Annual Convention 2021
Facilitator Role

Thank you for agreeing to serve as facilitator for the 2021 UCEA Annual Convention! We are excited to have you join us and thankful to have your expertise in leading the sessions. Please review the Planning Committee’s expectations of facilitators below.

BEFORE THE CONVENTION

Please read the papers in your session in advance, and come prepared to comment on them, individually and as a whole.

- Constructive criticism of research questions, frameworks, methods
- Extensions of analyses, findings, and implications
- Broader contributions to the literature
- New perspectives introduced by the paper

For Ignite Sessions, expectations are a little different. There are more presenters in Ignite Sessions, and they each have less time to speak. Try to maximize interaction between authors, facilitate connections between papers, and make sure all authors are part of the discussion.

AT THE CONVENTION

Show up to the session 5-10 minutes before the session begins.

- Make sure the laptop adapter is at the podium and remains there at the end of the session.
- Identify the presenters in advance and introduce yourself.
- Remind each presenter of the time limits that apply, and describe the provided time cards you will use to alert them of time limits during the actual presentation.

At the start of the session, introduce yourself to the audience, announce the session title, and offer a brief overview indicating how the papers are related.

- Briefly introduce the speakers at the beginning, and then announce paper titles before each individual presentation.
- For Ignite Sessions, announce authors’ names before each presentation, rather than at the beginning of the session.

During the presentations, monitor time limits strictly so that no author (or audience member) monopolizes someone else’s time.

- Paper presentations are 12 minutes.
- Ignite presentations are 5 minutes.
Remember the Academic Golden Rule!
Give the type of feedback you would want to receive, and with the tone in which you would want to receive it.

Importantly, the bulk of your time as facilitator should be spent stimulating audience interest in the subject and the papers.

1. Assume the role of “thought catalyst.”
Provoke discussion among the session’s presenters and between the presenters and the audience.

2. Avoid giving a one-way presentation about the papers.
We encourage you to use the bulk of your time to highlight contrasting or provocative ideas that will stimulate a dialogue among those in attendance.

3. Incorporate the thoughts from the session participants that you discussed in advance of the convention.
Preparation in advance and attentiveness during the session are two keys to serving successfully as a facilitator.

4. Field questions from the audience.
Once presentations are complete (and you have made your facilitator comments), the remainder of the time can be used for discussion with the audience and session participants.

5. Conduct the session in a collegial manner.
Use first names when addressing participants and members of the audience) to encourage as much audience participation as possible.

IMPORTANT NOTE:
For the safety and security of Convention attendees, please make sure all presenters have their name badges. If a presenter does not have a name badge, please let someone at UCEA Registration know.
For in-person sessions, please make sure that all attendees wear face coverings at all times.

Please help make the program sessions meaningful by fulfilling this role effectively!

In All Academic you can confirm which sessions you are facilitating and read the papers for each session. If it is a paper session, we strongly encourage you to reach out to the authors of the papers and review the above guidelines with them as well as establish talking points for the session. Please connect with your session attendees and do your part in ensuring that the Convention is a high-quality experience for all.