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## What is the Discussion Leader's Role in the Forum?

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Promoter (facilitator) of discussion

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## How Do You Prepare for Your Discussion Leader Role?

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- Work with your Session Manager to determine the flow of your discussion and maintain continuity with the other Discussion Leaders in your session as well as with all of the discussions for all of the sessions.
- Develop your discussion slides with your Session Manager well before the forum to resolve any issues.
- Realize that you are a facilitator rather than the subject matter expert.
  - Direct the participants' focus to the topic discussion and each other.
  - Limit the time that the participants are focused on you - speak for a maximum of 10 minutes total.
  - Cover the background of the discussion.
  - Present the problem at hand.
  - Stay away from proposing solutions.
  - Limit slides to 3-4; never more than 4.

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## How is the Discussion Leader's Role Successfully Achieved?

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- Be concise during your initial discussion statements.
- Be enthusiastic, motivated, and self-confident.
- Encourage controversy while focusing on the future.
- Be flexible; adjust with the flow of the discussion.
- Use your listening skills to guide people and the discussion.
- Encourage people to talk.
- Conclusions and consensus are not required.
- Ask open-ended questions.
- Do not answer questions.
- Frame the discussion, and explore options.

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**Enjoy your role in the forum!**

You are facilitating an elite group of industry experts.  
The networking opportunities and stimulating discussion will be unparalleled!

