

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

Timekeeper

- Your job is to keep people aware of time and help them use it productively
- Each session is 45 minutes long (please do not run over into the 15 minute break)
- Let people know at 15 minutes left and 5 minutes left
- At 45 minutes, interrupt and tell people the session is officially over
- If people want to continue the discussion, ask them to move out of the room

Note-taker

- Your job is to record important points, conclusions, resources, etc.
- For short-term notes, use PiratePad and add a link to your notes at:

<http://piratepad.net/9UhKDU17VD>
- For long-term documentation related to geek women, use the GF wiki:

<http://geekfeminism.wikia.com>
- Search for an existing page on GF wiki before creating a new one
- Add category "AdaCamp DC" to GF wiki pages so others can find it

Gatekeeper

- Your job is to keep the discussion productive
- This is an uncomfortable job for most people, don't take it if you're not okay with it
- Periodically step into the discussion and poll people who haven't said anything yet
- 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