

**Chapter Council Presents: Sharing Roundtables**

**Sunday, May 15, 2016**

#### Instructions for Facilitators

**Benefits:**

* Acting as a facilitator is a great way to learn more about a topic of interest and interact with your colleagues while earning one AHIP point. An AHIP letter will be sent to each facilitator after the MLA Annual Meeting.

**Preparation:**

* Come with a list of discussion questions or ideas to be discussed.
* Bring handouts to share with roundtable members (optional).

**During Roundtable:**

* Begin with introduction of table participants and an overview of the topic.
* Circulate the two **Attendance Sign-In Sheets** (sheets will be provided at the luncheon, no need to bring).
* Initiate discussion and encourage participants to share their ideas, experiences, and concerns.
* Guide the discussion. Keep it lively and moving throughout the session
* Encourage the quieter members to share their ideas, experiences and concerns.
* Please encourage attendees at your table to complete the online **Evaluation Form**, available on the Chapter Council website: [www.chaptercouncil.mlanet.org/roundtables/index.html](http://www.chaptercouncil.mlanet.org/roundtables/index.html).

**At the End:**

* Leave Attendance Sign-In Sheet on the table to be collected by a Chapter Council member. You may keep the second copy for your records.