



## Suggested Guidelines for WEFMAX Moderator

The role of the moderator is to introduce the topic, the support helpers, keep conversations on track, sometimes restate a question or answer as needed, make sure that no one is monopolizing the conversation and allow as many people to talk as time allows.

1. Moderates the dialogue session
2. Keeps session on time (with timekeeper's help)
3. Opens the session with brief overview of the topic
  - a. Each session will offer 2-3 MAs the opportunity to present
4. Introduce the Main Session topic, the support group (scribe, mic helper, time keeper and compiler)
5. Explains the 5x7 cards-
  - a. An aspect of the topic you'd like to find out more about
  - b. Something you have to share with others on the topic
  - c. An idea of any kind relevant to the topic
  - d. An idea for future WEFMAX topics
6. Will ask the attendees to think about take-aways they heard from the session and write their top 2-3 ideas on the Take-away cards for example:
  - a. What did you find most useful about this session?
  - b. What did you gain that was unexpected?
  - c. Will any of this be helpful to your MA?
7. Introduce the first MA Presenter. The first MA will have 15 minutes to present,
  - a. Followed by 15 minutes Q&A with the attendees.
    - i. Calls on people/keeps track of those waiting to speak (with help of Microphone Handler), Reminds attendees to use microphone so everyone can hear
    - ii. Remind attendees to stand, state name, organization/MA
8. Introduce the 2<sup>nd</sup> MA and they will have 15 minutes to present,
  - a. Followed by 15 minutes of Q&A. (Same as before)
9. Attendees to open discussion for an additional 15 minutes
10. Moderator will ask that everyone take 10 minutes at each table to discuss key take-aways and write them on a 5 X 7 card.
  - a. The Moderator will ask the summarizer to come to the computer to type key take-aways. The Moderator will call on one spokesperson from each table for their top 3-5 take-aways. Moderator will help clarify for short bullet points
  - b. Moderator will ask the microphone helper to collect the 5 X 7 cards from each table as they report out.
11. Moderator will thank the MA presenters, thank the scribe, microphone helper, time keeper and compiler.
12. Also be sure to remind the audience to use the 5 X 7 cards as a means to ask additional questions on the subject or perhaps a question that is not related to the topic, but the attendee would like assistance with. These will be taken back to WEF to be addressed quickly.
13. Close the session, thank dialogue session facilitation team, remind attendees to fill out the survey as each session occurs.