



# Conference of Young Alaskans 2012

## Process Guide

### Full Group Discussions

- Delegates will be seated in a horseshoe configuration with a microphone shared between every two people.
- While the full group discussions will not utilize Robert's Rules of Order or Parliamentary Procedure, it is imperative that you only speak in turn when recognized by the moderator.
- When working groups present to the full group, you are encouraged to ask questions but please remember to do so in a respectful manner during the designated time.
- Voting will be done using Consensor technology.
  - Consensor is an electronic facilitation tool. You will use a simple 10-button keypad to wirelessly transmit your responses to yes-no or ranked priority questions. Responses will be instantly tabulated and results displayed for review and/or discussion.
  - The Consensor keypad units will be found near your microphone at the horseshoe. Please leave the units at the table between sessions and at the end of each day.

### Working Group Sessions

- Prepare for the small group sessions by reading the resource materials provided in the packet. Find additional resources on the COYA website at [www.youngalaskans.org](http://www.youngalaskans.org)
- Two COYA steering committee members will facilitate the work group sessions. They will need your cooperation to ensure the session stays focused and on schedule. They will also take notes and assist with fact-finding if content questions arise.
- You are assigned to a subject matter working group based on the priority you indicated via the online survey and/or the priorities areas listed on your application. Most of your work will be focused on that area but you will have the opportunity to provide input on other subject areas.