

Facilitating Q & A Opportunities at Events

The below tips are provided as examples of how event organisers can promote and maintain a safe and inclusive environment at their event, balancing freedom of speech with the need to protect people from abuse.

1) Inclusive environment

Use methods to be inclusive for those who are unable to attend or may feel inhibited to ask questions during the event. For example, invite questions from staff or students to be submitted prior to or during the event via email or social media such as twitter.

2) Plan time effectively

Indicate in promotional material or agendas the time allocation for speakers' presentations and allocate a specific time for a question-and-answer session identify an impartial chair for the event – someone to introduce the speaker, keep the session to time and invite questions from the audience, from a range of participants.

3) Plan a debate - the following principles might assist

Invite a speaker(s) to present the case FOR the topic /argument and a speaker(s) to present the case AGAINST the topic/argument.

- Indicate a set time for each speaker to present.
- Invite rebuttal from each side of equal time.
- Use a chair as above to facilitate debate and to help summarise the key points.
- Provide an opportunity for the audience to respond and possibly act as a jury and use methods of voting that are not public (i.e., avoid hand raising).

Contact Us

If you feel you require further assistance and support to ensure your event runs in a safe and inclusive manner, you can seek this from JMSU (for student events) Studentgroups@ljmu.ac.uk

