



Suggested Guidelines for WEFMAX “Summarizer”

Moderator for each session will ask the attendees to think about take-aways they heard from the session

1. Moderator will then ask the summarizer (a WEF Delegate who has been pre-assigned by the WEFMAX Committee Chair) to come to the front of the room.
2. Moderator will solicit from the attendees any key take-aways that the attendee thought was most important from the session.
3. Summarizer will type the take-aways information on the WEF computer - for all to view on the screen.
4. Moderator then thanks all the attendees and the summarizer for the input.
5. Take-aways will be incorporated into the notes.