



How to shape an exciting and  
engaging session....

Copenhagen  
Conference 2020

\*\*This is a post webinar slide deck with additional information added for anyone unable to join the live session\*\*



# Team Today....



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## Our agenda

- Welcome & session aims
- Benefits and fears
- Facilitation tools
- Using Sli.do as a tool for interaction
- Top tips
- Reflections and close



Zoe shared a personal story about how she chooses conferences carefully to ensure they meet her learning needs.



She trawls the conference pack to choose the right sessions...



She goes to the conference with a bounce in her step...





But often the content of her chosen sessions doesn't reflect the session title or don't meet her learning needs...



Or the content is great, but it comes at such a speed that it feels like you're drinking from a fire hydrant!



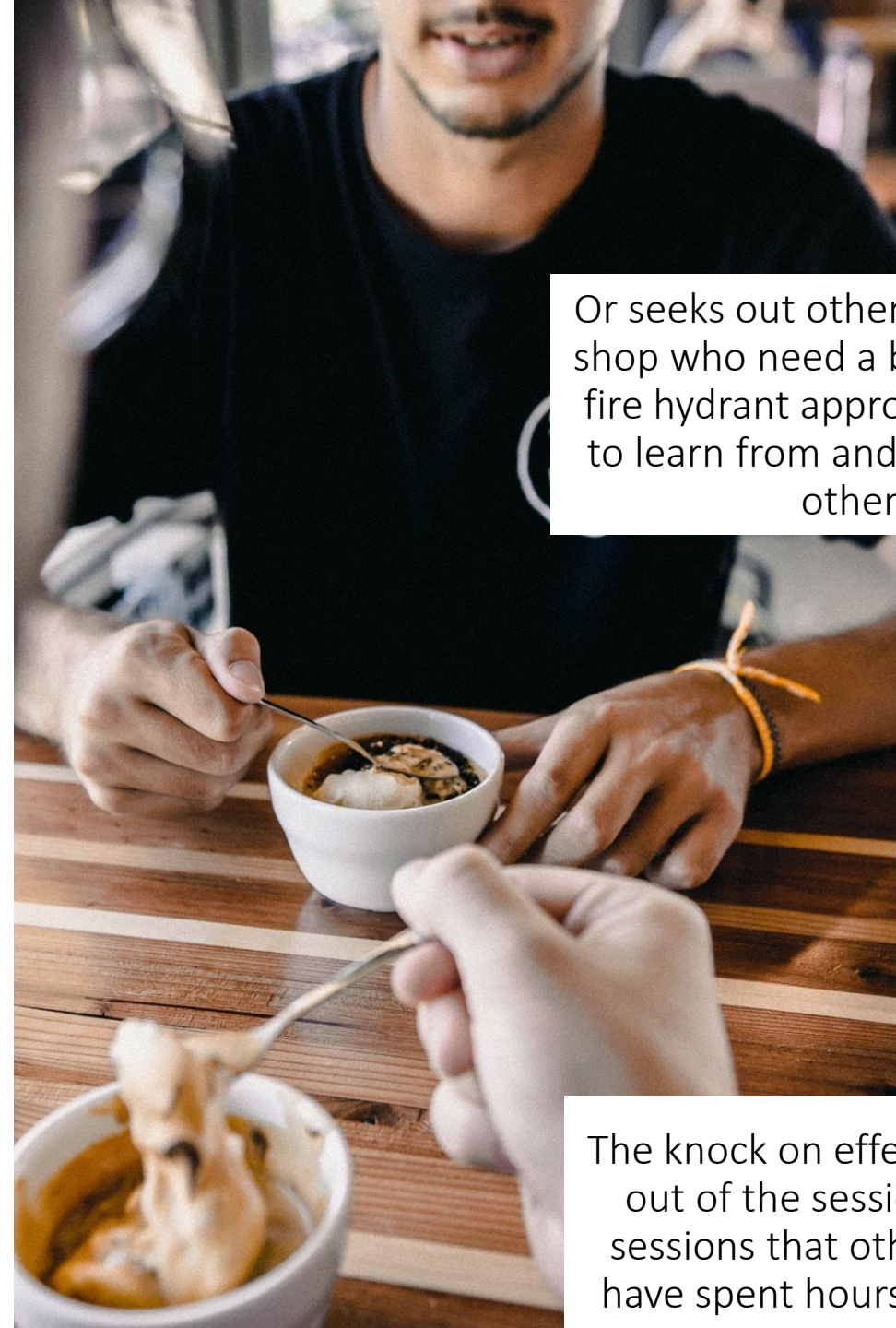
When she stops to make notes or starts to think about how this relates to her work, the content has moved on at a rate of knots...



