

Guidelines for SYMET Thematic Working Group Chairs v.2

Thanks again for agreeing to be a Working Group Chair! Recommendations that your group makes can feed into the SYMET Statement, which will form the core of the symposium report and its outcomes. Your group output is significant for the success of the symposium.

1. As you begin, identify one or more rapporteurs to aid in documenting inputs and the ideas, issues, and recommendations generated. Keep some general notes yourself as well.
2. Review the Work Plan Template to stimulate and focus the discussion. Work to prioritize **Goals/Desired Outcomes**. The **Goals/Desired Outcomes** and **Questions to consider** are provided as examples only. These examples should not stifle additional good ideas that arise during the discussion.
3. Use the **Group Discussion Prompts** template to guide discussion. Put your focus on reporting **Recommended Actions**, but use the more detailed discussion results to support your recommendations where they are helpful.
4. Keep a good pace to the discussion to generate a range of ideas, but allow for in-depth exploration when it arises and appears valuable. Find a balance.
5. Allow for time to work with your rapporteurs to prepare your report before the Day 3 Plenary session. Rapporteurs will need to report orally during the second half of Day 3. Each thematic group will have approximately **10 minutes** for the oral report and questions, so be concise.
6. A written report should be provided to the team assigned to produce the draft SYMET Statement no later than the start of Day 4 Plenary. The draft SYMET Statement will be offered for plenary approval before the closing of the symposium.