



Decolonizing Justice Facilitation Guide

Welcome to Decolonizing Justice! We are so glad that you have agreed to facilitate a session.

We want you to have as successful and prepared a time as facilitators and panel/workshop participants, so please read this guide carefully and reach out to jrhalperin@probono.net or keith@probono.net if you have any questions or want any facilitation tips or advice.

Code of Conduct

Please review our Code of Conduct, which includes information about sharing and privacy, anti-harassment, and expected behaviors at the conference.

Calendar invites

Before the conference, you will receive a calendar invitation with your speaker time, a Zoom link, and helpful information for accessing the conference.

Using Zoom

[Here is a good tutorial on how to use Zoom Webinars.](#) Please ping jrhalperin@probono.net if you need help using Zoom webinars.

Session Recording

All sessions will be recorded and made available through a publicly available event resource page, hosted on probono.net's website, following the event. If you prefer that your session not be recorded, please contact jrhalperin@probono.net or keith@probono.net.

Panel Discussion

Most panels have 1 keynote, 1 moderator, and 2-4 panelists. Please connect with moderators to determine session format. Panelists can choose to participate in discussion in whichever way they like – participatory options are encouraged.

Questions will be moderated by event staff in the chat.

Preparation

All speakers and panelists are expected to have their slides prepared and be ready to begin 5 minutes before their allotted time. While keynotes have no expectation of slides, please take note of the opportunities and limitations of online sessions. Online sessions provide a wealth of participatory experiences, and long lectures can be challenging for participant concentration.

Slack, Social Media, etc.

You have the opportunity to continue the conversation on Slack or social media after your panel or workshop – make a channel to create more community! We will be using the hashtag #decolonizingjustice on Twitter

Facilitation Best Practices

Keep your presentation short

Break up the presenting by talking for only 5-10 minutes before asking for feedback or participation from your community. People generally have a maximum mental load of about 3 hours – breaking up the talking heads helps concentration and participation.

Diversity of interaction

You have the opportunity to use

- videos
- polls
- screensharing/live demonstrations
- discussion in the chat
- shared slides and visual aids
- individual reflection
- writing on slides

+ more! Give it a try!

Make space/Take space

Are the same people answering all the questions? Facilitators will help you, but try to encourage a diversity of voices and opinions in the room. When not presenting, ask yourself WAIT? (Why am I talking?) to encourage respectful dialogue.

Respect time

We have a lot to cover in a short amount of time – please respect the organizers, participants, and facilitators by presenting within your allotted time. We can shift with the needs of the group, but would like to stay as close to schedule as possible.