



**STEM Forum 2006:  
A Community Conversation on Science, Technology, Engineering, and  
Mathematics (STEM) Education and Careers**

Thursday, December 7, 2006

SUNY College of Environmental Science and Forestry

## **Facilitator and Reporter Roles and Responsibilities**

As a **facilitator** you are asked to

1. Know the start and end time of each session(s)
2. Familiarize yourself with where your breakout session is located
3. Keep the program on schedule:
  - a. Remind participants of the timeframe for your session
  - b. Tell them you will let them know when there is 10, 2 and 0 minutes left for discussion
4. Keep people focused on and engaged in the topic under discussion
5. Strive to facilitate fair and equal participation from everyone in the group (this may include limiting some individuals whose statements are lengthy)
6. Help to create a collegial and productive "conversation" among colleagues

As a **reporter** you are asked to

1. Keep complete notes about each (A) issue and (B) potential action item
2. Stay neutral and supportive to the group as a whole
3. If necessary, remind people to speak one at a time in order to capture all comments
4. Ask people to repeat their statements as needed to record it – without inhibiting the free flow of conversation
5. Provide a final oral report (and your written notes) at the final session. Although you are welcome to recount the key issues discussed (briefly), we ask that you focus on potential action items identified by your group. Our primary goal is to develop an action agenda.

Please note: The length of time available will be determined by the total number of participants and roundtable discussion groups.

All of us involved in this program appreciate your active participation and contributions. We look forward to working with you.