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AECT Facilitator Instructions - 2012 Teacher Education Division

1 message

Leftwich, Anne Todd <aleftwic@indiana.edu>   Wed, Sep 19, 2012 at 10:03 AM
To: "Leftwich, Anne Todd" <aleftwic@indiana.edu>

Greetings AECT Facilitator,

Thank you once again for serving as a facilitator for the AECT 2012 conference. Please read the instructions below and feel free to contact me with any questions you may have. The instructions are also attached via a word document.

Best regards,

Anne Leftwich

President-Elect

Teacher Education Division

2012 AECT Annual Convention: Facilitator Guidelines

Your Role – Each session at the annual convention needs to have a facilitator. This person helps to make the session happen and sees that it takes place with as few problems and distractions as possible.

Technical Difficulties – Note that room setup issues – projector equipment, in particular – will be taken care of by AECT technology volunteers assigned to the session. If you experience technical difficulties that you cannot solve in the sessions you are facilitating, seek help from the Technical Help Center in the Willis Room by using a house phone to call extension 5262.

Your Facilitator Duties

Before the Conference…

1. **Use the scheduling system to print out your facilitator assignments** (as well as your presenting schedule and committee meetings). The scheduling system is designed to flag double-booking, but it is always a good idea to check to ensure there are no conflicts in your schedule. In addition, last-minute

changes are sometimes necessary (room change, time changes and sometimes even day changes), so it is a good idea to check your schedule frequently up to the day the convention starts. To obtain your schedule:

> a. Login to the system at http://convention2.allacademic.com/one/aect/aect12/. You will be prompted to use your AECT member number as the username and your last name as the password (note that this is just the opposite of how you usually enter the AECT system).
>
> b. Use the "My Schedule" link in the top upper right-hand corner of the screen displayed.
>
> c. Your sessions with your role assignments (presenter, facilitator, attendee, etc.) will be listed by day.

2. **Send an email to the presenters for each session you are facilitating**. To obtain email addresses, when you've displayed your schedule (step 1), click on the title of each presentation and then on the name of the presenters listed. Note that there may be one or two concurrent presentations for each hour-long session you are assigned to facilitate. Email presenters for each presentation listed during the session you are facilitating, to provide them with your contact information and to make sure they intend to attend and present. If a presenter emails you to cancel and indicates that the presentation will not be given by any of the co-presenters, forward the email notice of cancellation with the presentation title and presenter names to Dalinda Bond at dalinda007@gmail.com Here is a possible email text for your reference (fill in the applicable information indicated in the brackets):

Dear [presenter name]:

I will be facilitating your AECT 2012 Convention presentation, [presentation title] on [day] at [time] at The Galt House in Louisville, Kentucky. You will be the [only presenter / first, second of / two/ presenters] during that hour-long session.   I will introduce you and will provide the presentation attendees with an evaluation form. I will also let you know when you have a few minutes remaining and when your presentation time is over, and I will collect the completed evaluation forms from attendees at the end of your presentation. You should plan to allow at least 5 to 7 minutes for questions within the overall time frame of your presentation. It is also a good idea to arrive early so the equipment volunteer can set up your laptop and you can display your PPT and other resources.

If you will be unable to attend the convention and must cancel your presentation, please contact me at [your email]. Please check with any co-presenters prior to contacting us to avoid the cancelation of a session for which someone expects to present. You may also email me with any questions, or you may email Dalinda Bond, the convention scheduler at dalinda007@gmail.com

I look forward to hearing your presentation!
[your name]
Conference Facilitator
[your contact information]

At the Convention…

3. Please sign in at the Technology Center (the Willis Room) as soon as you can after your arrival in Louisville - or at least **one hour prior** to the first session you are to facilitate. This way we know you have arrived and you can find out the technology volunteer assigned to your sessions.

4.   Arrive at least 15 minutes to the meeting room and sessions you are assigned to facilitate. The technology volunteer is also assigned to arrive at the meeting room 10 to 15 minutes early. With the tech volunteer, check that the necessary technology is set up in the room and working. If it is not, contact the staff of the Technology Center (Willis Room) immediately. Pick up a house phone and call the Willis Room (extension 5262). A technology volunteer will be sent to your meeting room immediately.

5. Speak to the presenter(s), reminding them that you will give them a few minutes-notice of their time. Emphasize the importance of beginning and ending on time, noting that you will use printed signs for two minutes, one minute, and then the finger across the throat for "Time is up." (This may require **firm** action. Equity is important and is a form of mutual respect. If a presenter runs more than a minute over, you should stand up and interrupt, saying something like, "I'm sorry to have to stop this interesting presentation, but we are limited in time and want to be sure to hear from all our presenters. Perhaps our first presenter would be willing to remain just outside this room for a few minutes afterwards to talk more about his/her work?")

6. Welcome session attendees as they arrive, handing them an evaluation form for each presentation to be made during the hour-long session.

7. *Quickly* introduce yourself as the facilitator, announcing the session by number and theme name (if applicable). Then introduce the first speaker by name, along with the name of his/her presentation.

8. Assist with any distribution of handouts.

9. Keep track of the time and be sure to allocate it **equally** between the presenters in a session.

10. Quickly introduce each subsequent speaker by name, while they are coming forward, and announce thename of his/her presentation.

11. Count the maximum number of attendees for each presentation and mark that information on the facilitator form.

12. End the session by standing up, thanking the attendees for coming, thanking the presenters, and calling for applause.

13. Remind attendees IN BETWEEN PRESENTATIONS to complete the evaluation forms they have been given, and then collect those forms as you can during the hour.

14. Separate the collected sets of multi-copy evaluation forms according to speaker and provide the top white copies to each presenter for their presentation.

15. Complete the facilitator form and make sure to leave the printed "time-remaining" warning signs in the presentation room. Remember to drop the remaining yellow evaluation forms and the facilitator form off at the Willis room.

16. Notify the AECT Technology Help Center of any technical problems encountered during a session.

How a *Facilitator* Differs from a *Discussant*

A discussant is responsible for discussing the papers (or presentations) in asession. Discussants are integral to the session's **content** and were part of the original proposal or session type (like Featured Research). In contrast, a facilitator is responsible for facilitating the process by which presenters deliver their content and the process by which audience members evaluate that content and delivery.

What To Do If a Presenter Doesn't Show

While we hope this willnot happen, or that you will at least have advanced notice, presenters occasionally do not show up to present. If you know in advance that one of the presenters is not able to make it, announce this fact to the audience and state any adjustment, regardless of the order that may appear in the printed program.

When the first presenter is not present at the time when the session is scheduled to begin, announce to the audience that you will be reversing theorder of the presenters with the late presenter going second. Do this instead of waiting. If neither presenter is present when a session is scheduled to begin or there is only one presenter and that person is not yet present, wait five minutes, then announce to the audience that you are not sure where thepresenter is and will wait five more minutes before declaring the session to be cancelled. If you have to cancel a session, you'll need to mark the facilitator form and deliver to the Tech Center as notification.

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