She then starts to feel a little like this...



She then either retreats to the coffee shop to do some reflection and synthesis of what she's heard or...



Or seeks out others in the coffee shop who need a break from the fire hydrant approach and want to learn from and connect with others.

The knock on effect is more time out of the sessions... missing sessions that other presenters have spent hours preparing for.





This is a common story that we hear over and over again.

The world is changing.

People are wanting energised sessions, interaction, connection, to be treated like adult learners with time to digest, synthesise and make connections within the sessions.





# Reasons for conference attendance and what attendees are telling us about what they want from a session:

*“Make new connections and connect with like-minded people”*

*“To share knowledge and experiences”*

*“To learn from others on quality and safety in healthcare”*

*“Professional development”*

*“To explore key topics with others”*

*“Treated like an adult learner”*

*“Interaction – and lots of it”*

*“To be given time to reflect, synthesise information”*

*“Not to be talked at for the full session”*


# Benefits

- Draws in the audience to become active participants, not passive
- Attendees learn and digest more
- In the moment time to reflect, synthesise information & make connections
- A way to introduce diversity into the conversation - Hear a broad range of voices – not just the loudest!
- Keep people interested and engaged.



# Benefits for presenters

- Get to know who is in the room
- Time to think, have a drink and 'read the room' and check your timings
- Get a sense of how your messages are landing and what the audience is thinking.



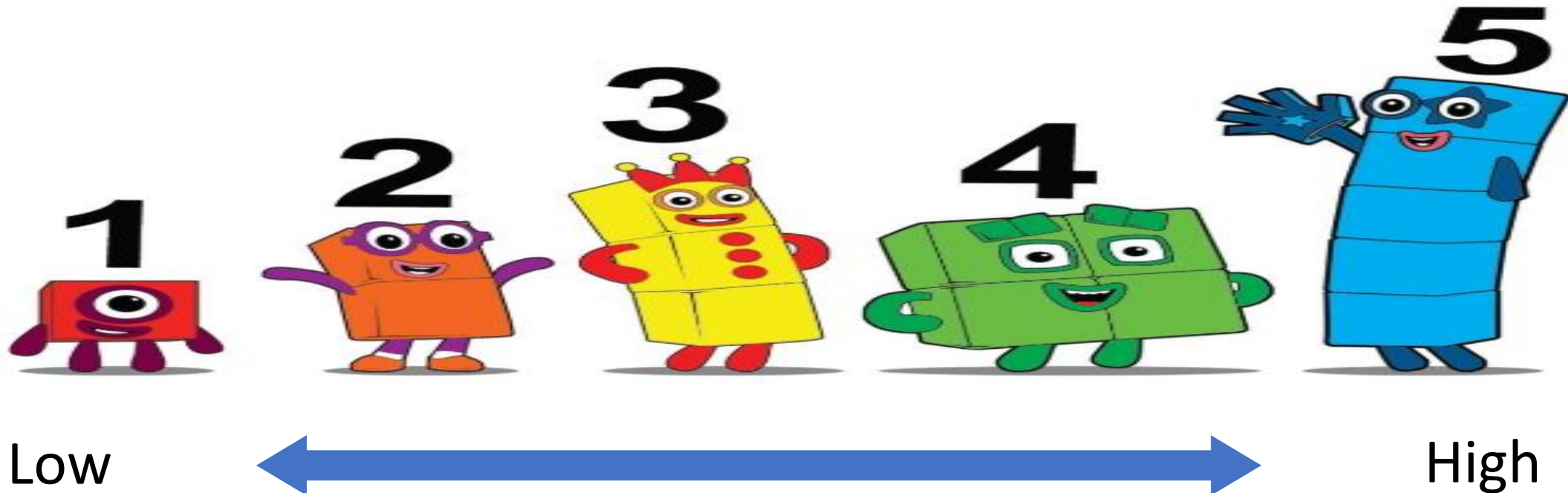
We hope that content within these slides will help you craft and deliver a 5\* learning experience.





