

# **MODERATOR AND FACILITATOR INFO SESSION**

**JULY 10<sup>TH</sup>, 2024 | 2:00 – 3:00PM 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 the “guide on the side” vs the “sage on the stage”

# Facilitator 101



- Design experiences that put participant engagement, interaction and self-discovery at the forefront
- Avoid the urge to over-control or dominate discussions
- Create a safe space for open dialogue by asking thought-provoking questions, actively listening, and adapting based on where learners want to go
- Step back and let participants: grapple with challenges, debate perspectives + uncover their own realizations
- Are a guide from the sideline



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 15TH



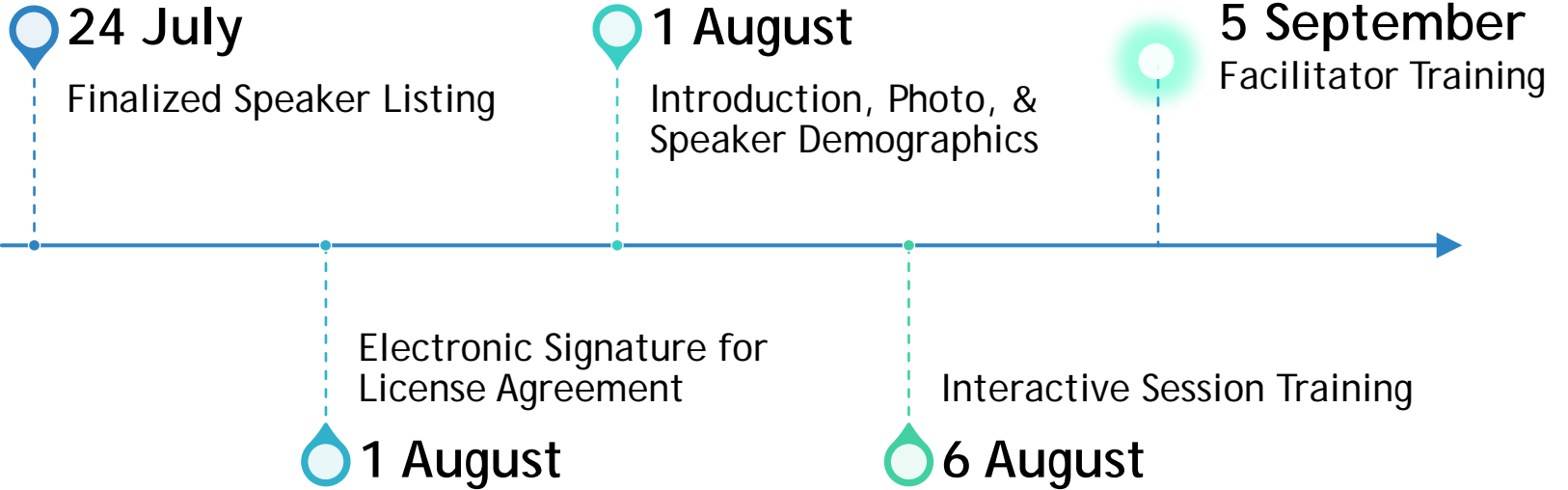
Staff will follow-up with speakers to ensure all of their papers are submitted.



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 I**

**SEPTEMBER 18<sup>TH</sup> | 3:00 - 4:00 PM EASTERN**



## **PRE-WEFTEC BRIEFING II**

**SEPTEMBER 19<sup>TH</sup> | 11:00 AM - 12:00PM EASTERN**





All presenters (speakers, moderators, and facilitators) must register as full conference attendees for WEFTEC. Registration is now open at [www.weftec.org/registration](http://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 12<sup>th</sup>. Register Today!!



**THANK YOU!**