



## GUIDELINES FOR FACILITATORS

Dear Facilitator,

Facilitators play a crucial role in the event. A good facilitator is much more than just a timekeeper or chairperson. This means constant management of the session from start to finish. Rather than the common process of presentation followed by erratic Q+A, we are looking to you to make the entire session interactive from start to finish.

We would kindly ask you to **strictly enforce all time-related instructions** – there is nothing worse (and nothing is easier to avoid) than speakers or sessions that overrun and thereby inconvenience other speakers, sessions and delegates. We would also encourage you to approach your role with the spirit contained in the guidelines and thus help make this year's event as rewarding for all as possible.

Regards,

The ISPIM Board

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### Session Guidelines

#### Pre-Event Preparation

The facilitator is encouraged to make contact with all presenters in the session ahead of the actual session and preferably before arriving at the event. To see who the presenters in your session are please refer to the Programme, which is available from the event website, as are the presenters' papers.

#### Session Set-up and Start

Try to meet the presenters in the presentation room at least 10 minutes before the session is due to start.

Computers and projector equipment will be available in all presentation rooms together, possibly, with flip charts. Wireless internet connection may be available but do not expect to be able to rely on this.

Before the session starts, you should check that all presentation slides have been copied to the computer and are running in PowerPoint. If they are not there, or do not function properly, a local back-up will be available. All technical matters not accomplished before the session starts must be made during the relevant presenter's time allocation. Under no circumstances should a technical request result in the curtailment of another speaker's time allocation.

You will start the session and it is important that the first speaker starts on time. For this reason, please keep any speaker introductions very brief.

## Time-related Instructions

**Scientific & Practitioner Sessions** - Sessions of 90 minutes - 4 speakers x 15 minutes plus 30 minutes questions and discussion during and between the presentations, not just at the end! Each speaker has 15 minutes in which they must set-up and speak. A presenter's time allocation starts from the moment of completion by the previous speaker. You will be issued with a yellow and red card.

**Research Development Sessions** - Sessions of 45 minutes - 4 speakers x 7 minutes plus 3 minutes discussion feedback before each presentation. Each speaker has 7 minutes in which they must set-up and speak. A presenter's time allocation starts from the moment of completion by the previous speaker.

**In common** - You will be issued with a yellow and red card. The yellow card should be shown when 3 minutes remain and the red card is shown when the speaker's allotted time has elapsed. If you feel it necessary to remind the speaker at the one-minute mark then do so verbally. On production of the red card, the speaker must stop immediately and turn the floor over to the facilitator.

Please do not change the order of presenters, unless exceptional circumstances arise, as delegates may switch between sessions in progress to hear particular speakers. Under no circumstances may a presenter use their own laptop. The next presenter's time allocation starts upon production of the red card. Please be very strict on this point.

## Facilitating Questions

As indicated above, **Scientific & Practitioner Sessions** have 30 minutes to use for discussion during the session. The audience should be encouraged to engage between presentations. You need to run the session as interactively as possible throughout the entire session, with a concluding group session to finish. In order to initiate discussion, it is important to be familiar with all the papers in the session and to look for points of overlap or contradiction that might form the basis of a useful debate. Please ensure that you bring the session to a proper finish. It is suggested that you either provide a short summary, conclusion or indeed ask the presenters to briefly state the one thing that the audience should take away from today's session.

## Outstanding Contributions

We invite you to nominate candidates for our outstanding contributions awards, which is distinct from our best paper awards and are to recognise contributions to the facilitated sessions. These may be for an excellent presentation but could also be for insightful participation in session discussion. Please make a note regarding to which session the contribution was made and why you thought it should be considered as exceptional and pass it to the reception desk immediately after your session.



**FACILITATOR FEEDBACK FORM** - Please hand this form to the registration desk immediately after your session.

<b>Facilitator Name</b>	
<b>Session Number</b>	
<b>Average number of people in your session including presenters.</b>	

We will award to +/-3 delegates that make outstanding contributions to the event. This is not necessarily just for good presentations, but could also be given for questions or observations from delegates or indeed even other facilitators. Therefore you need not confine your answer to the session you facilitated.

<b>Nomination for outstanding contribution (person <u>and</u> reason)</b>

**Please tick the one field per presenter (in your session) that you believe is most accurate (this is confidential and will not be made public in any form)**

<b>Presenter Name</b>	The audience found that the quality of the presentation's content in relation to the entire event was:			
	Much weaker than average	A bit weaker than average	A bit stronger than average	Much stronger than average

**Please add comments overleaf where appropriate. Additional verbal feedback, where desired, can be made to Steffen Conn.**