



CONVENING NAME

DATE | LOCATION

FACULTY & PRESENTER ORIENTATION

About the Initiative

Information about the group gathering.

Key Logistics Information

Event Duration:

Venue Location:

Closest Airport:

Hotel Room:

Room Setup: Attendees:

Event Details:

Timeline

Deliverable	Deadline
Faculty/Presenter: So that we can share your history and expertise with event attendees, please provide us with your most recent bio and picture.	
Handouts: If there any handout materials you would like us to print and bring to the venue, please send to us no later than this deadline. Otherwise please plan to bring these materials with you.	
Presentations: So that we can have any presentation loaded and ready to go on the day of the event please send us your slides in advance.	

Design Philosophy

We take a highly collaborative, learner-centered approach to the design and delivery of all content using the principles of Dialogue Education (DE) as a framework – see 8 Steps of Design & [6 Core Factors of Learning](#). The focus of all learning events is on the practical application of concepts. To achieve our learning objectives we often share new content with the audience followed by ample time for them to reflect and apply that information to their own work in some way. All faculty and presenters, internal and external, work closely with a design team to identify the “what” and “how” of each learning event over the course of several planning meetings leading up to the event. Your design team will guide you through this process and keep you apprised of key deadlines.

Here are our top Design & Facilitation Tips:

- Give yourself plenty of time to design your content and consider involving a co-designer; your design team can help to identify a co-designer
- Focus on creating a learner centered design versus teacher centered - always ask yourself “what do the learners need to do to learn this content?” and not “what do I need to say to teach this information?”
- Use established [best practices](#) when developing PowerPoint presentations
- Consider structuring the learning session in a variety of ways to promote dialogue i.e. partner interactions, small group discussions, large group discussions, [structured dialogue based activities](#) (i.e. 124 All exercise, . Learning can happen sitting at a table, walking around the room, talking to a neighbor, or even on a walk outside

- For any learning activity, be sure to provide written instructions
- Use open questions to draw out the learner's own experience and creativity, for example:
 - What examples can you share?
 - What surprises you about this outcome?
 - How do these compare to your own experience?
 - What words would you use to describe?
 - What are your questions?
- To promote 'safety' refrain from calling on select individuals to comment or provide input;
 - Pose an open ended question to the audience and wait 5-10 seconds for someone to respond
 - Set discussion expectations ahead of time – for example: “after the exercise we will come back together to debrief...and hear from each team...you may want to select a representative from your team to share out ahead of time”
 - For times you want to hear from “everyone” consider putting up a speaker's list ahead of time