

Interactive Session Training

August 6, 2024
2:00 – 3:00 PM Eastern

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Best Practices



Call on participants you are not familiar with **first**. Not the “experts” on the topic.



Always **repeat** questions into the microphone. There may be those who did not hear.



View the participants as potential **experts**.



Although rooms are in theater-style seating, ask the participants to **move** around the room and form groups.

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Connect With Your Speakers

01

Ask speakers for the proper pronunciation of their names.

02

Practice saying their names before you announce them.

03

Identify 1-2 important lines from speaker introduction to read to the session participants.

3

Participant Warm-up

1. As they enter, ask the participants warm-up questions (their names, where they are from, etc.)
2. Encourage participants to fill any empty seats towards front of the room.
3. Once session begins, welcome all session participants to the room.
4. Announce the session's activity and how they can participate.

4

Troubleshooting

Long-winded speakers

- Use pre-established signals if possible
- As they take a breath, jump in and redirect
- Approach the podium if all else fails

Is it a question or a speech?

- “Excuse me, can you move to your question?”
- “What is the question you would like to ask?”
- “We agreed on one question only, please follow up with the speaker later.”

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Troubleshooting

Handling Hostile Statements: Reframe/Redirect

- Find a way to acknowledge the individual and move forward.
- “Thank you. I appreciate your perspective – I’d like to talk about that afterwards.”
- “This sounds more like a discussion. Please follow up with the speaker after the session.”
- **Remember, the room is with you!** Folks will thank you for handling an awkward moment confidently.

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Interactive Session Agendas



All interactive sessions with the same engagement activity will have the same formatting.



For Example: Facilitated Discussion agendas consist of 15-to-20-minute presentations each followed by 10-to-15-minutes of discussion.



Your session's engagement activity can be found within your session agenda and description.

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Theater Seating

01

Most sessions will be theater seating to ensure as many participants as possible can attend each session.

02

Rooms will be set for maximum capacity, therefore: standing in aisles or along walls is not allowed. All participants must be seated.

03

Tips for how to successfully engage participants in theater seating are shared with the corresponding engagement activity.

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Engagement Activity Types



PANEL DISCUSSION



FACILITATED
DISCUSSION



CONVERSATIONS AND
INPUT



CASE STUDY ANALYSIS



KNOWLEDGE
DEVELOPMENT
FORUM

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Panel Discussion



5-to-10-minute presentations



30-to-60-minute discussion



Panel sessions have discussion periods with of a minimum of 30 minutes.

The session focus becomes the knowledge participants can contribute acknowledging that the speakers are not the only experts in the room.

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Panel Discussion



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Facilitated Discussion



15-to-20-minute presentations



10-to-15-minute discussion



Facilitated Discussion includes a discussion period (15 minutes maximum) following each speaker's presentation.

Like the presentation, these 15-minutes of discuss belong to the speaker. It is their opportunity to have a deep dive on their topic with the session participants.

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Facilitated Discussion

1

Each speaker should prepare their own discussion topics for participants.

2

Encourage session participants who want to be more vocal to sit towards the front.

3

Invite participants to bring forth their own relevant experiences.

4

Other speakers should feel comfortable chiming in and moving forward the discussion.

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Conversations and Input



20-minute presentations



10-minute conversations



Conversations and Input include a 10-minute period following each presentation where the speakers ask the participants questions.

Unlike a traditional session, the Q&A period for this type will consist of questions from the speaker to the session participants which invites them to share their own knowledge and experience.

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Conversations and Input

1

Each speaker should prepare 2 to 3 questions for session participants.

2

Facilitator should prep some answers or thoughts to spark conversation if participants are not active.

3

Speakers should share contact information after their presentations for participants who may have questions.

4

Encourage conversation by giving the participants thought provoking questions that can be discussed before being answered.

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Case Study Analysis



20-minute presentations



10-minute group analysis



Case Study Analysis has each speaker presentation followed by 10-minutes of group analysis.

Session participants should form groups to discuss the case studies presented by each of the speakers. Towards the end of each analysis period, the facilitator should ask for a quick report out from 1-2 groups.

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Case Study Analysis

1

Each speaker should prepare 2 to 3 questions for each participant group to discuss during the group analysis.

2

Facilitator should encourage participants sitting near each other to form small groups at the beginning of the session.

3

All speakers should be willing to join in on the group discussions even when it is not their own presentation or analysis time.

4

Session participants should be encouraged to bring their own professional experiences and knowledge to the discussion.

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Knowledge Development Forum



10-minute presentations



20-minute discussion



Knowledge Development Forums (KDF) are intended to help the speakers and session participants learn from one another.

During the discussion period, instigators will typically be mixed into the room to help drive forward discussion. The goal is not to focus on asking the speakers questions, but to deep dive into the topic, share, and develop new information.

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Knowledge Development Forum

1

Speakers should encourage more discussion – even if this means their presentation may be interrupted or cut short.

2

Facilitators and instigators should work with speakers to develop thought-provoking comments to help stir discussion.

3

Speakers should share contact information after their presentations for session participants who may have follow-up questions.

4

Session participants should be encouraged to bring their own professional experiences and knowledge to the discussion.

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Materials

If you would like to use materials in your session:

- Post-its
- Index Cards
- Hand-outs

Notify WEF Staff by EOD Monday, August 26th.

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NEW!
Facilitator
Training

September 5th – 11am – 12pm Eastern.

<https://us06web.zoom.us/meeting/register/tZlpcO6srzIsEtT6WemRKibYnZRIZvojetYk>

Registration required

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QUESTIONS?

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