**Facilitators Guide**

Each Zoom breakout room will have between 8 & 10 students, plus the facilitator and judge/s. Facilitators will have co-hosting rights in the breakout rooms – this will enable you to mute etc., if necessary. The judge will observe and score students on the skills displayed. You will be provided all submitted questions prior to the event, however, please ask the students to write or cut and paste their question in the chat forum while you are waiting for everyone to arrive.

**PROCEDURE**

1. Before starting, ask the students to position themselves so that their upper torso is visible – this enables reading of body language and helps judges to verify that students are not using notes.
2. Make sure they have their full name and school displayed on their screen:

e.g., Joe Jones, Mirrabooka SHS

1. Check that all the students are present, that they have entered their questions in the chat forum.
2. Introduce yourself briefly.
3. Invite the judge(s) to introduce themselves before turning their cameras off and putting themselves on mute. Only the eight participating students and yourself, should have their cameras on.
4. Invite each student to introduce themselves briefly and read out their question – it is easier to go in order of the questions as submitted in the “chat” forum.
5. Choose an appropriate question and then invite the questioner to restate their question. Remind students of the respectful nature of the discussion and tell them that the person speaking selects the next responder, based on hands raised. Add that as the facilitator, you will intervene to help the discussion move forward, as needed. Open the discussion for others to respond.
6. The facilitator intervenes where appropriate, mainly to ensure each participant gets an opportunity to speak but generally the students will run the CoI.
7. We have allowed time for yourself and the Judges to comment at the end and advise students about what they thought worked well, where some improvement might be possible etc.
8. You will receive a 5-minute warning of the end of the session. Once completed, return to the main room.