

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, August 6th** from **2:00 – 3:00 PM Eastern**. 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.

Best Used: With a series of related case studies.

Facilitator Responsibilities:

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

QUICK TIP

Prepare **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 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. For more information on C&I sessions, visit the website: <https://businesstraveldestinations.com/meeting-format-conversations-input/>

Best Used: On a wide range of topics.

Facilitator Responsibilities:

- Confirm speakers have prepared their post-presentation questions for the attendees.
- Guide attendee conversation. Remain focused on presentation topic.
- Keep track of time.

Speaker Presentations 15 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.
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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.
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Facilitated Discussion

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

Best Used: Subjects/topics that are well-accepted practices and variations on those could be discussed and shared.

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.
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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.
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Panel Discussion

Maximum of 3-4 speakers.

Facilitator Responsibilities:

- With the panelists help, come up with stimulating discussion questions (as well as use audience ones)
- Have several prep calls with the panelists to cover their remarks and ensure minimal duplication and share questions for panel discussion.
- To create a truly stimulating panel discussion, let the audience participate as your +1 panelist. Let the audience respond and share experiences as if they were a panelist at times. Not just a source of questions.

Best Used: For topics/subjects that not everyone has the same approach, uses different methods. There are differing opinions on the topic.

Speaker Remarks 5 to 10 minutes	Each speaker will give brief remarks. Speakers should make sure that their remarks are unique and complement each other. PowerPoints are optional.
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Panel Discussion Remainder of Session	Most 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.
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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.

Best Used: Sessions where presentations would benefit from feedback on the subject matter such as research, or a project. The feedback is then incorporated into the work that is done in the future.

***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 are highly encouraged. During KDF's – it is possible for discussion to interrupt the speaker and begin early.
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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.
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