

Guidelines for the Breakout Sessions

- **First**
 - Choose a **Chair** and a **Scribe**
 - **Chair** – make sure everyone's voice is heard and keep group on topic
 - **Scribe** – records pertinent points from the discussion
- **Then**
 - Ask people what they want from the discussion
 - Do they want to solve a problem, promote a solution, learn more about the topic?
 - Discuss
 - Focus on solutions, not just the problems
- **Finally**
 - In the **last 10 minutes**, decide who will report back to the larger group
 - **Scribe** should summarize discussion in template
 - **Report** – 15 minutes per session including Q and A

Breakout Session Reporting Template

- Topic:
- Name of Chair:
- Name of Scribe:
- What were the 5 most important things learned during this discussion?
 - 1
 - 2
 - 3
 - 4
 - 5
- What are the problems/solutions? Are there solutions?
- What further work could be done, and who should do it?
- Are there any useful resources that others should know about?