



Facilitator Guide

UoM ITL T&L conference 2024

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This year all sessions (except wicked problem sets) will have two types of facilitator present



Room facilitator: Facilitates all that is happening the room

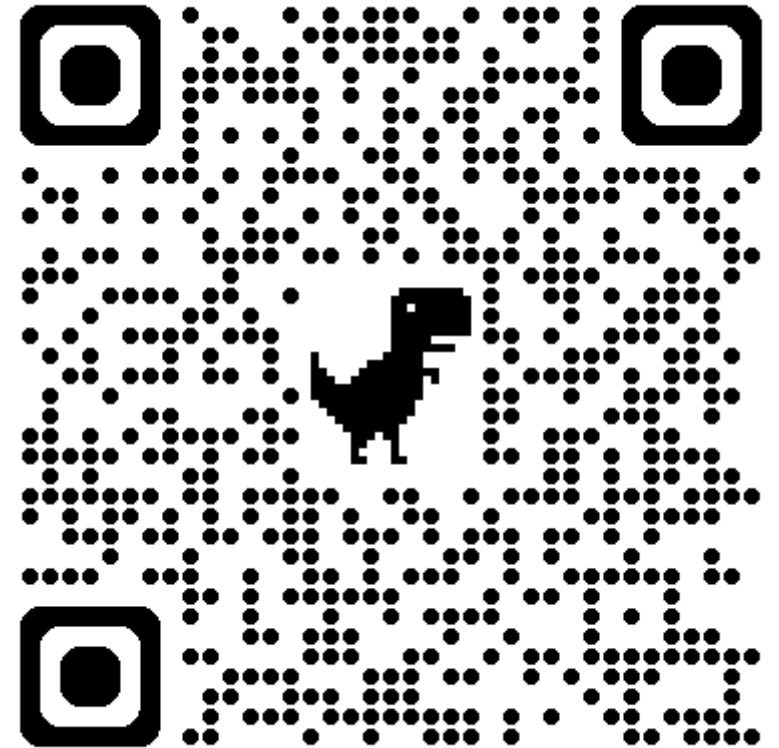


Hybrid facilitator: Facilitates all that is happening online and conveys it to the rooms where needed

What session/s have I been assigned to facilitate?

[Facilitator list here](#)

Or use QR code ->



Role of the room facilitator in standard paper, poster session and lightening talks



To help ensure all speaker PowerPoints are uploaded and working ok

Note they should be preloaded onto computers already but double check at start of session



To introduce and chair the session

Including introducing each speaker



To keep the session running to time

Time cards will be provided



To get the ball rolling asking questions if the session audience aren't forthcoming



To wrap the session up

Invite round of applause from audience! Reminder to reflect

Role of the hybrid facilitator in standard paper, poster session and lightening talks



Make sure that the screen for each presentation is shared on Zoom



Respond to any issues online participants have (e.g. if they can't hear remind the speaker to stand near the mic)



Feed in any questions that arise in the chat



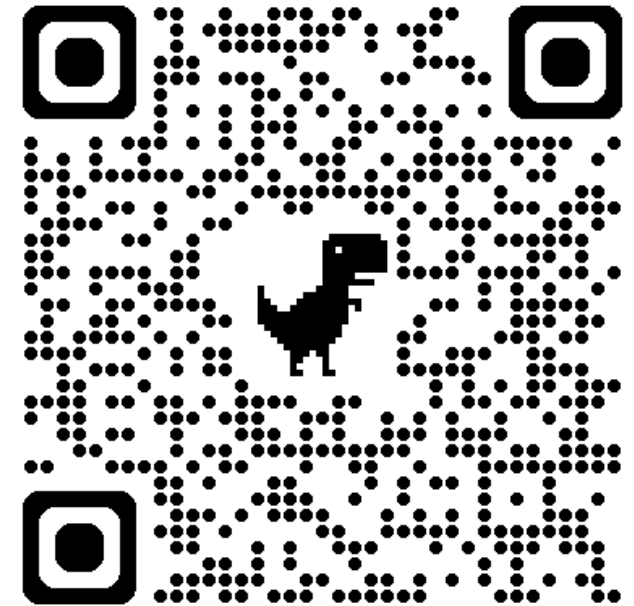
Pause recording for papers that have opted out of recording

Recording!

- Standard paper sessions, poster sessions and lightning talks will be recorded
- Please remind people in the room of this!
- Some papers have opted out of recording – the hybrid facilitator should pause recording for the opted out papers
- AV people will be on hand – student team members can help locate them if needed

How do I know session timings?

- All session timings can be found [here](#) and via the QR code
- Also printed schedule in your room and on your room door!



Role of the room facilitator in wicked problem sets



To help ensure the people running session have all they need (AV, paper, pens etc)



To help ensure room set up is as organisers need

Student helpers can help move furniture



To introduce the session if the session organizer would like

Note this may not be needed



To keep the session running to time

Time cards will be provided – but probably just need to tell session organiser



Collate the outcomes of the session if needed




To wrap the session up

invite round of applause from audience



FOR ALL FACILITATORS: STARTER QUESTIONS


- If you need to get the ball rolling with questions here's a few generic ones you can use:
 - "What is one thing you were unable to mention or go into detail on that you would really like to talk about?"
 - "How do you envisage (what was discussed) supporting key university goals around assessment/student voice/equity and inclusion (pick most applicable?)"
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Facilitator roles for all sessions

- Make a note of any feedback people give and/or thoughts for next time!
- Support accessibility needs
 - Refer to all attendees using they/them pronouns unless their pronouns are clearly identified
 - We have portable hearing loops if participants need them
 - Enable captions on Zoom if needed
 - Help move chairs if needed to accommodate anyone who is mobility impaired
- Be a first port of call if anyone has any problems
 - Conference Code of Conduct
 - Quiet room for time out
- If anything happens and you need to stay in the room but get help from elsewhere call the student team....



Student team

- They will be able to go between sessions and help desk if any issues
 - They will have walkie talkies too
 - They will be on hand to help if the room needs rearranging at all
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Thank you! 😊

Don't forget we have our debrief
session online Tuesday 9th July 12-1