



## Pre-Conference Guide

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*Developed by the NSRF Oregon Center of Activity.*

The coach should meet with the presenter before the scheduled CFG meeting in order to choose an appropriate protocol and make the necessary preparations for its success. When meeting with a presenter to prepare for the protocol, the facilitator's role is to help the presenter develop a focusing question and prepare to present their work or dilemma. The facilitator and presenter should talk about how to balance the safety and risk for the presenter during the protocol.

1. Get an understanding of the work the presenter wants to bring to the group.  
Possible questions:
  - What work do you want to share with the group? What is your question about this work?
  - Why did you choose this work/issue?
  - What intrigues, confuses or concerns you?
  - What do you hope to learn from this experience?
  - How are you feeling about presenting this? What's the best way for you to be challenged during the protocol?
  - What do you think is important for the group to know about this issue/work?
  - What kind of feedback do you want to receive?
2. Help the presenter create a focusing question that will help them get the response they're looking for. Help ensure that the question is focused on the dilemma at hand and is within the locus of control of the presenter.
3. Choose a protocol that you believe will best meet the needs of the presenter. Once you have a protocol in mind, walk through the protocol with the presenter to ensure that it will meet their needs and give them a sense of what to expect.
4. Check in with the presenter about the way in which they would like to receive feedback.

### Tuning (see *Feedback Provided During Protocols*)

- Would you like warm feedback all at the beginning, or warm and cool mixed?
- Would you prefer cool feedback in the form of a question?

### Collaborative Assessment or Atlas

- Are you aware that this protocol is open ended, so a wide variety of responses to the work could come out?
5. Go over the date and time of the meeting and ask if there is anything else the presenter needs to feel safe in presenting their work to the group.