

FACILITATOR TRAINING

JUNE 23, 2022

MODERATOR v.s FACILITATOR

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**.

TRADITIONAL v.s INTERACTIVE SESSION

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.

THE SPEAKER PORTAL

If you have not contacted your speakers, please find their information within the speaker portal and reach out asap.

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

BEST PRACTICES

- Contact your speakers now
- Schedule 2-3 session preparation calls
- Explain engagement activity to each speaker
- Check-in around due dates
- Alert staff of unresponsive speakers right away

THE SPEAKER PORTAL | Important Speaker Deadlines

MAY 31 Confirmation of Participation

JULY 12 Submission of Finalized Paper

AUGUST 1 Electronic Signature for License Agreement

AUGUST 8 Upload Introduction, Photo & Resume/CV

WEFTEC PAPERS

DUE: JULY 12

- Only Primary Authors can submit final paper via Speaker Portal
- **NEW!** Must use the template this year.
- **NEW!** Final paper must be submitted in PDF Format
- Do NOT grant extensions - have speakers email speakers@wef.org
- **Submitting full papers is optional for invited speakers only.** All authors accepted through abstract submissions **must** submit full paper for proceedings!

SPEAKER INFO SESSIONS

JUNE 29

Registration links can be found in Speaker Instruction Packet.

ENGAGEMENT ACTIVITY: Case Study Analysis

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

ENGAGEMENT ACTIVITY: Conversations & Input

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

ENGAGEMENT ACTIVITY: Facilitated Discussion

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

ENGAGEMENT ACTIVITY: Panel Discussion

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
 - View the audience as another panelist vs. only a source of questions

ENGAGEMENT ACTIVITY: KDF/Unique Session

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

INTERACTIVE SPEAKER GUIDE

Interactive sessions are newer to WEFTEC. This means speakers will have many questions about how to prepare their presentation.

Download the **Interactive Speaker Guide** for quick tips on how to form a presentation within an interactive session.

Still want help- reach out to speakers@wef.org

PRE-WEFTEC SPEAKER BRIEFINGS

SEPTEMBER 21 | SEPTEMBER 21

- All speaker briefings will take place virtually, before WEFTEC.
- Registration links can be found in Instruction Packets.
- Speakers are required to attend at least one of the briefings.

ADDITIONAL RESOURCES

Speaker Instruction Packets, Paper/Manuscript Guidance, and other resources can also be found at:

<https://www.weftec.org/speak/presenter-information/>

WEFTEC REGISTRATION

Opens NOW – register at www.weftec.org

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.

QUESTIONS?

THANK YOU!