

Guidelines for Forum Facilitators (and information for the other presenters)

A forum is a special format that gives three speakers the opportunity to present together on a given topic. The 75-minute slot can be organised according to the needs of the group. Presenters can either present one after the other for 20 minutes followed by a 5-minute Q&A session, or present for 20 minutes each followed by a 15-minute group Q&A session.

The role of the forum facilitator is to:

- make contact with the two other speakers and prepare for the smooth running of the forum before the conference;
- lead in the organisation and strict time-keeping of the forum on the day;
- act as chair and facilitator during the Q&A session(s) during the forum in order to ensure that questions and answers are concise, relevant, evenly distributed, and do not go over agreed time limits.

1 Before the conference

1. Make initial email contact with the other two speakers in order to introduce yourself within a few days of receiving your acceptance letter.
2. Find out whether the other two speakers are happy with the forum title suggested by the Conference Programmers. If you collectively wish to make any change to the title, please contact Sarah Ward (sarah@iatefl.org) by early January 2022.
3. Establish and agree with the other two speakers how you plan to structure the forum i.e. whether to have 3 x 20-minute sessions followed by 15 minutes Q&A, or 3 x 25-minute sessions comprising 20 minutes of input and 5 minutes of Q&A each. Please note that the former option is usually easier to manage time-wise and also allows for questions generated by connections and/or issues raised in all three presentations which may lead to a richer discussion overall.
4. There is little handover time between speakers so it is recommended that you plan in detail how this is going to be done quickly and efficiently. For example, you may decide to share your presentation slides with the other forum speakers, e.g. on Dropbox or equivalent, before the conference in order to have them already copied on to one laptop or USB before the forum starts.
5. You may like to suggest sharing information about the detailed content of your three presentations before the conference, e.g. the abstracts and summaries of your sessions, in order to be fully aware what each of you will be speaking about and in order to avoid potential overlap.
6. It may be worth pointing out to the other two forum speakers that as their original proposal was for a talk or workshop, they will need to adapt or reduce the content in order to fit the new time limit.
7. It is important to stress the strict time limit per presentation and agree a plan to stick to this e.g. holding up a 'one minute' reminder card for each speaker before presentations should end, and asking one of the other speakers to do this for you.
8. You may also like to suggest meeting up with the two other speakers to talk things through before the forum. This may be face-to-face at the conference venue before the forum or before the conference via an online video call.

2 During the Forum

1. Be ready to set up the technology and/or other materials with the two other forum speakers quickly and efficiently before the forum begins.
2. As the forum facilitator, you are the speaker with overall responsibility for strict time-keeping of the presentations and Q&A sessions during the forum. It's therefore also very important that you strictly keep to the time limits yourself!
3. You are also responsible for chairing and facilitating the Q&A sessions either for 5 minutes after each presentation or for 15 minutes at the end of the forum. Strict time-keeping for the Q&A session(s) is also essential.

Please note that you are NOT expected to either introduce or thank the other forum speakers in between presentations as this will take away too much valuable time from the presentations and Q&A session(s) during the forum.



3 After the conference

All presenters are invited to submit a report to the volume *IATEFL Belfast Conference Selections*. Forum presenters can either submit their own individual reports of their presentations or decide to submit a joint report. Only reports written according to the *Conference Selection* guidelines can be considered for inclusion.

We would like to thank you very much in advance for taking on the role of forum facilitator in Belfast and for following these guidelines in order to ensure that your forum runs smoothly. We wish you the best of luck for a highly successful forum!