We asked everyone on the webinar to mark where in the world they were dialing in from.

What is your level of comfort and confidence in designing and leading interactive sessions?







Fears

# Common fears...

- “All my presenting time will be used up and I won’t be able to stick to my time allocation”
- “I won’t be able to control or stop the conversation”
- “One person will dominate the conversation”
- “The conversation will be diverted from my subject area”
- “I might not be able to answer the question”





# Tools and Techniques

# Think about the purpose of your session and design your interactivity to meet this purpose....

- Do you want to:
  - Inspire others
  - Share information, knowledge and/or experience
  - Gain new knowledge from the delegates so that you can further develop and enhance your findings
  - Help other healthcare professionals/organisations to change their practice.





Interaction should always have a purpose and add to the conversation.

No more questions about your favourite pizza topping!

Unless you're working in a pizza restaurant!

Designing your interactive session. You might want to use different tools at different stages of your presentation.

Beginning

Middle

End



Knowing your delegates...

Who's in the room?



Presenter



Delegates

As a presenter, getting to know who is in the room is really valuable – you might want to tap into their knowledge and experience, or emphasize certain points if you know you have a certain group of professionals in the room.

It is also helpful for the attendees too - Is there someone with the similar background or experience as me? Who is in the room that I can connect with.

# Welcoming people into the room...

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- Before your session starts, think about commencing the interaction as people enter the room...
- On a presentation slide you might wish to invite attendees to introduce themselves to the person sitting next to them.
- Or ask them to have a conversation about a particular topic with someone in the room.



# Who's in the room activities

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- The 'hands up' activity is simple and effective for establishing who's in the room.
- You can find out where people are from...
  - Europe
  - North America
  - South America....
- Job roles...
  - Hospital doctors
  - Pharmacists
  - Managers...
- What's your knowledge/experience of this topic?
  - High
  - Medium
  - Low



You can do this same activity through [sli.do...](#)



# sli.do

Sli.do is a tool that will be available to all presenters in Copenhagen.

You can use this tool to:

- Conduct Polls
- Ask open questions to the audience
- The audience to pose their questions to the presenters

# Why use Sli.do?

- ✓ Draws in the audience to become active participants, not passive
- ✓ Gives a voice to those unwilling to ask questions in a big group...
- ✓ ...and quietens the ones who always ask
- ✓ Can collect lots of data and feedback for analysis
- ✓ Really simple for users

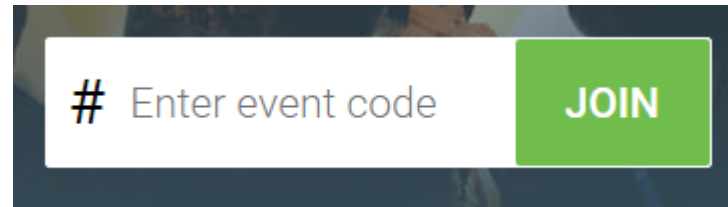
sli.do

## How does this all work?

Participants will be asked to log on to sli.do from their phone, tablet or computer.

