

Guidelines for Conveners and Moderators

All sessions are one hour and fifteen minutes. Please limit speakers to allotted time and leave enough time at the end of each session for questions and answers.

Session Rules:

1. NAMETAGS

Nametags are required for all concurrent sessions and performances, which are closed to non-members. They are not required for public sessions such as the keynote, plenaries, or open community events, or in the Exhibition Hall. Tennessee Tech requests that all ASA members keep their nametag on their person when on campus. Volunteers will ask to see nametags in Henderson, Farr, Bartoo, and Bryan Fine Arts, and will direct members who misplace or lose their nametags to go to Registration in Roaden University Center (RUC) to receive a free replacement nametag before they can attend the session.

2. TECHNOLOGY

Tennessee Tech will staff each concurrent session room with a technology volunteer whose job is to turn on and log in to projection, if needed. The technology volunteer will not be responsible for connecting laptops or other devices. If more extensive tech issues occur, the volunteer will call for IT staff.

Suggestions for Conveners and Moderators:

1. PRODUCTIVE FACILITATION

The best facilitators are aware of the audience's time and interest in the topics covered in the session. They are also cognizant and responsive to their presenters. To that end, the facilitator should:

- Be in or near the room 10-15 minutes before the session starts.
- Be familiar with the available technology or how to get help if needed.
- Greet the presenters and ensure that their technical needs are met, and remind them of the following:
 - **All** presenters are required to register and pay (if they have not yet done so, they may visit the Registration desk after the session in the RUC);
 - individual papers will not exceed 15 minutes;
 - questions and answers will be deferred until the end;
 - you will signal each speaker when two minutes are left so they may wrap up;
 - after all speakers have finished, you will call for questions and answers and you will end the session on time by signifying the last question.
- **Please ask presenters to sign in on the attached session information sheet.**
- Please welcome audience, introduce speakers, and begin and end your session on time. Since there are only 15 minutes between sessions, ending on time is essential so that presenters for the next session have adequate time to set up and conference attendees can arrive at their next session before it starts.
- Determine if you will allow for questions after each presentation or if you will wait until the end of the session for group questions.
- Start and end the session on time.
- Keep strict adherence to time limits for each presenter—do not be afraid to cut someone off if they

are going over their time—this recognizes and respects others who may be presenting.

- Facilitate the Q&A.
- Ending the session:
 - Please thank speakers and audience for participating. Lead the audience in applause to end session.
 - Please sign attendance sheets for professional development units for teachers.
 - Please take a head count of the audience and mark approximate attendance on the session information sheet. Please also note any concerns or suggestions.
 - If chairs are rearranged for a session, the convener should ensure that the chairs are put back in place before the next session.
 - **IMPORTANT: Please turn in the attached session information sheet to the front door volunteer in Henderson, Farr, Bartoo, or Bryan Fine Arts once the session is over.**

2. TIPS FOR MANAGING CONFLICT AND TACKLING DIFFICULT ISSUES

Open the session with a statement such as, *There may be some topics discussed in this session that can lead to passionate responses. We want to have an open, respectful, and productive conversation. Let's agree to some ground rules.* Provide the following list of rules for respectful and engaging dialogue:

- Be respectful
- Everyone deserves to be heard
- One person speaks at a time
- Speak for yourself not others
- If you are offended or uncomfortable, say so—and say why
- Disagreements are okay, but do not make them personal
- Stick to the issue
- Everyone should help the facilitator keep the discussion moving and on track
- Personal stories stay in the group, unless people decide it's okay to share them
- If a session becomes tense or unproductive, facilitators can take the following steps:
 - Stop the conversation and remind everyone of the ground rules, garner agreement on the ground rules to proceed.
 - If there is not agreement on the ground rules, you should not be afraid to stop the session and explain that you feel uncomfortable managing the conflict—this takes skill and experience. Do not ask specific people to leave or stop their behavior, explain that the session is no longer productive, apologize to the presenters and other audience members, and end the session. In this case, the facilitator can make the following statement:

Thank you for attending this session. At this point, it appears that we will no longer be able to adhere to the ground rules, so I am going to end the session. I hope you will join me in thanking the presenters either as a group or individually for their preparation for today. I encourage you to continue this conversation in any way you see fit.

3. QUESTIONS?

For questions, contact the Program Chair, **Erin Hoover** (ehoover@tntech.edu).