MODERATOR AND FACILITATOR INFO SESSION

JULY 10TH, 2023 | 1:00 – 2:00PM EASTERN

Moderator vs Facilitator
Traditional vs Interactive

A technical session becomes **interactive** when the session agenda includes at least one of various attendee engagement activities. Some examples include facilitated discussion to break-out groups.

Facilitators are responsible for guiding and maintaining the activities for the entirety of the technical session.

NOW IS THE TIME TO BEGIN CONTACTING YOUR SESSION SPEAKERS.

LET THEM KNOW WHO YOU ARE AND THE BEST WAY TO CONTACT YOU.
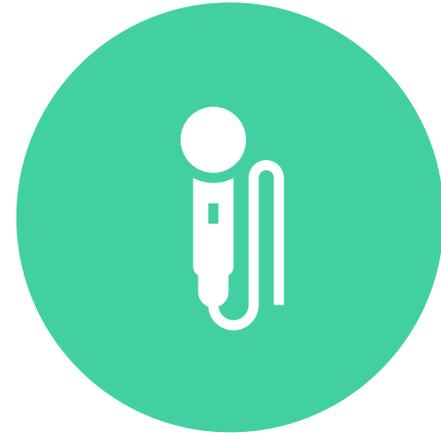
ALL SPEAKER CONTACT INFORMATION CAN BE FOUND WITHIN THE SPEAKER PORTAL.

📞 Contact your speakers now

🧑‍💼 Schedule 2-3 session preparation calls *(interactive)*

🎤 Explain engagement activity to each speaker *(interactive)*

📋 Check-in around due dates

⚠️ Alert staff of unresponsive speakers right away

TECHICAL PAPERS DUE
JULY 12TH

Staff will follow-up with speakers to ensure all of their papers are submitted.

As moderators and facilitators you are also welcome to send reminders.

Papers will not be visible to you yet. Staff will send a notification when they are.

PRE-WEFTEC BRIEFING 101

SEPTEMBER 18TH | 2:00 - 3:00PM EASTERN

FOR THOSE WITH 3 OR LESS YEARS OR EXPERIENCE SPEAKING AT WEFTEC.
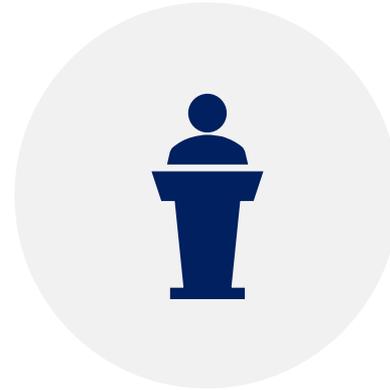
PRE-WEFTEC BRIEFING

SEPTEMBER 19TH | 2:00 - 3:00PM EASTERN

FOR THOSE WITH 3 OR MORE YEARS OR EXPERIENCE SPEAKING AT WEFTEC.

All presenters (speakers, moderators, and facilitators) must register as full conference attendees for WEFTEC. Registration is now open at www.weftec.org/registration

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.

Super Save Rate ends July 14th. Register Today!!

Powering Up

Understanding your role and session goals

- Mastering content sufficiently for role
- Considering and addressing power dynamics

Getting to know speakers

- Name pronunciation, personal pronouns, personal fact for introduction, preferences for managing audience reactions

Setting expectations for speakers

- Minimize technical jargon, help with clarity
- Sticking to time, handling questions

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Logistics: The Basics

Check out the room space

Ensure speakers know where the room is

Ask them to arrive ahead of time

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Directing the Flow
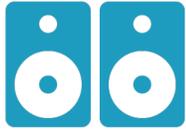
Establish Command

Establish yourself in charge, welcome the speakers, get to know the AV team

Welcome Audience

First-time attendees, students, scientists, operators, non-technical

Warm Up the Room

Ask questions as people are gathering to foster connections

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Speaker Introductions: The Basics

1 Check pronunciation of speaker's names and **get it right**

2 Include a personal detail that's NOT in the bio

3 Introduce their name last: please welcome...SPEAKER NAME.

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Trouble-Shooting

Technical Failure

- Have a pre-prepared question to ask the audience, have them discuss with a neighbor

- If appropriate, ask the audience if anyone can help – build connections!

- Keep audience informed, let staff know

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Speaker Management

Long-winded speakers at a podium

- Use a pre-established signal
- Put a finger in the air, raise your eyebrows
- As they take a breath, jump in and start talking, redirect
- Move towards them in their line of sight – slowly, until they get hint
- Stand next to them and ask what final thought they'd like to make

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Q&A

"We'll be moving to questions shortly: please start thinking about any questions you'd like to ask"

"Out of respect for others, please state name, workplace and ask your question succinctly"

Hold the mic and repeat/summarize as necessary

Select a woman or younger person first – research has shown this will encourage a wider range of people to ask questions

Consider inviting Qs on index cards

No follow-on questions

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Language Matters – Steer clear

Women: NOT girls, gals, sweetheart, sweetie, young lady, baby	For people of color: Articulate, well-spoken, intelligent, well-educated	Anyone <40: "Young….", Millennial
Ableist language	US centric idioms (sports)	Assuming gender pronouns

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Facilitation DON'TS:
Because it's not a competition

Interrupt people to speak yourself	Favor the best-known thinkers	Give up the first time they're stuck	Try to facilitate, take notes AND lead discussion
"We've already got that one"	"Ooh, good one"	"Oh you don't really want me to write that one do you?"	Express judgment non-verbally

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Facilitation Practices

Silence – allow for reflection, wait for other speakers, means people are thinking
"Love to hear from someone who hasn't spoken yet"

Validation: paraphrase and summarize

Mirroring emotions

Balancing – expanding to other perspectives, especially beyond first one or two people

Linking – "can you help me see how this links to our topic?"

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Audience Management

Have audience move to front if low attendance
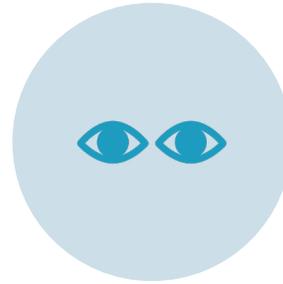
Z the audience: look out to back left, move gaze slowly right, then steadily zig-zag gaze to front

Let the audience know the format and when they will get to interact/ask questions

Watch the audience for level of engagement, ask them a quick question if they're tuning out

Trouble-Shooting

Hostile statements/questions

- Speaker: Thank you. I appreciate your question/perspective – I'd like to talk to you about that afterwards

- Facilitator: Interrupt: Thanks - what is your question? Perhaps you could follow up with the speaker later.

- Find a way to acknowledge and move on

- Remember the room is with you!

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Trouble-Shooting

Long-winded questions

- If you have the mic…
- Get their attention – raise hand
- "Excuse me, can you move to your question?"
- "What is the question you would like to ask?"

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Wrapping Up

Thank speakers, audience

Reiterate any key points you heard and suggestions for future actions/research

Direct audience to the survey for the session and encourage them to complete before leaving room

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THANK YOU!