



Facilitating Keynote Sessions

Before the Session

This document contains information to help you plan your case study. It is very important that care, thought, and planning happen in advance of your keynote session.

Address Issues of Diversity and Inclusion

- Explicitly request that the keynote speakers address diversity topics in their presentation and remarks.
- Become familiar with relevant diversity research that could be shared during discussion.
- Prepare follow-up questions that specifically address diversity issues, such as how a topic might be experienced differently through different social identities.

Develop a Questioning Strategy & Choreograph Group Dynamics

- Develop potential questions, which reflect the session goals, that could be used to initiate group discussion following the keynote presentation.
- Identify and review diverse group engagement techniques to encourage audience engagement.

Reflect on the Session

- Identify the overarching goals for the session and communicate these goals with the keynote speaker.
- Create an evaluation tool and plan time in the session for collecting participant feedback.





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During the Session

These facilitation tips will help you during your session. It is recommended that you read over these tips the night before the session, and review them as needed while you facilitating the keynote session.

Address Issues of Diversity and Inclusion

- Remind the audience to consider the topic through a diversity lens.
- Share the results about relevant diversity research during the discussion.
- Pose follow-up questions that specifically address diversity issues, such as how a topic might be experienced differently through different social identities.

Develop a Questioning Strategy

- Give the audience time and space to initiate Q&A. You may need to wait and slowly gaze around the room. After asking the audience if there are any questions, count to at least 20 before offering one of your questions to the audience. This may seem like a long time and feel uncomfortable, but it will allow people to generate better questions.
- Use your previously developed Q&A questions if the audience does not initiate any conversation.

Choreograph Group Dynamics

- Actively solicit a variety of contributing voices (e.g., different individuals, different parts of the room).
- Make a point to break up the conversation if some individual(s) are dominating. Moderate who asks questions and from which part of the room. Get a mix of voices (e.g., junior and senior faculty, men and women).
- If brainstorming during the session, encourage small group brainstorming discussions before large group sharing to encourage more engagement and allow everyone a chance to contribute to the conversation.

Reflect on the Session

- Pay attention to what is working well and what is not. Make notes for things to change and things to keep the same.
- Ask the audience for final takeaways from the session.
- Pay attention to which issues from the keynote presentation receive the most attention or feedback; quickly summarize and share these observations at the end of the session.
- Remember to ask participants to complete the evaluation
- Review participant evaluation feedback and session notes.



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