



Suggestions for Leading Discussions

Good discussion will happen...

If you the site coordinator are

- Organized
- Comfortable
- Prepared

If the participants are

- Welcomed
- Informed
- Made comfortable

General recommendations

- Provide drinks and snacks (or direct students to vending machines, if available).
- Introduce yourself and provide an overview of the teleconference before starting discussions.
- Go over pre-conference questions, and then ask participants if they have questions of their own.

Scheduling recommendations

- Have participants arrive at least 30 minutes before the teleconference to pick handouts.
- Allow participants at least 5 minutes to review the handouts.
- Schedule a time for discussion, both before and after the teleconference.
- Make sure that you have reviewed all handout material **BEFORE** the day of the teleconference, especially the discussion questions.
- Provide participants with certificates of attendance **AFTER** the post-conference discussion.

Special Note

The best recommendation for making the teleconference run smoothly is to have **two coordinators**; one to take care of technical issues, and one to meet and greet the participants and lead the discussions. Decide which role you feel the most comfortable in and ask a colleague to assist you with the other role. Splitting the responsibilities will not only make your job easier, but also guarantee a better learning experience for your participants.