

IFD&TC FACILITATION GUIDELINES

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 kelper@ssc.wisc.edu no later than April 30th.

For sessions where participants are giving **formal presentations**, please...

- Review the presenter's topic(s), and length of presentation.
- Encourage limiting number of slides to the number that easily fits in time allotted.
- Review special AV needs beyond overhead projection (including internet access, sound projection or speakers, etc.), and other technical or special needs for each session participant. Send special AV or other requests to kelper@ssc.wisc.edu as soon as possible.
- Establish a deadline and mechanism for receipt of each presentation BEFORE arriving at the conference.
- Request information useful for making introductions from each presenter or panelist.

Please make every effort to attend the Facilitator Guidelines conference call, even if you are a very experienced facilitator. This is a chance to share information about facilitator responsibilities BEFORE the conference. Details of the conference call are included in e-mail sent to each facilitator in early March.

At the Conference

Please join us for the Facilitator Breakfast on the Monday morning of the conference, where we will have another opportunity to go over last minute updates, and to mentor new facilitators about how IFD&TC sessions are run.

- 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.
- Start your session on schedule; end your session on schedule, and keep the session on schedule.
- Set any ground rules at the beginning (i.e., questions at the end of each presentation or at the end).
- For Roundtables, be sure everyone gets a chance to introduce themselves and talk.
- Briefly introduce the topic for your session and each of the presenters.
- Control questions from the audience, especially if one person tries to dominate the questioning.
- If appropriate, summarize key points at the end of the session and weave together any similarities of presentations.