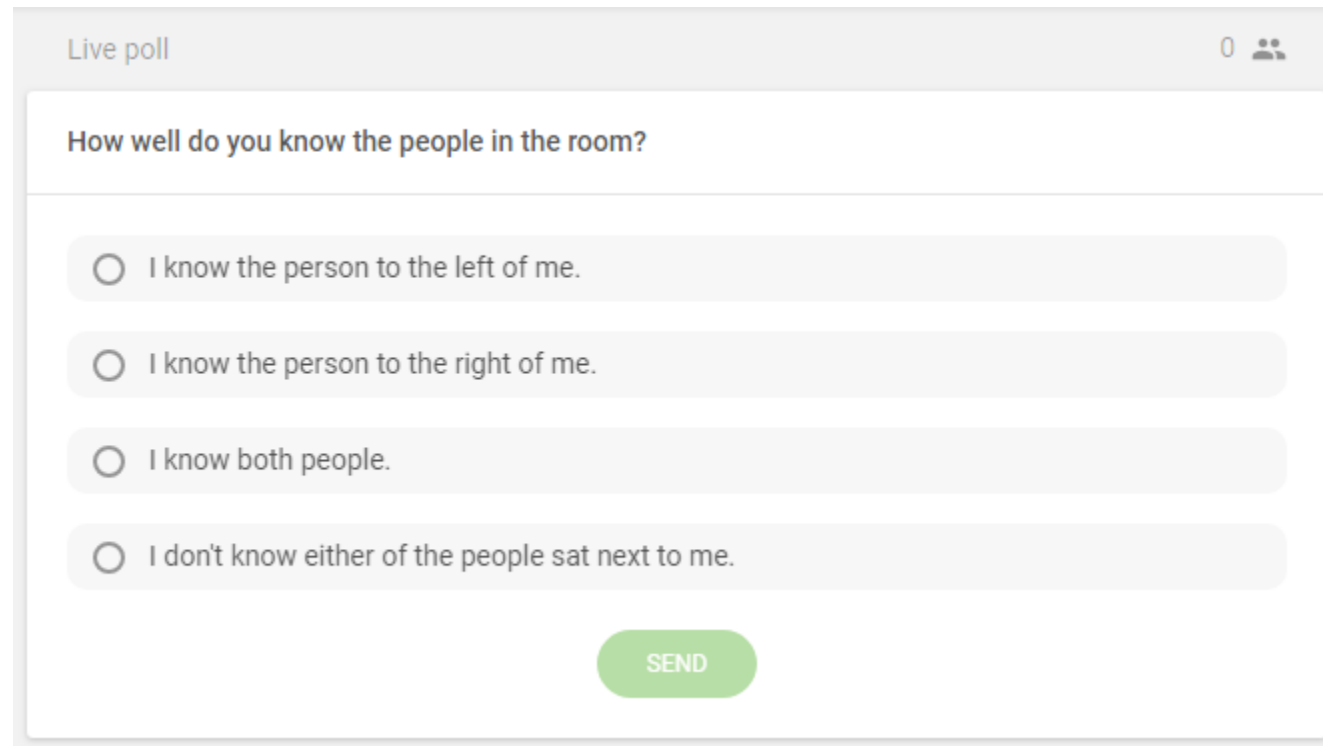
You will have a unique code for your room – you can add the code to your slide.

Users are asked to enter your unique event code and click JOIN

A screenshot of the sli.do join interface. It features a dark blue background with a white input field containing a hash symbol and the text "Enter event code". To the right of the input field is a green button with the word "JOIN" in white capital letters.



You can conduct polls...  
It is your choice if the participants provide a  
single answer or multiple answers.



The image shows a screenshot of a 'Live poll' interface. At the top left, it says 'Live poll' and at the top right, there is a '0' and a person icon. The poll question is 'How well do you know the people in the room?'. Below the question are four radio button options: 'I know the person to the left of me.', 'I know the person to the right of me.', 'I know both people.', and 'I don't know either of the people sat next to me.'. At the bottom center, there is a green 'SEND' button.

You can ask the participants to provide feedback through open text boxes.

What do you hope to gain from this session?

What will you take away from today's session?

There is Q&A functionality where the participants can ask the presenters questions.

In the longer sessions, encourage your audience to “like” their favourite questions as this will help you as the presenter to know the most pertinent questions in the room.

Top tip...

