

# Facilitator Guidelines

Please **cc both Kriszta and the person in charge of the colloquia** on your correspondence to the speaker. Kriszta may give you the sign-in sheet as well as any printed handouts the speaker would have previously requested.

**The speaker should arrive by 3:20pm** in order to set up any slide show presentation, deal with handouts, and for a quick demo on the smart monitors. The person in charge of the colloquia will be there to assist with the tech, and to fetch the water carafe & glass from the Head's office.

Before the talk please remind the speaker that **the talk itself should end at 4:15pm** (or a little bit later if we start late) and that you will give them a **10-minute warning at 4:05pm**. You can just say quickly, "Professor, ten minutes left" or give them a prearranged high sign.

**The talk should begin promptly @ 3:30pm** with your giving a very brief introduction of the speaker (e.g. current position/chairs, areas of specialty, highlights of their past positions/honours, and some of their most important publications.) Then immediately turn over the floor to the speaker (no need to call for a round of applause though it may happen anyway.)

**Remember to give the 10-minute warning** and then politely remind the speaker that it has been 45-minutes at 4:15pm (or thereabouts.)

**Announce a 3-minute break between talk and Q&A, primarily to think through or discuss questions with colleagues.** Possibly you shall have to start the Q&A only after four or five minutes, if some have gone out, but not later than.

**Chair the Q&A by first briefly mentioning that we use the hand/finger rule** for new questions versus quick follow-ups. Mention that questions should be as short as possible, not a second colloquium talk, to allow many people to participate, and note it again during the Q&A if it seems necessary. Also, mention that each person asks only one question per turn, and that people can say when they ask their first question whether they would like to ask additional ones later. Write down the names (or descriptions like "3rd row guy in black shirt") as they raise their hand/finger. You'll need to be monitoring the room occasionally for new hands/fingers after the first round.

**The first question goes to a student**, but don't announce it as such. If there is no student on the first question, you can take the first student who does raise a hand to the front of the queue. Although only the first question is given to a student by priority and after that it's basically first-come first-serve, you can balance the common faculty/student ratio bias by moving students up the queue. You should also prioritize those who haven't already had a chance to ask a question.

**Feel free to take the privilege of asking one question** you might have along the way. In any case, it would be good if you had a couple of questions in mind already to prevent any awkward silences if there is no one else in the queue for a question or follow-up.

**Allow the questioner a follow-up**, and let the dialogue continue for a few minutes if speaker and questioner are interested.

**At 4:55pm announce that there is only five-minutes left** and that only new questions (hands) will be taken and no follow-ups (fingers). If you already have plenty of questions in the queue, you can say as much and simply say there will be no new questioners.

**Try your best to end at 5:00pm** (and certainly take no more questions at that time.) It's OK to let the speaker finish up on the last question, but try to cut things off completely no later than 5:05pm even if there are remaining questions in the queue.

You can just tell those that have questions in the queue to come to the **wine reception** where the discussion may continue. In any case, remind the audience of the wine reception in the Head's office. Finally, remember to ask the audience to **thank the speaker** with a round of applause.

If you have any questions, don't hesitate to ask the person in charge of the colloquia.