

Notes for facilitators

The key role of OJC facilitator is develop a relaxed, safe environment for students to provide their presentations. There is no expectation of 'teaching' – OJC provides a space for students to share their findings with their peers.

The points below outline the key steps in running an event.

In advance

- Collate potential participant sign-ups via online form, wiki or e-mail and confirm participant OJC date
- send information about preparing for OJC a few weeks in advance (e-mail templates provided)
- Send reminder e-mail with request for slides to be sent to each student 3-5 days before OJC
- Student presenters should send slides to facilitators 1-2 days before OJC date so that facilitators can load up slides and set up layouts for different students
- Please could facilitators briefly review all slides to familiarise themselves with content to introduce presenter and to offer positive comments afterwards

Just before / during the session

- Please could facilitators aim to arrive 10 minutes before club is due to start
- Welcome students.
- Invite each student to switch on and off their microphones to check that they are (relatively) clear and audible. They could just say their name and where based or participate in a simple brief icebreaker.
- Demonstrate the pointer and slide moving buttons
- Agree running order. Emphasise that the club is not about perfection and all about developing skills and gaining confidence online.
- Facilitators to switch layout and introduce each presenter. Encourage a relaxed, supportive environment, perhaps by using a smiley if student says something amusing and/or using the applause emoticon after each presentation. Please comment positively on one aspect of the content or the presentation for each presenter and thank them for their hard work.
- At the end of the journal club, congratulate everyone for taking part. Please remind them to visit the OJC website to complete the quiz in order to claim their microbadge.
- It would be great if you could offer students an opportunity to provide some brief feedback about aspects such as whether they enjoyed the experience, any particular challenges experienced and whether / how participation was beneficial

Thank you! Enjoy OJC :-)