivity.
- ✓ **DO.** Make sure speaker PPTs are short and sweet.
- ✓ **DO.** Start your session with light interactivity to warm up the attendees. This can be asking simple questions to receive feedback from the participants.
- ✓ **DO.** Confirm all speakers and facilitators can stay for the entire session.
- ✓ **DO.** Review the agenda for the session and interactive moments.
- ✓ **DO.** Watch for when the group seems to have “talked out” a point and push forward.
- ✓ **DO.** Focus the discussion and make sure it stays on subject.
- ✓ **DO.** Encourage everyone to participate! Try directing a question at a reluctant participant you believe can answer or share their opinion.
- ✓ **DO.** Summarize at the end of each discussion period. If possible, call attention to unanswered questions or issues.
- ✓ **DO.** Be flexible. Avoid the “classroom” approach but keep the group moving on target.
- ✓ **DO.** Emphasize points of agreement and disagreement. Ask “what if” questions.
- ✓ **DO.** Redirect question back to the group as a whole.
- ✓ **DO.** Record session goals, small group reports, participant comments, and/or recommendations.
- ✗ **DO NOT.** Wait until just before WEFTEC to contact your speakers for the first time.
- ✗ **DO NOT.** Lecture or give yes or no answers to questions.
- ✗ **DO NOT.** Inject too much of your opinion or ideas even if the interaction may be lagging.
- ✗ **DO NOT.** Rush the participants because of time constraints if good dialogue is occurring.
- ✗ **DO NOT.** Feel overwhelmed by a set number of tasks. Remember the goal is interaction.
- ✗ **DO NOT.** Be judgmental. Consider all factors and implications. Keep enthusiasm high.
- ✗ **DO NOT.** Make participants feel forced to contribute.

## 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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