

# Workshop Presenter Guide

A workshop is an interactive, experiential session rooted in active learning and audience participation. This isn't a presentation with discussion bolted on. At least half your session time must be dedicated to hands-on activity. You're not just sharing knowledge; you're creating an experience.



## SESSION FORMAT AT A GLANCE

**60 min**

Time goes fast, so plan carefully

**50%+**

of session time must be active, participatory activity

**AV**

all rooms have a laptop, projector, and screen

## AV & ROOM SETUP

**AV is available in all rooms** — laptop, projector, and screen. Slides are welcome but keep them in a supporting role. The room is here to do, not just watch.

**Room setup.** ILA is unable to accommodate requests for specific room set ups. If you rearrange chairs or tables for an activity, you must return them to their original setup.

## BEFORE THE SESSION

### What to prepare and bring

- **Arrive 5–10 minutes early** to get settled, load any slides onto the provided laptop, arrange materials, and mentally walk through your session flow before attendees arrive.
- **Have a written session plan** that maps your 60 minutes. Know exactly where the transitions from framing to activities happens and how you'll signal it.
- **Bring a timing device** if you plan to have participants share or work in timed segments. An egg timer, phone timer, or small hourglass keeps everyone on track.

- **Bring any materials your activities require** — handouts, cards, etc. Do not assume anything beyond AV will be available in the room.
- **Upload optional resources/handouts** in the Whova app after the speaker center opens.

#### SUGGESTED SESSION STRUCTURE (60 MINUTES)

- 0–10 min • **Frame & Orient**  
Introduce yourself and your topic. Set the context and briefly explain what participants will do and why.
- 10–45 min • **Active Learning Activities**  
This is the heart of your session. Activities might include pair/group work, reflection exercises, case discussions, simulations, practice rounds, or structured sharing. Build in more than one activity if possible; variety sustains energy.
- 45–55 min • **Debrief & Synthesis**  
What did participants experience, notice, or discover? This is where learning gets consolidated. Debrief is what transforms an activity into insight.
- 55–60 min • **Close & Restore**  
Wrap up with a key takeaway or call to action. If you rearranged the room, leave a few minutes to restore furniture to the original setup before the next session begins.

#### TIPS FOR A GREAT WORKSHOP

##### Design the experience first

Start with what you want participants to feel, do, or discover then work backwards to what they need to know to get there. A workshop designed around content drifts toward lecture.

##### 60 minutes goes by quickly

Instructions and transitions take longer than you expect. People run over when sharing. Build buffer into your plan. What will you cut if you run short and what's non-negotiable?

##### Give crystal-clear instructions

Confusion is the enemy of participation. Before launching any activity, state what participants are doing, who they're doing it with, how long they have, and what you'll do when time is up. Write key instructions on a handout or slide.

##### Don't skip the debrief

When time runs short, debrief is often the first thing facilitators cut, but it's the most important part. Debrief is where meaning gets made. Even five focused minutes of "what did you notice?" is worth more than an extra activity.