

SESSION FORMATS

Live Polling – Can be utilized with any format.

Panel Discussion – Consists of a Moderator and 2 or 3 Speakers in a formal presentation followed at the end by a few questions and answers. This is the most common presentation style and usually most popular among speakers.

Open Forum – Consists of a Moderator and 2 or 3 Speakers in a less formal presentation often with questions and answers after each speaker or sometimes throughout the presentation

Interactive Forum – Consists of a Moderator and 2 or 3 Experts in an informal presentation often resembling a talk show format where the Moderator leads a discussion with the experts and the audience heavily participating throughout centered around a few key pre-determined topics. This is the most popular format, but needs a very strong moderator to pull off successfully.

Teaching Session – Consists of a Moderator (optional) and 1 Speaker presenting in a lecture format a specific topic around which most of the audience will have minimal advance knowledge. This format is rarely used due to the general expertise of the audience.

Workshop – Consists of a Leader (and often co-leader) discussing predetermined topics with a small group of people in an open square conference table format. Usually, two or three sections of workshops will be offered simultaneously on the same topic (requiring three to six leaders) in order to keep each workshop down to a manageable size.

Case Study – Consists of a Moderator and 2 or 3 Speakers discussing actual Case studies designed to explore either a situation where the audience can learn from mistakes already made or from an unusual success the factors that made the process successful. This format is best used for exploring controversial topics.

Buzz Group – Consists of a Leader per 8-10 participants discussing predetermined topics at table rounds. Often, the participants will be asked to switch to a new table every 15 –30 minutes, so that they can participate in three or more different topics (with one common theme) during the 90 minutes.

Debate – Consists of a Moderator and 2 Debaters discussing a controversial topic. Most often the Debaters will be questioned by the audience after making some type of formal presentation (and/or questioning each other).