WERC
42nd Annual Conference
for Logistics Professionals
APR 28 - MAY 1
2019
COLUMBUS**OHIO**

P2P FACILITATOR REMINDER CHECKLIST

Please meet all deadlines so we can effectively promote and plan the conference and your session.
All speaker information and links can be found on the Speaker Resources page of www.werc.org/2019.

Due by January 31, 2019

❑ **Conference Registration Due**
Use the special link provided to register for the conference for $150 less than the prevailing registration rate.
Facilitators are responsible for their own travel, hotel and incidental expenses.
Failure to register by January 31 may result in the cancellation of your session.

❑ **Speaker/Facilitator Information for Publication Due**
Name, Title, Company, Biography

Facilitator Information

Each discussion will be scheduled for 1 hour
➢ **Pre-registration for the session is not required, so participation will be on a first-come, first-served basis**
➢ **To ensure quality discussion time for everyone involved, the session will be limited to 40 participants**

➢ **Facilitator Responsibilities**
- Begin and end the session within the given timeframe
- Lead discussion:
  o Encourage introductions
  o If topic discussion doesn't begin organically, facilitator should be prepared to throw out a first point or question to encourage discussion
  o Guide discussion, ask drill-down questions, involve as many participants as possible, flipchart ideas as appropriate and keep discussion moving
  o Summarize main points, thank participants and ask for evaluation feedback
  o Providing handouts, exercises or bullet points on a flip chart to get the discussion going is appropriate only if necessary to prompt discussion
- *DO NOT* give a presentation (PowerPoint is not supported) – guide the discussion and help others articulate their own ideas by drawing on the resources of the attendees

➢ **Room Set-Up & Audio Visual Equipment**
All P2P Discussion Session Rooms will be set with:
- 40 Chairs in a circle or oval (the group may move the chairs around to create smaller groups as necessary)
- 2 Flipcharts with markers and masking tape
Projector/Screen (for PowerPoint) is NOT available for P2P Session rooms.