



IOM International Organization for Migration  
OIM Organisation Internationale pour les Migrations  
OIM Organización Internacional para las Migraciones



**UNHCR**

United Nations High Commissioner for Refugees  
Haut Commissariat des Nations Unies pour les réfugiés

## **REGIONAL CONFERENCE ON THE PROTECTION OF VULNERABLE PERSONS IN MIXED MIGRATION FLOWS**

### **PROMOTING COOPERATION AND IDENTIFICATION OF GOOD PRACTICES**

22-23 Nassau, The Bahamas

#### **FACILITATOR'S GUIDELINES**

Thank you for being a facilitator. The primary goal of the facilitator is to keep the discussion interesting, informative, punctual, and on topic. The working language of the conference is English, and there is simultaneous interpretation in English, French, and Spanish.

By Wednesday, before the conference begins:

- Read the panelist presentation guidelines for the session you are facilitating.
- Familiarize yourself with the panelists' information (name, title, ministry/agency) by reading the attached participants list.

Before the panel session you are moderating begins:

- Introduce yourself to each panelist.
- Confirm that they are ready to present (presentation content is within the time limit; if a PowerPoint is being used, that they know how to advance the slides using the remote clicker; that the PowerPoint Presentation is loaded on the laptop, etc).
- Remind the presenters that there will be simultaneous interpretation (English/Spanish, English/French) and that presenters should be mindful of their presentation/speaking pace (slower is better) and speech clarity.

During the panel presentations:

- Provide a brief introduction of yourself and of the overall objective of the panel presentations (as explained in the panelist's presentation guidelines).
- Make sure the audience and interpreters are hearing the presenters clearly and that the pace is good. Keep an eye on the interpreters' booth because they may signal to you (to have the presenter slow down, to stop, etc.)
- Listen to the presenters' content to ascertain whether they have covered all of the points in the panelist's guidelines.
- Each panelist has a maximum of 15 minutes to present. Watch the time and signal the presenter as necessary ("3 minute warning," "1 minute warning," "time is up").

- As you deem necessary, pause between presenters for a stretch or brain break if you notice the audience is restless or the energy level is too low. You may want to have prepared a quick 1 minute activity (a song, a dance, a fun fact) to use spontaneously to get the blood flowing.

After the presentations, there will be a Q&A session, if time permits.

- Begin by posing a question to the presenters (if not one of your own questions, use one from the suggested questions on the next page).
- Pose the same question to the audience.
- Then take questions from the audience members. If the question is directed at one presenter, ask the other presenters to also comment.
- As appropriate, use the other suggested questions.

Please also remember to:

- Acknowledge audience members who have a question, and take questions in order.
- Try to solicit a response from all presenters even if the question was directed at one presenter. After the presenters answer the question, open it up to the floor for the audiences input.
- Keep the discussion, whether the audiences or the panelists, focused on the topic.
- Intervene with presenters or the audience as needed to make the Q&A effective (e.g. to prevent one person from dominating the discussion or to diffuse any sudden tension).
- Manage the time.
- Thank the presenters for their presentations, and the audience for their attention.

**FACILITATOR'S NOTES:**
