

## Facilitator

- Your job is to present the topic and keep the session moving forward
- Attempt to be neutral and fair as you guide the session
- If you want to be a major participant in the discussion, hand off your facilitator duties to another person
- If you have any time guidelines, give them to the timekeeper
- Pay attention to people's emotions and signals and respond to them

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## Note-taker

- Your job is to record important points, conclusions, resources, etc.
- To share your notes with others at the conference, use this:

[YOUR URL HERE]

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## Timekeeper

- Your job is to keep people aware of time and help them use it productively
- Let people know at 15 minutes left and 5 minutes left
- At the end of the session, interrupt and tell people the session is officially over
- If people want to continue the discussion, ask them to move out of the room

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## Gatekeeper

- Your job is to keep the discussion productive
- Periodically step into the discussion and see if people who haven't said anything yet would like to
- Politely interrupt people who have been talking too long
- Redirect discussion back on-topic if it gets derailed
- Changing the topic is fine as long as most people agree with it

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