Forum Guidelines for the 2009 MOBIUS Conference

Forum discussions offer an opportunity for conference attendees to meet with colleagues to discuss ideas, problems, and solutions. Forums do not include a presentation. Instead, facilitators will lead informal discussions based on the interests of the attendees. Forums promote the sharing of best practices and concerns, plus provide important feedback on issues important to all librarians and library staff.

A room host will introduce you and distribute and collect evaluation forms. A session recorder will take notes and prepare a written report to be posted later on the MOBIUS conference website.

We highly recommend that you prepare a list of questions in advance of the conference to keep the discussion focused and moving at the forum. For the 2007 conference, one forum facilitator found it helpful to hand out copies of the questions at the beginning of his session. He said this helped the participants think of points they wanted to make or ask, and it helped ensure that key points were covered at the forum, especially as the session was nearing the end.

Your responsibilities during the forum will be to:

- Ask attendees to introduce themselves.
- Introduce the forum topic and get the discussion started and keep it on topic.
- Ensure full and wide-ranging discussion on topic by using your prepared questions and/or other relevant questions that occur naturally in the discussion.
- Encourage all attendees to participate. If a few individuals dominate, try asking, “What do the rest of you think?”