WasteMINZ Conference Session Chairs All you **NEED and WANT** to know

* Each session will be slightly different, with a different number of speakers, format (e.g. some have joint Q&A and others Q&A straight after presentations, or there may be a panel), timing and room set up. You should refer to your session run sheet for any advice specific to your session.
* The session chair is there to introduce the speakers, support Q&A time, and ensure that we run to time. We love to see our session chairs bring some energy and personality to the room – so please feel free to reflect this in your introductions. However, any long introductions, stories or reflections, eat into the presenter’s time as well as possible Q&A time. So do try to keep your introductions snappy.
* As session chairs we would like to encourage you to use te reo Māori if you feel comfortable to do so. Please find below some simple phrases which you may want to incorporate when chairing your sessions. If you are unsure of the pronunciation of any of these, <https://maoridictionary.co.nz/> is a great resource.

**Welcome**

Kia ora koutou *OR* Tēnā koutou kātoa

**Thank you**

Kia ora *OR* Ngā mihi

**Well done**

Ka pai - good *OR* Tino pai - very good

**Instruction to clap for speaker**

Homai te pakipaki

**To close the session**

Mā te wā - until next time (as a way of saying goodbye)

Hei kona

* There will always be support. There will be at least one WasteMINZ volunteer or staff member in your room as well as AV tech support. The WasteMINZ staff member or volunteer will support running microphones for Q&A, room setup, any technical issues and other troubleshooting.

1. **Before the session starts**

**Meet the speakers in the room prior to the start of the session to introduce yourself. Please remind them:**

* they will receive a 5-minute warning; and a 1 or 2 minute warning. We have signs that can be held up for them. Discuss with the WasteMINZ representative who will hold up the signs
* they must confine their presentation to the allotted time
* Advise each presenter to stand close to the lectern microphone when presenting, otherwise attendees will not be able to hear them

1. **Running the session**

* Please open the session on time but encourage late arrivals to grab a seat.
* Welcome attendees to the session and introduce yourself and the theme of the session.
* Relay any housekeeping notes as per your session sheet
* Request all mobile phones to be put on silent or turned off
* Introduce speakers, this will just be name, organisation and presentation title. Bios will all be on the app and not read out. Set a timer on your phone to start once the speaker begins – WasteMINZ staff member will also be watching the time.
* Thank speaker and ask them to remain for any Q & As (if doing it directly after the speaker)
* Thank speaker again as they leave the speaking area

1. **Q&A**

If there is Q&A directly after the speaker, then it can be helpful to have a question in your back pocket in case it takes a while for the audience to switch from listening to engaging. We have asked all our presenters for seed questions and will endeavour to have these on the session run sheets. Ways that you can run the Q& A:

* Thank the speaker – and ask them to remain for Q&A – let the audience know to put their hand up and the WasteMINZ rep will pass them the mic
* If hands go up immediately – then go with audience questions
* If you don’t see hands up straight away – then start with one of the seed questions “Something I was wondering was…..” or “Firstly I have a question…” can be good openers – or whatever works for you.
* If the room is lit so it is not easy to see the crowd – then ask the WasteMINZ rep to shout out if there are questions.
* Keep an eye on time – Q&A has a tendency for time to get away – especially if there are a lot of questions and the audience is engaged. If questions are going to be unanswered, Thank speaker and suggest that attendees seek the speaker out in the break.
* For joint Q&A sessions, encourage where possible multiple perspectives from different speakers. You can use phrases such as “Thanks for making that point…” “That’s great, if I can change tack…” to move from one idea to another. Using phrases such as “I would like to move to another speaker….” Can be a bit obvious to the audience, and embarrassing. You can also arrange with the speakers in advance a phrase that you will use to hear from a different presenter or to move onto a different point.

1. **Ending the session**

You will likely have notes to read out at the end of session about networking drinks, awards etc that will be on after the following break. Please review your session run sheet so you know what you need to notify attendees about.

**Housekeeping / Health & Safety Notes**

These will be included in your session notes – including indications if you need to read them out – or if the notes are just there for your reference.

