Facilitator Guide

Before the (Un)Conference

1. Attend one of the short facilitator training sessions:
   a. Tuesday, June 14, 10:30-11:15 am US EDT
   b. Tuesday, June 14, 6:30-7:15 pm US EDT
2. Know which session(s) you are facilitating here.
3. Follow the instructions from our Participant Guide to setup your technology.
4. Review the MIT UnHangout Facilitator Guide and watch a short video tutorial for good measure.

5. Review these [Open Space principles](.).
   a. Whoever comes is the right people. Whatever happens is the only thing that could have. When it starts is the right time. When it's over it's over.
   b. If you find yourself in a situation where you are neither learning nor contributing, move somewhere where you can.
6. Think about your topic: imagine the vibe you'd like to co-create in your session--open, emergent, respectful, engaged.
7. Come up with a few questions to kickstart the discussion (or revive it), or you can use the discussion questions we've brainstormed for you [here](.).

During the (Un)Conference

Facilitate the conversation
1. Sign in [here](.) half an hour early and join the session you'll be facilitating. This will ensure that you have one of the 10 places available. Keep both the lobby and your session windows open until the day is over.
2. Your primary role is to create a friendly and open space for participants to explore and learn about the topic. In this role, you are a facilitator first and someone knowledgeable about systems second. See below for some additional tips.
3. At the beginning, consider stating some simple ground rules (or reiterate what is mentioned during the Opening Remarks) so people aren't offended if/when you need to cut them off. You might need to remind people that the goal of the session is to explore, share, and hopefully identify take-aways.
4. You might also want to make sure that people have their chat window open.
5. Don't spend too much time talking at the beginning or you will lose people. Go quickly to the first discussion question.

Summarize key learnings from your session and submit
6. Take 5 minutes at end of session to engage the group in summarizing the following questions:
   a. key **ideas** that emerged in the session
   b. key **tools or resources** that emerged in the session to share with the learning network
   c. key **questions** that emerged as a result of your conversation that could be explored in the learning network
7. Send in your summary to systemsunconference@gmail.com

After the (Un)Conference

1. Sessions will be summarized into one document for future sharing.
2. Follow up with any personal action steps resulting from your participation as a facilitator.
3. Get ready to re-connect and extend your learning at Evaluation 2016 in Atlanta!

Facilitation Tips for "Holding the Space Open" in a Virtual Unconference

Feel free to add to this list (see how we are holding the space open?)

- Follow [Open Space principles](#).
  - Whoever comes is the right people. Whatever happens is the only thing that could have. When it starts is the right time. When it's over it's over.
  - If you find yourself in a situation where you are neither learning nor contributing, move somewhere where you can.
- At the beginning, consider stating some simple ground rules (or reiterate what is mentioned in the Opening Remarks) so people aren't offended if/when you need to cut them off. You might need to remind people that the goal of the session is to explore, share, and hopefully identify take-aways.
- Don't spend too much time talking at the beginning or you will lose people. Go quickly to the first discussion question.
- There will always be introverts and extroverts, so be prepared to manage the extroverts and provide options for the introverts to contribute, e.g. "Feel free to add some comments using the Chat Function…"
- Keep an eye on the chat column. This can be tricky, but remember you are primarily a facilitator and not a participant. You can participate, of course, but remember to balance your roles.
- People will likely leave your room and join another; be okay with this Open Space "Law of Two Feet."
- Monopolizers are common but dangerous. Don't be afraid to intervene! e.g.,
  - "I wonder if anyone else has had a similar or different experience?"
  - "Let me just jump in here, what do others think?"
- Accept that the group may want to move in a new direction off-topic. If they do, this can be exciting, so go with it!
- Have a timer or something highly visible to you so you don't forget the time.
- Save 5-10 minutes at the end for wrapping up and summarizing. Document this in the survey monkey link we will send to every room.