60-MINUTE DISCUSSION

WHAT IS A DISCUSSION SESSION?

Discussion Sessions are group conversations among a small number of participants on a specific topic or issue.

INTENDED OUTCOMES

- ✓ Targeted feedback
- ✓ Engaging conversations
- ✓ Networking with others who share similar interests

SESSION DESIGN

These sessions are designed to be **interactive** between the facilitator and attendees.

They are **not formal presentations** and should be structured to encourage group participation.

SESSION DELIVERY

These sessions typically begin with a 5- to 10-minute introduction by the organizer to share the topic, followed by participant discussion and feedback.

They are held in rooms set for up to 60 participants seated at round tables.

Go to the next page for facilitator tips.

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HOW MANY FACILITATORS CAN WE HAVE?

Limited to **FOUR (4)** discussion leaders / facilitators per session.

BE THE TIMER

Start and end discussions on time to prevent the session from running over.

Set a timer for each activity and share how much time is left before an activity ends.

KEEP SHARE-OUTS BRIEF

Call on specific groups or ask for volunteers to keep share-outs brief and moving.

If more than three groups speak, you will lose time for the second discussion.

THE SCREEN IS YOUR GUIDE

Use the projector screen as the **central anchor for information.**

Attendees will rely on it for the prompts, instructions, and time updates since they don't have a piece of paper in front of them.

Go to the next page for a sample timeline to design your session.

60-MINUTE DISCUSSION

Time	Duration	Activity	Facilitator/A/V Focus
0:00	**5 min**	**Welcome & Set the Stage**	Podium/Screen
		* Welcome attendees, introduce the topic, and yourself/panelists (if applicable).	* Screen: Title Slide, Learning Objectives.
		* Crucial: Explain the format. Clearly instruct attendees to turn their chairs to face the 6-8 other people in their "pod" for the small-group discussion phase.	* Use the microphone to project instructions clearly.
0:05	**5 min**	**Initial Plenary & Prompt Setup**	Podium/Screen
		* Provide a brief, high-level overview of the topic/issue (no more than 5 minutes of talking).	* Screen: Display the *first* discussion prompt/question clearly.
		* Introduce the first question and the output goal (e.g., "Discuss this question and identify your group's top 3 challenges").	* Facilitator remains at the podium.
0:10	**20 min**	**Small Group Discussion: Prompt 1**	Walking/Observing
		* The facilitator signals the start and uses a timer.	* Facilitator moves around the room, listening to groups, answering clarification questions, and ensuring all groups are focused.
		* Groups engage in conversation around the first prompt. *(Set a time check at 10 minutes in.)*	* Screen: Display only the discussion prompt and a countdown clock (if possible).

Sample timeline continued on next page.

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Time	Duration	Activity	Facilitator/A/V Focus
0:30	**10 min**	**Group Share-Out & Transition**	Podium/Screen
		* Reconvene the full group (signal them to turn chairs back toward the podium).	* Facilitator stands at the podium or center of the room.
		* Ask 2-3 groups to quickly share their key takeaways or their "top 3 challenges."	* Screen: Display Prompt 2 while collecting answers for Prompt 1 (a subtle visual transition).
0:40	**15 min**	**Small Group Discussion: Prompt 2**	Walking/Observing
		* Introduce the second question and the output goal (e.g., "Now, discuss solutions to those challenges and choose one actionable strategy").	* Facilitator observes and ensures groups reform their discussions promptly.
		* Groups discuss the second prompt. *(Set a time check at 5 minutes remaining.)*	* Screen: Display only the second discussion prompt.
0:55	**5 min**	**Wrap-Up & Next Steps**	Podium/Screen
		* Reconvene the full group. Ask one or two groups to share their selected "actionable strategy."	* Facilitator thanks the group for their engagement.
		* Summarize the key themes from both discussions and offer concluding thoughts.	* Screen: "Thank You" slide with contact info, conference call-to-action, or resources.
1:00	**0 min**	**Session Ends**	