Tips for Moderating a Summit Roundtable

Thank you for volunteering (or letting us volunteer you) to be a moderator! The goal of our Roundtables is to get people talking to each other to share ideas, challenges, and solutions with each other in small groups.

Key roles as moderator:

- **Keep the discussion on topic**. A document with the topic and conversation starters will be provided for you in the room. Use that to kick off the conversation then let the conversation flow. Redirect it back to the topic if you find it veering off into unrelated areas.
- **Be sure everyone has a chance to participate**. If the room gets quiet, or someone has not participated, ask a question. "*Chief Smith, what are your thoughts on this?*" You can use the conversation starters as a guide, too.
- **Prevent a single person from dominating the conversation**. Step in when you can and redirect to another person. "*Thank you for sharing, Chief Jones. What have the rest of you experienced?*"
- **Note the main take-aways from your conversation.** Take note of things such as best practices, top tips, biggest challenges, lessons learned, etc.
    - We will ask people to share the take-aways from their discussion with everyone during the Full Group Sessions. If you do not want to be the spokesperson, you can ask if anyone else in the group would like to do this.
    - Michelle will ask you to email the take-aways to her so we can compile all the information into one document to share out to the group after the event. You can type your notes in an email message or download the document in the room, add your notes and send that to her.

We keep the groups small so they can truly be interactive. The Chiefs' Roundtables on Monday and Tuesday will have a max of 7 chiefs in the room. The All Participant Roundtable on Wednesday will include a few chiefs plus a few supplier reps that are also interested in the topic (max of 10 people in the room). Both versions are meant to learn from and share with each other by keeping the conversation flowing.