



CCME  
The Canadian Conference  
on Medical Education



## Facilitator Guidelines - Facilitated Poster Sessions

### Purpose:

The purpose of facilitated poster sessions is to allow authors to showcase their work in a theme-based and structured setting. It also provides conference participants with an opportunity to share ideas and insights and interact around a topic or theme.

### Role of the Facilitator:

The role of the facilitator is to guide the discussion and monitor the process.

### Suggested Process:

- Prior to the session, please take time to locate and review the posters you will facilitate. Please prepare a question for each of the posters.
- Sessions should begin and end on time. Please plan to arrive early and identify the poster presenters.
- Start session by introducing yourself and describe the objectives of the facilitated poster session.
- Each poster has 10 minutes allocated: 5 minutes for presentation and 5 minutes for questions.



### New This Year! Recruitment of Assessors in the Room

As part of your role, we would appreciate it if you would request that audience members assess each presentation using the online assessment tool.

If you are unable to fulfill your task due to a last-minute conflict, you are responsible for finding a replacement.

For more information, please contact Mary (Digout) Cunningham, CCME Secretariat:  
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