**SESSION GUIDELINES FOR PRESENTERS AND CHAIRS** *(2-15)*

**Presenters: A Suggested Checklist Guide for the MnWE Conference**

 Session Presenter Guidelines: The role of thesession **Presenter** is central to the success of the participant experience; these

 guidelines are suggested for enhancing session quality for all conference attendees.

**Presenter preparation before the Conference**

**\_\_\_\_\_** Discuss, with your fellow Presenters, the session format, speaking time, placement of question-and-answer portions, and

 connections among your topics; if possible, consult with your Session Chair as well.

\_\_\_\_\_ Advise Conf. organizers in advance if you have any unusual technology requests; all sessions occur in “smart” classrooms.

\_\_\_\_\_ Inform Conf. organizers by email or telephone If you are unable to attend the conference.

**Presenter actions upon arrival at the Conference**

\_\_\_\_\_ Obtain nametag at the Registration Table while determining, in advance of your session, the means to access Tech Support.

**Presenter actions at the breakout Session**

\_\_\_\_\_ Arrive at the room 10 or 15 minutes before the session begins, to become familiar with space and equipment.

\_\_\_\_\_ Verify the format of the session, including order, placement of question and answer portions, or any special circumstances.

\_\_\_\_\_ Become comfortable with fellow Presenters and Session Chair, and clarify your respective roles within the session format.

\_\_\_\_\_ Limit presentations responsibly within your specified allotted time.

\_\_\_\_\_ Accept and be aware of the session Chair’s obligation to indicate when the next presenter’s time has arrived.

**Chairs: a suggested checklist guide for the MnWE Conference**

 Session Chair Guidelines: The role of the **Session Chair** is instrumental to the success of each session**;** please utilize the available

 breakout time to guide participants toward the anticipated purposeful goals of the session.

**Preparation before the Conference**

\_\_\_\_\_ Become familiar with presentations by viewing abstracts prior to the session.

\_\_\_\_\_ Inform the Registration Desk should a panel Presenter cancel, or should other changes occur.

\_\_\_\_\_ Contact Presenters prior to the session; possibly request a short bio for introductory purposes.

\_\_\_\_\_ Consider requesting Presenters’ text and speaking notes beforehand, to better enhance the proceedings.

\_\_\_\_\_ Prepare a few questions that might stimulate audience participation and interaction.

**Actions at the Conference Session**

\_\_\_\_\_ Arrive at the room 10 or 15 minutes before the session begins, to become familiar with space and equipment.

\_\_\_\_\_ Meet with Presenters shortly before the session to verify session format and confirm personal introductions.

\_\_\_\_\_ Insure that all Presenters clearly and comfortably agree to format, speaking order and respective roles.

\_\_\_\_\_ Determine the time for follow-up discussions, which most commonly take place after all presentations are finished.

\_\_\_\_\_ Notify Presenters regarding planned time limits; please resolve to observe and enforce these limits.

**Actions during the Session**

\_\_\_\_\_ Open with introductions; limit your Chair time; promote due Presenter time, audience contributions, questions, and answers.

\_\_\_\_\_ Manage and enforce time limits professionally, diligently, and firmly with graceful reminders to Presenters.

\_\_\_\_\_ Facilitate dialogue that promotes respectful and productive interaction; engender varying viewpoints and perspectives among

 healthy conflict to discover fruitful common ground.

\_\_\_\_\_ Intervene judiciously to move the session forward, by linking ideas proposed by Presenters and other contributors.

\_\_\_\_\_ Enable a moderated question-and-answer session; summarize key ideas and proposed follow-up actions.

\_\_\_\_\_ Thank Presenters and participants, graciously and copiously, when concluding the session.

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