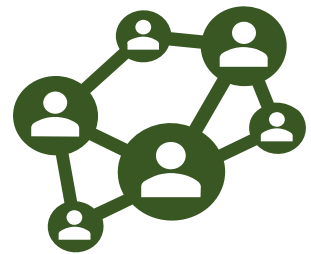# INTERACTIVE
SESSION TYPES

Case Study Analysis

During case study analysis, the participants will review the details of events presented during the speaker presentations and follow a step-by-step process to identify the problem and find its solution. Participants can move around to form groups where they will review the presented cases. In their groups, they will use discussion to increase awareness of the problems and share their own experiences to find the solution.

Best Used: With a series of related case studies.

Facilitator Responsibilities:

- Provide stimulating questions relevant to presentation to move conversation forward.
- Encourage attendee participation and speaker involvement in group discussion.

QUICK TIP
Prepare **handouts** for the attendees with the information for each of the case studies presented. Contact WEF Staff for assistance in preparing and providing session the handouts.

Speaker Presentations 10 to 15 minutes	Each speaker will present their case study within the given time period. Presentations will be followed up by a group analysis from the session participants.
Group Analysis 5 to 10 minutes	Participants will form small groups with those seated around them and will discuss the presented case study. Discussions should include summarizing the case study, identifying problem areas, providing solutions, and report-outs to facilitator. **Questions** to include: • What actions were taken in the case? • Were these actions the most appropriate and why? • Were there any consequences of the actions taken? • Was anything omitted or not considered? • Is there anything you would have done differently?

Conversations and Input

During conversation and input sessions, the speaker will have an opportunity to engage directly with the attendees. After each presentation, speakers will propose a question to the attendees who will then openly discuss the answer to the question while sharing knowledge and information. For more information on C&I sessions, visit the website: https://businesstraveldestinations.com/meeting-format-conversations-input/

Best Used: On a wide range of topics.

Facilitator Responsibilities:
- Confirm speakers have prepared their post-presentation questions for the attendees.
- Guide attendee conversation. Remain focused on presentation topic.
- Keep track of time.

Speaker Presentations 15 minutes	Each speaker will give their presentation. Speakers must remember to leave time to present the audience with their questions for the conversation and input segment.
Conversations and Input 5 to 10 minutes	After being presented with the speaker's questions, the session participants will discuss the answer amongst themselves as the facilitator provides thought-provoking comments to encourage conversation.

Facilitated Discussion

In facilitated discussion sessions, attendees will be encouraged to have open conversation with the speaker(s) and other attendees after each presentation.

Best Used: Subjects/topics that are well-accepted practices and variations on those could be discussed and shared.

QUICK TIP
Facilitators should come prepared with questions or thought-provoking comments to help spark conversation if participants are not actively participating in discussion. Facilitated Discussion should **not** be a Q&A period. **Work with your speakers to develop best conversation starters.**

Facilitator Responsibilities:
- Provide stimulating questions relevant to presentation to move conversation forward.
- Encourage attendee participation and speaker involvement in group discussion.
- Recognize when there is need to cut conversation or opportunity to dive deeper.

Speaker Presentations 15 - 20 minutes	Speakers will have a max of 15 minutes to give their presentation. Each speaker presentation will be followed up by a period of facilitated discussion.
Discussion 10 to 15 minutes	The conversations should be between the session participants, the facilitator, and the speakers. There is an opportunity here for participants to share their knowledge with the speaker and for speakers to ask questions.

Panel Discussion

Panels are an opportunity for the attendees to have an open discussion with the panelists. The goal of the panel format is recognizing audience members have valuable information to offer as well and allowing them to get involved in the session. In a panel discussion session, all speakers should be considered panelists not formal presenters. These sessions should not include lecture-style presentations or presentations slides. The agenda for this session will be based on discussion points the speakers and facilitators will use to drive conversation. Maximum of 3-4 speakers.

Best Used: For topics/subjects that not everyone has the same approach, uses different methods. There are differing opinions on the topic.

Facilitator Responsibilities:

- With the panelists help, come up with stimulating discussion questions (as well as use audience ones)
- Have several prep calls with the panelists to cover their remarks and ensure minimal duplication and share questions for panel discussion.
- To create a truly stimulating panel discussion, add an extra chair to the stage. Every 10-15 minutes on this +1 chair, have a different audience member join in.

Speaker Intro **5 minutes**	Facilitator will briefly introduce each panelist and why they are a part of the panel- what unique perspective/experience do they bring
Panel Discussion **Remainder of Session**	Session can kick off with a question for each panelist but then should incorporate attendee questions as quickly as possible. Allow time for audience members to share their perspectives and experiences. (The audience can be more than a source of questions!

Knowledge Development Forum (KDF)

Knowledge Development Forums allow the attendees to exchange information and collaborate with one another to gain and share new knowledge. The conversation will be pushed forward by instigators (additional facilitators) mixed in with the audience members.

Best Used for: Sessions where presentations would benefit from feedback on the subject matter such as research, or a project. The feedback is then incorporated into the work that is done in the future.

*Facilitator responsibilities will vary depending on the session agenda and discussion topic. Meet with your session (speakers and co-facilitators) **to determine how to proceed.**

Speaker Presentations **5 to 10 minutes**	Short speaker presentations with condensed information on each slide is highly encouraged. During KDF's – it is possible for discussion to interrupt the speaker and begin early.
Discussion **15 to 20 minutes**	The goal of the instigators will be to fuel conversation and create an environment where knowledge is constantly being shared from different perspectives. When participants are constantly participating without prompt, instigators can take a step back.

Trivia

Sessions including trivia are the perfect opportunity to quiz the attendees. Trivia sessions consist of short presentations and the majority of the time will be spent using polling software to present questions to the attendees.

Best Used: Sessions presenting fundamentals topics the large majority can participate in.

QUICK TIP

Inform the speakers of session setup and develop the polling questions alongside them. Facilitators are highly encouraged to work closely with WEF Staff when setting up polling for the session. Staff can also assist in preparing prizes for trivia winners.

Facilitator Responsibilities:

• Work closely with speakers to prepare polling questions relevant to the information they will share during their presentations.
• Input questions into polling software before the session and manage the polling software during the session.
• Prep for session by letting attendees know how to participate in the polling and encourage their participation.

Speaker Presentations Varies	Presentation time lengths must follow the agenda closely. Each speaker may have a different speaking time length. Speakers should develop short presentations that introduce attendees to their topic and prepare them for the upcoming trivia moment.
Trivia Varies	Based on the provided agenda, the length of each trivia moment will depend on the speaker's topic and the number of polling questions that will be shared with the audience.