You don't need to answer all the questions – you can mention that you're happy to answer any additional questions after the session, in the coffee break or via email.





# Sli.do Top tips

- Think about what data you can capture that will help you with progressing your work or help frame your session
- Think about what you can use the data for after the session
- Give people time to answer the questions / polls
- You don't need to answer all the questions
- Be open to going with what the crowd wants to talk about.
- If there is some negativity, don't worry, acknowledge and move on
- Bunch your questions together so people don't need to have their phones/tablets out all the time
- Choose your questions wisely, in a session 40mins around 4 questions is sensible
- Have a play with a free Sli.do account online
- BMJ team are ready to help you if you'd like to use Sli.do. Contact them in advance and there will be someone in your room to help you with the technology.

# Top tips for a 5-10 min presentation

- Think outside your time slot what can you ask participants to do when they come into your room, what can you ask them to do after your presentation?
- Limit Sli.do but use hands up techniques
- Short conversation with the person next to you – you don't need to get feedback from these conversations. If you do use set phrases to guide the audience – For example: In one breath or one word tell me what you discussed
- Provide short pauses for people to think of their own experience
- To gather feedback ask everyone to complete one post it note and ask participants to stick them on the door as they leave the room
- Storytelling is a great way to jump straight into your topic and help people connect with you, the topic and think of their own stories
- Great graphics help to engage an audience – unsplash.com is where you can find free images
- Help participants frame their thinking by focusing on key actions to take away.



# Top tips for a 30min+ presentation

- Consider the appropriate tips from the 5-10min presentations
- Utilise Sli.do for questions, polls and open source text comments
- Factor in time to pause, reflect and have short conversations on tables or in partners. Questions might include... Talk to the person next to you about:
  - What do you want to get from the session...
  - What have you learnt...
  - What questions do you now have...
  - How can you promote the key message...
- Help participants frame their thinking by focusing on key actions to take away.
- And...





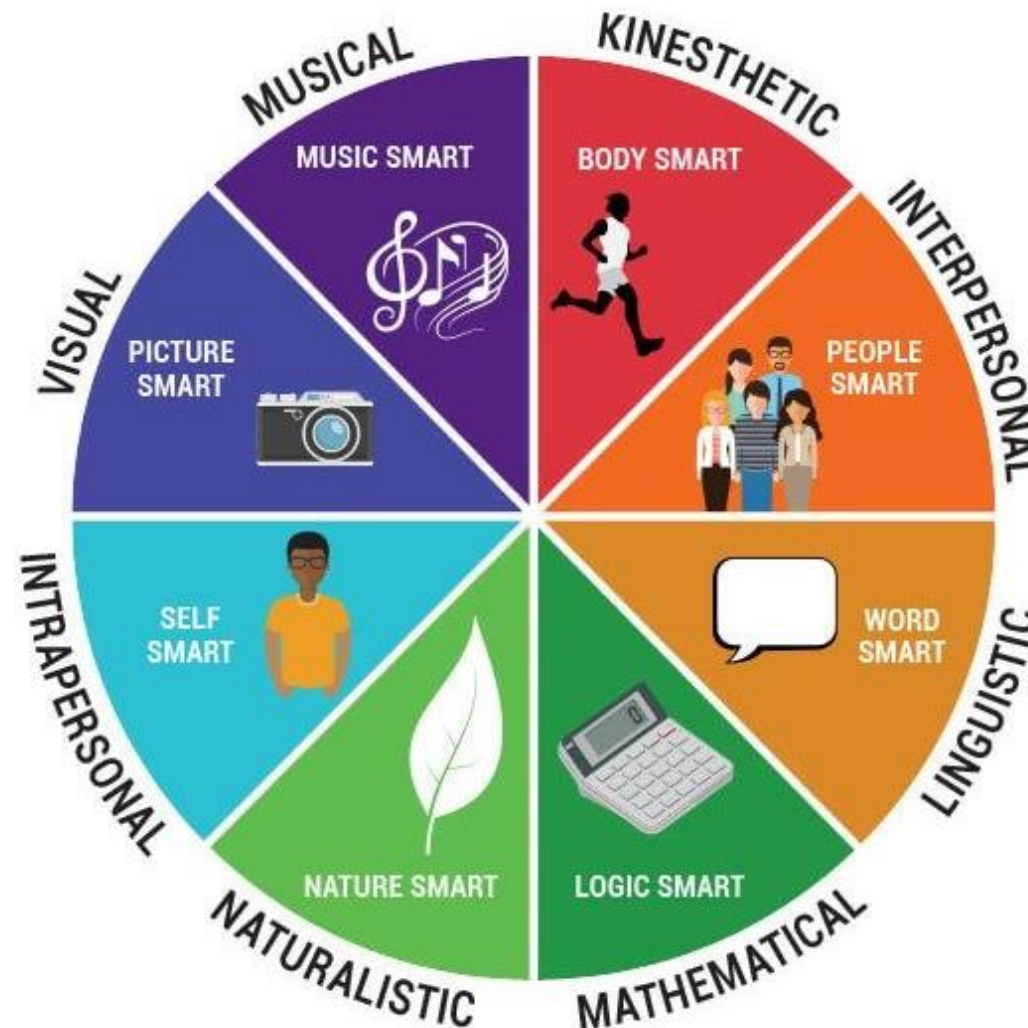
## Think about generating energy & movement

