

What is the Session Manager's Role in the Forum?

Define the structure of the forum topic through the content of your session and its continuity with the other sessions.

How Should the Session Manager Interact with the Discussion Leaders?

- Tell Discussion Leaders they will serve as **facilitators of discussion** and will not be making a presentation.
- Work with your Discussion Leaders to determine the flow of the discussion and its continuity within the session as well as with all of the discussions for all of the sessions.
- Review the discussion slides with your Discussion Leaders prior to the forum to resolve any issues. Common faults are too formal, too many slides, and too conclusive.
- Put emphasis on the subject instead of the Discussion Leader.
- Identify key points to the Discussion Leader.
- Alert the Discussion Leader to their role as a facilitator rather than the subject matter expert. Their role is to:
 - 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.

How is the Session Manager's Role Successfully Achieved?

- Develop your sessions with your Co-Manager.
- Define a structure for your session and be aware of its continuity with the other sessions.
- Place breakouts as early as possible in the session.
- Remember that the proper selection of your Discussion Leaders is the **key** to the success of the Forum. These people should possess flexibility, motivation, self-confidence and the ability to facilitate.
- Please provide the SPE Staff with the names and contact information of confirmed Discussion Leaders at the second Steering Committee meeting or as soon as possible.
- Realize that invitation letters will be sent to all Discussion Leaders by SPE Staff, including a "Discussion Leader's Role in the Forum" document.

Enjoy your role in the forum!

The networking opportunities and stimulating discussion will be unparalleled!

