

Interactive Session Training

**JUNE 25th, 2025
2:00 – 3:00 PM Eastern**

SESSION PREP



First Steps

01

Log into the speaker portal to view and download:

Interactive Session Guidance

Session Agenda

02

Read through your session description to find and understand your session's engagement activity.

03

Facilitators:

Get speaker contact information from session agenda.

Schedule 2-3 prep calls with your session.

Interactive Session Agendas



All interactive sessions with the same engagement activity will have the same formatting.



For Example: Facilitated Discussion agendas consist of 15-to-20-minute presentations each followed by 10-to-15-minutes of discussion.



Your session's engagement activity can be found within your session agenda and description.

Engagement Activity Types



PANEL
DISCUSSION



FACILITATED
DISCUSSION



CONVERSATIONS
AND INPUT



CASE STUDY
ANALYSIS



KNOWLEDGE
DEVELOPMENT
FORUM

Finding Your Engagement Activity

In your session block, click on your session title to pull up your full session agenda.

- For speakers, click **Presented During**.
- For facilitators, click the **Event Title**.

When the agenda pops up, your session's engagement activity will be described in the second paragraph of your session's description.

Presentation Title: 1912 - Process Intensification Using MBR and S2EBPR Technologies

Type: Interactive Technical Session

Time: 2:00 PM - 2:15 PM

Presented During: Applications and Optimization of MBR Technology

Presented During Time: 1:30 PM - 3:00 PM

Venue on Event: McCormick Place, Room S405a - Level 4

Role: Speaker

Applications and Optimization of MBR Technology

Mon, 9/29: 1:30 PM - 3:00 PM

Interactive Technical Session

McCormick Place

Published Room: Room S405a - Level 4

This session will showcase different applications and optimization of MBR technology. First, a case study of a unique tertiary MBR demonstration scale system to achieve nitrification-denitrification (NdN) tertiary using glycerol as the carbon source. Next, another case study of the design, construction, and commissioning of a 32 MGD greenfield BNR and MBR facility. The third case study will look at MBR performance after commissioning by presenting long-term operating data for a full-scale MBR plant to characterize fouling and its interaction with air scour control.

This is a facilitated discussion session. Presenters will have 15-20 minutes to present which will be followed by 10-15 minutes of facilitated discussion.

Panel Discussion



5-to-10-minute speaker presentations



30-to-60-minute speaker-audience discussion



Panel sessions have discussion periods with of a minimum of 30 minutes.

The session focus becomes the knowledge participants can contribute acknowledging that the speakers are not the only experts in the room.

Panel Discussion | Responsibilities

1

Prepare discussion points for the speakers and the participants.

2

Encourage participants who want to be more vocal to sit towards the front.

3

Invite participants to bring forth their own relevant experiences.

4

Ask speakers to engage not only with each other but with the participants as well.

Facilitated Discussion



15-to-20-minute speaker presentations



10-to-15-minute audience discussion



Facilitated Discussion includes a discussion period (15-minutes max) following each speaker's presentation.

Like the presentation, these 15-minutes of discuss belong to the speaker. It is their opportunity to have a deep dive on their topic with the session participants.

Facilitated Discussion | Responsibilities

1

Work with each speaker to prepare their own discussion topics for participants.

2

Encourage session participants who want to be more vocal to sit towards the front.

3

Invite participants to bring forth their own relevant experiences.

4

Remind other session speakers to chime in and move the discussion forward.

Conversations and Input



20-minute speaker presentations



10-minute audience conversation



Conversations and Input includes a 10-minute period following each presentation where the speakers ask the participants questions.

Unlike a traditional session, the Q&A period for this type will consist of questions from the speaker to the session participants which invites them to share their own knowledge and experience.

Conversations and Input | Responsibilities

1

Each speaker should prepare 2 to 3 questions for session participants.

2

Facilitator should prep answers or thoughts to spark conversation if participants are not active.

