

# Driving Institutional Change for Research Assessment Reform

Breakout Sessions

Tuesday, October 22, 2019

## Discussion leader instructions:

- Remind participants the breakout sessions will be held under [Chatham House Rule](#) to encourage open and honest discussion. The rule states, “When a meeting, or part thereof, is held under the Chatham House Rule, participants are free to use the information received, but neither the identity nor the affiliation of the speaker(s), nor that of any other participant, may be revealed.” This means that any information shared in breakout sessions may NOT be attributed to the speaker.
- Remind participants that everyone should contribute to the discussion. As a discussion leader, we would like you to help create an atmosphere where everyone feels welcome to speak openly and honestly. For example, if one person or a small group of people is dominating the conversation, ask other participants what they think to bring new ideas into the conversation.
- The session is 75 minutes. Some questions may take longer than others to answer, but aim to spend 15 minutes on each question. Setting a timer on your phone will help keep the group on track, and we recommend letting participants know when there is 2 minutes remaining for each question.
- To start, ask participants to briefly introduce themselves: name, affiliation, and position. While it would be great to hear more background from participants, it will cut discussion short.
- For each question, take note if there are any action items for the larger group to consider.