

CHECKLIST

for facilitators

Facilitators will have read abstracts in “their” session before the session starts and prepare a few topics for discussion afterwards and if possible try to activate participants. Also before the session starts the facilitator will ask participants (or some of them) to think of questions or issues that may be of common interest for the discussion.

1. Before the session starts talk to the room host about the gift to the presenter. The host will have the gift with him/her. Each presenter will have the gift the first time he or she is presenting, so the person may have had her/his gift already. The host will know about this.
2. Facilitators will present the speakers, address the connection between the presentations and of course **keep track of time limits.**¹
3. Discussion special activity task: If the presentations have been research based the facilitator will mirror the practical issues that are of interest in this context and vice versa, i.e. the facilitator will mirror the research issues that are important if the presentations have focused on more practical matters. The facilitator will try to engage participants and especially those who may have prepared discussion points.
4. Facilitators will conclude the discussion, thank the presenters and give the gift.
5. If you have questions before the conference, please contact lars.forsberg.3@ki.se or barbro.holm-ivarsson@telia.com.

If you have questions during the conference go to the registration desk or ask the technician in room 362. There will also be a host in the room.

¹ Oral Sessions are all 90 minutes long. Sessions with three presenters will allow 20 minutes for each presentation. Sessions with four presenters will allow 15 minutes for each presentation. After each presentation there will be 5 minutes for specific questions to each presenter. At the end of the presentations there should be 15 minutes left for general discussion. Facilitators will keep track of the timetable.