* *Bathrooms are located in the foyer of the main entrance on the ground floor, and outside the plenary room on level one.*
* *In the unlikely event of an emergency, please remain calm and follow the instructions of the automated emergency system and the Te Pae Christchurch team.*
* *All emergency exits are clearly identified with illuminated green signs.*
* *Evacuation Overview - In the unlikely event that an evacuation of the venue is necessary, all available staff will assist in the process and detailed instructions will be given. The Assembly Area is located on the "Green" directly opposite the exhibition halls/ Lot 3 (next to the river walk)*
* *Smoking, including vaping, is not allowed anywhere in the building.*

WasteMINZ Conference Facilitators All you **NEED and WANT** to know

* Each panel discussion will be run slightly different, depending on the topic, number of panellists and discussions had during the preparation session, so please refer to your run sheet for any advice specific to your panel discussion session.
* The panel facilitator is there to introduce the speakers, facilitate the discussion and Q&A from the audience, and ensure that we run to time. As indicated above in the supporting information for session chairs, we love to see our panel discussion facilitators bring some energy and personality to the room – so please feel free to reflect this in your introductions!
* As facilitators, we would also like to encourage you to use te reo Māori if you feel comfortable to do so. Please see advice above regarding some simple phrases which you may want to incorporate when facilitating your panel discussion.
* Just like the support for any WasteMINZ conference session, there will also be support available for the panel discussions. There will be at least one WasteMINZ volunteer or staff member in your room as well as AV tech support. The WasteMINZ staff member or volunteer will support running microphones, room setup, any technical issues and other troubleshooting.

Here are some generic tips and tricks for running a panel discussion:

*Before the Session:*

* **Know your panellists** – Familiarise yourself with their bios and areas of expertise.
* **Prepare an introduction** – Draft a short opening to welcome the audience, introduce the topic and your panellists.

*During the Panel discussion:*

* **Set the tone** – Open with a warm welcome, overview of the session topic and introduce your panellists. Make sure to keep the introductions brief.
* **Guide the conversation** – Pose opening questions to the panellists and encourage a balanced participation. Keep the discussion flowing and on topic. Please see below a list of phrases that can be used to keep the conversation balanced.
* **Manage time** – Watch the time and gently steer panellists back if they go off-track or over time and ensure all voices are heard.

*Wrap-Up/ending the Panel discussion*

* **Summarise Key Points** - Offer a brief recap of major insights or takeaways from the discussion.
* **Thank the Panellists and Audience** - Acknowledge the contributions of the panellists and thank the audience for their participation.
* **Close Confidently** - End on time with a clear closing remark or a call to action, depending on the session’s purpose.

**Some phrases that can be used to keep the conversation balanced**

In any panel discussion, one of the key responsibilities of the facilitator is to ensure that the conversation remains engaging, balanced, and respectful of all participants. This can be challenging, especially when panellists have differing viewpoints or time constraints. Below are some helpful phrases you can use to encourage participation, manage dominant speakers, and seamlessly transition between topics, ensuring a dynamic and inclusive discussion.

**Encouraging Participation:**

* “Let’s hear from [Panellist Name] on this point.”
* “Who hasn’t had a chance to speak yet?”
* “I’d love to hear your perspective on this, [Panellist Name].”

**Redirecting or Managing Dominant Speakers:**

* “That’s an excellent point. Let’s hear from [another Panellist Name].”
* “I appreciate your insights;[another Panellist] what is your opinion?”.”

“I would love to cover some more topics, let's move on to another question”

**Inviting Audience Engagement:**

* “Does anyone from the audience have a question or comment?”
* “We’d like to hear your thoughts. Please raise your hand if you have a question.”

**Transitioning Between Topics:**

* “Great discussion on that topic. Let’s shift gears to [next topic].”
* “To build on that point, [Panellist Name], what are your thoughts on [related topic]?”
* “That’s an interesting perspective. Now, let’s explore [new topic].”

**Summarising and Wrapping Up:**

* “To summarise, [Panellist Name] emphasized [key point], and [Panellist Name] added [another key point].”
* “As we approach the end of our time, any final thoughts from our panellists?”
* “Thank you all for your valuable insights today.”

**Further reading on how to moderate a panel discussion**

* Toastmaster International: [A Panel Moderator’s Guide to Success](https://www.toastmasters.org/magazine/magazine-issues/2023/june/panel-moderators)
* Forbes: [7 Golden Rules for Successful Panel Discussions](https://www.forbes.com/sites/adriandearnell/2023/02/22/7-golden-rules-for-successful-panel-discussions/)