**Edcamp Facilitator Guidelines:**

**Facilitation Goals:**

* Create an environment for effective communication
* Keep discussion focused
* Keep people engaged
* Advance and deepen discussion *(but don’t feel like you need to serve as an “expert”)*
* Ensure all voices to be heard *(consider using a talking stick or establishing some kind of group rule about this in advance)*
* Create environment of trust and support so disagreement and understanding can surface
* Leave participants challenged and willing to engage in follow-up conversations

**Format:**

1. Introductions
	1. Ask each person to introduce themselves with their name, school, role, and any other information you’d like them to add *(i.e. how many years they’ve been involved with PBIS, etc.).*
	2. Encourage participants to take notes throughout the conversation on the Processing Template provided.
	3. Ask someone to serve as notetaker *(take notes on paper or on the shared Google Doc).*
2. Discuss:
	1. What is the topic? *(create an operational definition of the topic you’ll be discussing)*
	2. What do you want to learn about?
	3. What do you want to share? *(this will be where the bulk of the conversation takes place – encourage participants to share successes and challenges they’ve experienced with the topic)*
	4. What do you want to bring back to your school/SU/SD?
	5. How will you know if you are successful?
3. Wrap-up/summarize conversation