



## WPTA Facilitator Guidelines

The success of the WPTA annual conference rests upon the work of the individual facilitators. To provide for a smooth functioning of the round table sessions, these guidelines are presented to aid you in your role as facilitator.

Each of the roundtable sessions is planned to last one hour and twenty minutes. As general practice, the first ten to twenty minutes should be devoted to a discussion of the subject by facilitators. During this time, every effort should be expended to draw the participants into the discussion.

A conversational atmosphere should be maintained. Disagreements among individuals at the table are not necessarily bad. If they become too rancorous however, a facilitator should defuse the situation before it ruins the discussion for others at the round table.

Facilitators should always keep mind that this is an educational opportunity, not a sales opportunity. Specific products, representations or “pitches” are not to be tolerated. This is not to be construed as a prohibition against answering a direct question about a specific product.

Facilitating can be hard work. There are up to three facilitators assigned to each round table for that reason. **There should never be a time when there are less than two facilitators at a round table while a session is in progress.** Facilitators are free to work out schedules for attendance as long as two are at the table when participants are present.