IFD&TC FACILITATION

You play a critical role in organizing your session, starting and ending your session on schedule, and making the most of your session for attendees at IFD&TC. Thank You!

Before the Conference.

Set up a conference call with all presenters or panelists to go over session details, set the order of speakers and review Session Focus and what's printed on the IFD&TC Program about your session to be sure it's accurate. Please send changes to kelver@ssc.wisc.edu no later than April 30th.

For sessions where participants are giving **formal presentations**, please verify:

- o the presenter's topic(s), length of presentation

- o number of slides they will use for PowerPoint,

- o need for AV, beyond overhead projection (including internet access, sound projection or speakers, etc.)

- o and other technical or special needs.

- o establish a deadline for receipt of each presentation.

- o get a one or two sentence bio about the Presenter /Panelist, and for presenter(s) an abstract of their topic, and for panelists, list of areas of expertise.

Please make every effort to attend one of the two offered Facilitator Guidelines conference calls, even if you are a very experienced facilitator. This is a chance to share last minute details, and mentor new facilitators about how IFD&TC sessions are run. Details of these calls are included in e-mail sent to each facilitator.

At the Conference

- o Get to your room 15 minutes ahead of time to check in with the AV provider that your session's presentations are all loaded correctly onto the provided laptop.

- o Start your session on schedule; end your session on schedule, and keep the session on schedule.

- o Set any ground rules at the beginning (i.e., questions at the end of each presentation or at the end).

- o For Roundtables, be sure everyone gets a chance to introduce themselves and talk.

- o Briefly introduce the topic for your session and each of the presenters.

- o Control questions from the audience, especially if one person tries to dominate the questioning.

- o If appropriate, summarize key points at the end of the session and weave together any similarities of presentations.