LUNCHEON DISCUSSION MODERATOR'S GUIDELINES

Luncheon Discussions are unique – a “working lunch” during which participants explore a practical issue or a single topic in a highly interactive fashion. Due to time constraints, topics should be specific and narrow in scope to generate meaningful discussion. The Moderator’s responsibility is to present the single idea, case study, or scenario and to encourage self-directed discussion among the participants. Discussions are 1.5 hours long and are limited to 35 participants. *Light lunch is included in the registration fee.*

Each discussion will be assigned a monitor who will introduce the Moderator and the overall concept of the discussion. The monitor will also ensure the session runs smoothly and on time.

**Suggested Schedule**

11:45 a.m.–11:50 a.m.  
*Lunch served and attendees get situated.*

11:50 a.m.– Noon  
**Discussion & Topic Introduction**  
The Monitor briefly introduces the Moderator and explains the purpose of the discussion. The Moderator gives a 10-15 minute introduction of the topic. The remaining time is devoted to discussion and questions from the participants.

Noon –1:00 p.m.  
**“Interchange not Instruction”**  
The Moderator is responsible for prompting, guiding, and focusing the group to address shared questions and problems. The Moderator may present case studies, work scenarios, common problems, etc. to promote interaction among the group. Emphasis should be placed on an exchange of ideas and problem solving techniques.

1:00 p.m.–1:15 p.m.  
**Summary**  
As the discussion comes to a close, the Moderator should summarize the points of view expressed by the participants and re-state any conclusions or recommendations prevalent among the group.

**Commercialism**  
Moderators are not permitted to sell, promote, or advertise services, products, materials, books, tapes, etc. Presentations may not suggest commercialism; use caution to ensure that examples do not resemble or sound like trade names, i.e., “ABC Company.”

**Audiovisual and Handouts**  
Due to the tutorial nature of the session, *handouts and audiovisual equipment are not permitted.*

Discussions consistently sell out early in the registration process, indicating a true desire for small group communication. Successful communication is accomplished by the time and effort put forth by dedicated people like you.

Thanks for your participation!