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Are there opportunities for people to move to different tables, different areas of the room, stick things on posters around the room...

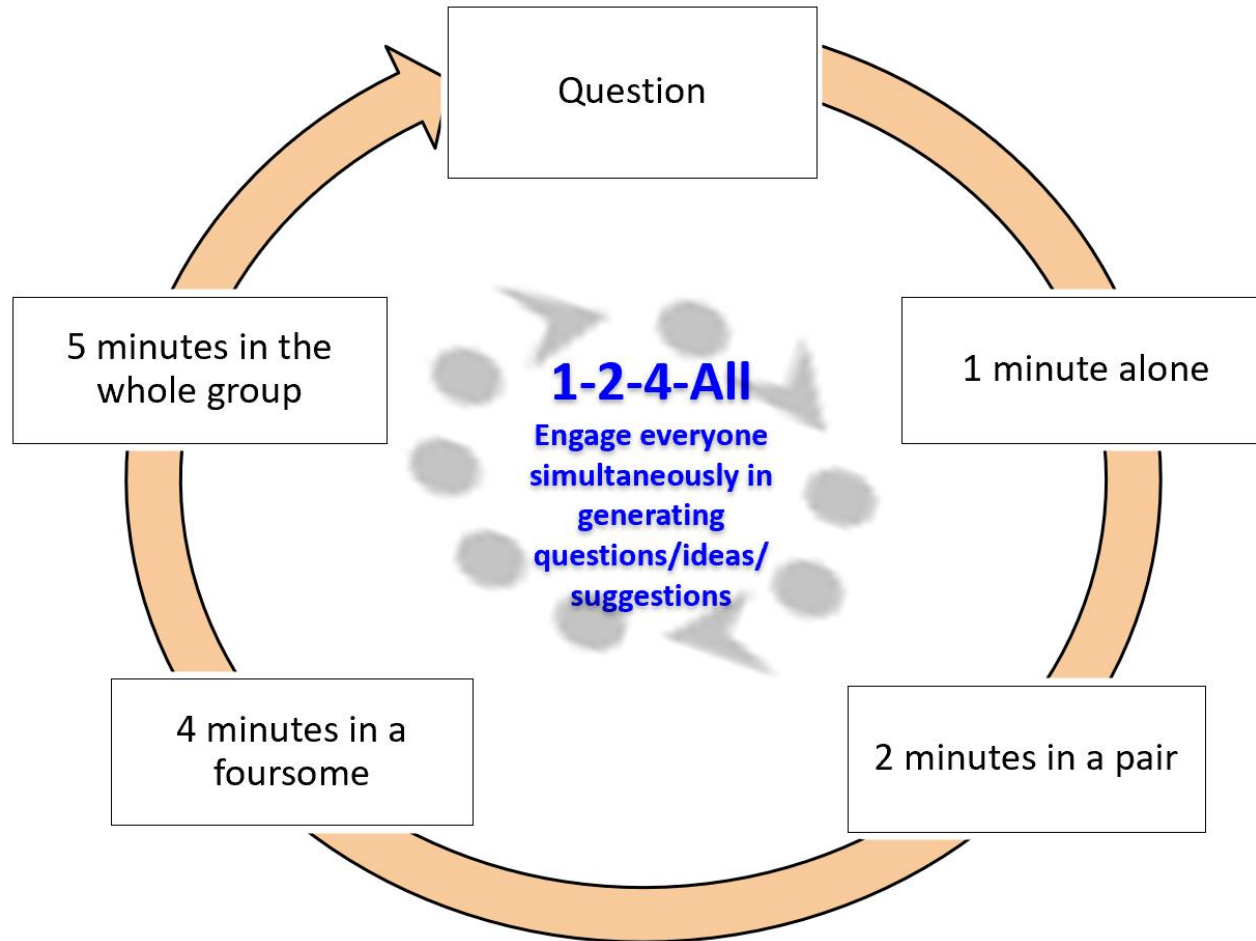


# Howard Gardner Multiple Intelligences



Consider Howard Gardner's Multiple Intelligences Model and how you can incorporate these different aspects into your session.

You might like to think about... movement, visual images, music and interaction.



Depending on the size of the audience, open questions often result in loss of control of the room, the loudest voices dominating the conversation and unstructured discussion that moves away from the topic area.

The 1.2.4.all method engages everyone simultaneously in generating questions, ideas, and suggestions.

Instead of asking the audience “Any questions?” use this tool to get rich feedback (questions, comments, and ideas). Using this tool will enable you to keep control of your timings and ensure you’re hearing a collective voice.... Not just one person who dominates the session.

Questions that you might pose:

What opportunities do YOU see for making progress on this challenge? How would you handle this situation? What ideas or actions do you recommend?

**More information:**

<http://www.liberatingstructures.com/1-1-2-4-all/>





# Dice

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- This is a great tactile activity
- If you have tables in your room, create a list of 6 questions. In small groups, participants throw the dice and answer their associated question
