

INTERACTIVE SESSIONS

FREQUENTLY ASKED QUESTIONS

What is the difference between facilitators and moderators?

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. Creating a safe environment where all session attendees are comfortable participating 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 but are not limited to:

 Facilitated Discussion

 Panel Discussion

 Case Study Analysis

 Trivia

 Conversation & Input

 Debate

 Knowledge Development Forum

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**.

INTERACTIVE SESSION TRAINING

For the facilitators and speakers taking on the challenge of having interactive sessions, this training will prepare you for what to expect during your session at WEFTEC. During this training, WEF Staff will go over each interactive format, best practices on how to implement the activities in each format, and how to prepare for different challenges you may run into while working with attendees.



Training will be held via zoom on **Wednesday, September 6th** from **2:00 – 3:00 PM Eastern Time**. Please make sure to register and reserve the time on your calendar.

[REGISTER](#)

ENGAGEMENT ACTIVITY DESCRIPTIONS

Case Study Analysis

During case study analysis, the participants 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. Participants can move around to form groups where they will review the presented cases. In their groups, they will use discussion to increase awareness of the problems and share their own experiences to find the solution.

Facilitator Responsibilities:

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

QUICK TIP

In 2022, one of our case study facilitators prepared **handouts** for the attendees with the information for each of the case studies presented. Contact WEF Staff for assistance in preparing and providing session the handouts.

Speaker Presentations

10 to 15 minutes

Each speaker will present their case study within the given time period. Presentations will be followed up by a group analysis from the session participants.

Group Analysis

5 to 10 minutes

Participants will form small groups with those seated around them and will discuss the presented case study. Discussions should include summarizing the case study, identifying problem areas, providing solutions, and report-outs to facilitator.

Questions to include:

- What actions were taken in the case?
- Were these actions the most appropriate and why?
- Were there any consequences of the actions taken?
- Was anything omitted or not considered?
- Is there anything you would have done differently?

Conversations and 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.

Speaker Presentations

15 to 20 minutes

Each speaker will give their presentation. Speakers must remember to leave time to present the audience with their questions for the conversation and input segment.

Conversations and Input

5 to 10 minutes

After being presented with the speaker's questions, the session participants will discuss the answer amongst themselves as the facilitator provides thought-provoking comments to encourage conversation.

Facilitated Discussion

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

QUICK TIP

Facilitators should come prepared with questions or thought-provoking comments to help spark conversation if participants are not actively participating in discussion. Facilitated Discussion should **not** be a Q&A period. **Work with your speakers to develop best conversation starters.**

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.

Speaker Presentations 15 - 20 minutes

Speakers will have a max of 15 minutes to give their presentation. Each speaker presentation will be followed up by a period of facilitated discussion.

Discussion 10 to 15 minutes

The conversations should be between the session participants, the facilitator, and the speakers. There is an opportunity here for participants to share their knowledge with the speaker and for speakers to ask questions.

Knowledge Development Forum (KDF)

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 (additional facilitators) mixed in with the audience members.

***Facilitator responsibilities will vary depending on the session agenda and discussion topic. Meet with your session (speakers and co-facilitators) to determine how to proceed.**

Speaker Presentations 5 to 10 minutes

Short speaker presentations with condensed information on each slide is highly encouraged. During KDF's – it is possible for discussion to interrupt the speaker and begin early.

Discussion 15 to 20 minutes

The goal of the instigators will be to fuel conversation and create an environment where knowledge is constantly being shared from different perspectives. When participants are constantly participating without prompt, instigators can take a step back.

Panel Discussion

Panels are an opportunity for the attendees to have an open discussion with the panelists. The goal of the panel format is 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.

Speaker Presentations

5 to 10 minutes

Speakers need to prepare short, ted-talk style presentations and prepare for majority of the session to consist of the sharing information with the audience via conversation.

Discussion

30 minutes minimum

The majority of the session time will be spent on open discussion between the panelists and audience. During discussion attendees will be encouraged to not just ask questions, but to offer their own knowledge, perspectives, and converse with the panelists.

Trivia

Sessions including trivia are the perfect opportunity to quiz the attendees. Trivia sessions consist of short presentations and the majority of the time will be spent using polling software to present questions to the attendees.

QUICK TIP

During the summer, inform the speakers of session setup and develop the polling questions alongside them.

To ensure the session runs smoothly, facilitators are highly encouraged to work closely with WEF Staff when setting up polling for the session. Staff can also assist in preparing prizes for trivia winners.

Facilitator Responsibilities:

- Work closely with speakers to prepare polling questions relevant to the information they will share during their presentations.
- Input questions into polling software before the session and manage the polling software during the session.
- Prep for session by letting attendees know how to participate in the polling and encourage their participation.

Speaker Presentations

Varies

Presentation time lengths must follow the agenda closely. Each speaker may have a different speaking time length. Speakers should develop short presentations that introduce attendees to their topic and prepare them for the upcoming trivia moment.

Trivia

Varies

Based on the provided agenda, the length of each trivia moment will depend on the speaker's topic and the number of polling questions that will be shared with the audience.
