



## DISCUSSION LEADER GUIDELINES FOR COMMUNITY MEET-UPS

### During the Meet-Up

- Direct participants to the table with name tents. Ask participants to pick up and display their HFA name tents in front of them.
- Remind participants to silence their cell phones, and if they need to take a call or answer a text, to kindly step outside the room.
- Tell participants where the bathrooms are.
- Ask participants to speak loudly and clearly, especially if there is not a microphone in the room.
- Remind participants to state their names before speaking. Smaller groups (fewer than 20 people) may wish to go around the room and introduce themselves at the beginning of the session.
- Begin on time.
- Watch the clock so you are able to pace your talking points and cover all the topics on the agenda in the time allowed. Make transitions accordingly.
- Encourage audience participation.
- Watch to ensure one or two people do not dominate the conversation.
- Ask questions of the audience, either broadly or to specific HFAs, as appropriate.
- Keep the discussion moving.
- If needed, repeat all questions asked by the participants to ensure everyone can hear the question being answered.

### At the Conclusion of the Meet-Up

- End at the scheduled time.
- Remind participants of any networking events taking place later that day and encourage attendance.
- Remind all participants to keep their personal property with them at all times.