

Facilitator Responsibilities



The meeting facilitators should

1. Start the session (plenary or workshop) with an introduction to the topic. The introduction should not be more than 10-15 minutes, and it should explain the topic (and/or subtopics) and the expected outcome of the meeting.
2. Choose a note-taker among the participants in the room before the session starts. Note taker will keep the meeting notes.
3. Choose a timekeeper among the participants in the room before the session. Timekeeper will be responsible for making sure the meeting flows smoothly, and everyone respects the 2-minute rule.
4. Always be mindful of the fact that everyone's ideas are valuable, though keeping in mind that the discussion is on track with the agenda of the session.
5. If called on, participants can speak for 2 minutes, max.
6. Should serve as the spokesperson for the parallel workshop session to summarize the discussion and notes in the general overview session.