

What is my role?

As facilitator, you have a key role, along with AAMC staff, in **planning the session** and a responsibility to expedite and guide the in-person session **on-site** at the conference.

Preconference Responsibilities

Session Planning:

Research and read relevant work that will enable you to ask specific questions, make connections, and identify the best speaker(s).

To coordinate session planning, you will likely conduct several planning calls to map out the design of the session.

Speaker Preparedness:

Ensure that the speakers

- Understand the **focus of the session** and the **learning objectives**
- Know **how much time** they have to present
- Are **familiar with** the material or work of other presenters at the same session
- Take advantage of the AAMC's speaker/facilitator webinar and resources

Session Coordination:

- Request **all speaker slides (5–6 weeks before the meeting)**.
 - ✓ Review slides to ensure alignment with session objectives and allotted presentation time.
 - ✓ Assure content is coordinated and has a logical flow.
 - ✓ Eliminate redundancies between speakers.
- **Plan interactions** (discussion, activities, and/or questions) every 15–20 minutes (30%–50% of the entire session).
- Hold a **final call with all speakers (3–4 weeks before the meeting)** to confirm that each participant fully understands his/her role in the session.
- Work with speakers to ensure delivery of **all slide presentations to the AAMC meeting planner (2 weeks before the meeting)**.

Technology Issue Preparedness:

Think through something for the audience to do in the event of a technology glitch.

- Have a few questions of interest prepared and ask the audience to discuss these at their table.
- Ask a few “pop quiz” questions (drawing on data, history, or other facts of interest relevant to the event or session)

Conference Day Responsibilities for In-Person Events

Room setup:

- Arrive for your **session** early to check
 - ✓ Lighting
 - ✓ Temperature
 - ✓ Microphones
 - ✓ AV equipment
- Work with the on-site AV team to ensure that all slide presentations are loaded and ready.

If there are **any problems**, bring them to the attention of the **AAMC program staff or meeting planners**.



Session Management Responsibilities for In-Person Events

Open the session

- Begin with compelling information, such as a story, statistic, or visual.
- Provide a **brief introduction of the speaker second**.
- DO NOT read the speaker bio (everyone has it), instead
 - ✓ Provide context for speaker expertise
 - ✓ Ask speakers to share something unexpected or interesting

Manage transitions between speakers

- **Monitor speaker presentation time** to keep the session on track.
- Explain the **connection between speaker topics**.
- Facilitate discussion—**encourage interaction** between speakers and with the audience.

Manage planned activities

- Give clear instructions
- Circulate among the audience, as needed, to answer questions
- Announce time checks to ensure the session is kept on schedule

Manage Q&A

- Give clear instructions:
 - ✓ Establish how questions will be asked. Will participants approach the microphone? Write down questions and hand them to a runner?
 - ✓ Instruct questioners to formulate a clear question and ask it succinctly (no commentaries).
 - ✓ Instruct questioners to introduce themselves.
 - ✓ Only one question and only one follow-up question are allowed.
 - ✓ Content of the questions must be relevant to others in the room.
- Manage questioners and speakers:
 - ✓ Be prepared with a few questions that align with session objectives to start to the Q&A.
 - ✓ If the questioner is offering commentary, ask for the “headline” of the question or assist in formulating the question.
 - ✓ If the speaker is going into too much detail, help to summarize and prompt moving on to the next questioner.
 - ✓ Stop taking questions several minutes before the end of the session.

Close the session

- Thank everyone for attending.
- Provide summary remarks and a “take home” message.
- Give the audience a call to action or a big idea for the future.
- End on time.
- Announce any housekeeping notes as directed by an AAMC staff member.