- Without tables and dice... present a number of suggested questions on the screen and ask participants to answer some of the questions with a partner
- No feedback to the room is necessarily required.



# SPIRAL JOURNAL

THE PROGRESS I HAVE MADE IS...



ENTANGLEMENTS MAKE IT SEEM IMPOSSIBLE TO...



AFFIRMATION



DESPAIR

WHAT I AM GOING TO DO NEXT IS...



WHAT I HOPE CAN HAPPEN FOR ME/US IS...



ACTION

HOPE/RECONNECTION

SOURCES: LYNDIA BARTLY, ARTIST/CARTOONIST  
JOANNA MACH, TEACHER

# Spiral Journal

- This is a nice reflective and quiet activity which is part of the Liberating Structures suite of tools.
- One piece of paper
- Four quarters
- One spiral – as quietly, as slowly, as tightly as possible (thus providing time to calm and collect thoughts)
- 4 Questions – your choice!
  - Something inspiring I have heard...
  - Something I need to change...
  - A hope I have...
  - Something I am going to do...
- Depending on time, participants can share what they feel happy sharing with a partner.

# Liberating Structures



There are over 33 different tools and techniques. For your sessions in Copenhagen, you might be interested in:

- 1.2.4.all
- Celebrity interview – This is a fantastic tool to move away from powerpoint slides
- 15% solutions
- TRIZ
- Troika Consulting
- Impromptu Networking
- 9 Whys
- User Experience Fisbowl
- Conversation Café
- 25/10 crowdsourcing

More information: <http://www.liberatingstructures.com/>



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**“SCHOOL IS GOING  
TO HELP YOU  
ACHIEVE THE  
INCREDIBLE”**

**- DANI, NURSE**

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starts  
June 2020



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