3

Speakers should share contact information after their presentations for participants who may have questions.

4

Encourage conversation by presenting thought provoking questions that must be discussed before answering.

Case Study Analysis



20-minute speaker presentations



10-minute audience group analysis & report out



Case Study Analysis has each speaker presentation followed by 10-minutes of group analysis.

Session participants should form groups to discuss the case studies presented by each of the speakers. Towards the end of each analysis period, the facilitator should ask for a quick report out from 1-2 groups.

Case Study Analysis | Responsibilities

1

Speakers should prepare questions or discussion points for participant groups to discuss during analysis.

2

Encourage participants sitting near each other to form small groups at the beginning of the session.

3

All speakers should be willing to join discussion groups, even if it is not their own presentation time.

4

Encourage participants to share their own professional experiences and knowledge.

Knowledge Development Forum



10-minute presentations



20-minute discussion



Knowledge Development Forums (KDF) are intended to help the speakers and session participants learn from one another.

During the discussion period, instigators will typically be mixed into the room to help drive forward discussion. The goal is not to focus on asking the speakers questions, but to deep dive into the topic, share, and develop new information.

Knowledge Development Forum | Responsibilities

1

Encourage more discussion – even if this means presentations may be interrupted or cut short.

2

Facilitators and instigators should work with speakers to develop conversation sparking comments and questions.

3

Speakers should share contact information after their presentations for session participants who may have follow-up questions.

4

Encourage participants to share their own professional experiences and knowledge.

Finding Your Speaker Contact Information

In your session agenda, all facilitators, speakers, authors and co-authors are listed.

Click on each name to view their contact information provided. Bio and photo will also be visible if uploaded.

Invited Speaker: Jazmin Goines

Invited Speaker

Jazmin Goines, Water Environment Federation - [Contact Me](#)

Jazmin Goines

Water Environment Federation

Alexandria, VA

United States

Work Phone: 7036842400

Email: jgoines@wef.org

This is my speaker bio.

ONSITE | WEFTEC



Connect With Your Speakers

01

Ask speakers for the proper pronunciation of their names.

02

Practice saying their names before you announce them.

03

Identify 1-2 important lines from speaker introduction to read to the session participants.

Participant Warm-up

As they enter, **ask the participants warm-up questions** (their names, where they are from, etc.)

Encourage participants to **fill any empty seats** towards front of the room.

Once session begins, **welcome** all session participants to the room.

Announce the session's activity and how they can participate.

Best Practices



Call on participants you are not familiar with **first**. Not the “experts” on the topic.



Always **repeat** questions into the microphone. There may be those who did not hear.



View the participants as potential **experts**.



Although rooms are in theater-style seating, ask the participants to **move** around the room and form groups.

Troubleshooting

Handling long-winded speakers and participants.

- Use pre-established signals if possible
- As they take a breath, jump in and redirect
- Approach the podium if all else fails

Is it a question or a speech?

- “Excuse me, can you move to your question?”
- “What is the question you would like to ask?”
- “We agreed on one question only, please follow up with the speaker later.”

Troubleshooting

Handling Hostile Statements: Reframe/Redirect

- Find a way to acknowledge the individual and move forward.
- “Thank you. I appreciate your perspective – I’d like to talk about that afterwards.”
- “This sounds more like a discussion. Please follow up with the speaker after the session.”
- **Remember, the room is with you!** Folks will thank you for handling an awkward moment confidently.

Theater Seating



Sessions rooms will have theater seating to ensure as many participants as possible can attend each session.



Seating will be set for maximum capacity, therefore; standing in aisles or along walls is not allowed. All participants must be seated.



Tips for how to successfully engage participants in theater seating are shared with the corresponding engagement activity.

Materials

If you would like to use materials in your session, for example:

- Post-its
- Index Cards
- Hand-outs

Notify WEF Staff by EOD Friday, August 1st.

QUESTIONS?
