



Center for Leadership & Educational Equity

Pre-Conference Protocol

Developed by JoAnne Dowd.

Purpose

- To become more familiar with questions to ask at a pre-conference
- To become more comfortable matching protocols and situations
- To recognize that more than one protocol can be effective in any given situation

Process

1. Presenter makes a brief presentation of the work they will be presenting to the group.
2. The rest of the group is broken into pairs. Each “pair” will function as a “coach.”
3. The coach/pairs, after hearing the presentation, peruse the protocols and choose 2 they feel will work.
4. The coach/pairs also prepare a follow-up question to ask the presenter.
5. During this time the presenter is also perusing the protocols to see which one might work (the presenter can also be given a guardian angel to help choose a protocol).
6. Go around the room and have each coach/pair ask their question.
7. Presenter answers the questions as they are asked.
8. Once all the questions have been asked and answered there are a few minutes for any other necessary clarifying questions.
9. Each coach/pair then makes their final decision about which protocol they feel would be most appropriate and WHY.
10. Go around the coach/pairs and hear the ideas for protocols and reasons why.
11. The presenter makes the final choice about which protocol she/he would like to use.