



Virtual Exchange Career Talk

Instructions for lecturers

Overview

Event: Career talk

Duration: 90 minutes

Platform: Zoom with breakout room functionality

Language: English

Purpose: This career talk is part of a virtual exchange course - a learning, reflecting, and networking event for master's students and doctoral candidates. The career talk provides invaluable insights into navigating diverse professional environments and work cultures. Guest speakers share their experiences and highlight the informal knowledge needed for building international careers inside and outside traditional institutions.

Resources: Coordinator, Facilitators for each room, preparation questions for the career talk guests

Session Structure & Schedule

1. Welcome & Introduction (15 minutes)

- Main room: Organizer introduces the session format
- Each guest speaker briefly introduces their theme and expertise
- Overview of breakout room topics

2. Interactive Dialogue Sessions (45 minutes)

- **Round 1 (15 minutes):** Participants in rooms of their preference
- **Room transitions (brief)**
- **Round 2 (15 minutes):** Random assignment to expose participants to different perspectives
- **Optional Round 3 (15 minutes):** If energy remains high

Mode: Participants can engage with up to 2-3 different guest speakers across the session, gathering diverse perspectives through intimate dialogue opportunities.

3. Collective Reflection (15-20 minutes)

- Reconvene in main room



- Each guest speaker shares a brief forward-looking insight drawn from discussions
- These insights help frame participants' career planning and understanding of future opportunities

Facilitator Responsibilities

Before the Event

- Test your connection 15 minutes before start time
- Familiarize yourself with your assigned room topic, guest speaker, and moderation notes
- Review the reflective questions guest speakers used for preparation
- Keep these guidelines accessible during the session

During Breakout Rooms (Each Round)

- Track time (15 minutes per round)
- Ensure conversation flows and all participants can contribute
- Facilitate open dialogue and practical question-and-answer exchanges
- Take brief notes on key discussion points for wrap-up
- Announce when 2 minutes remain

During Collective Reflection

- Help your guest speaker prepare their forward-looking statement
- Be ready to highlight 1-2 key insights from your room discussions
- Support smooth transitions between speakers

Room Assignments & Themes

Room 1: [Topic A]

Guest Speaker: [Name/Title] | **Facilitator:** [Name]

Potential Focus Areas:

- TOPIC 1
- TOPIC 2
- TOPIC 3

Discussion Questions:

1. [Question 1]
2. [Question 2]
3. [Question 3]
4. [Question 4]





Room 2: [Topic B]

Guest Speaker: ...

Tips for Room Facilitators

Creating Open Dialogue

- Begin with quick introductions (name, background, what drew them to this room)
- Encourage practical question-and-answer exchanges
- Balance between guest speaker insights and participant questions
- Create space for participants to share their own experiences

Facilitation Techniques

- Use prepared questions if conversation stalls
- Gently redirect if one participant dominates
- Watch for participants who want to contribute but have not spoken
- Connect participant questions to guest speaker's areas of expertise
- Encourage concrete examples and practical advice

Managing Time

- Keep introductions brief (2-3 minutes maximum)
- Reserve time for at least 3-4 participant questions
- Give 2-minute warning before round ends
- Help wrap up with key takeaway if time permits

Transitioning Between Rounds

End of Each Round

- Acknowledge current discussion point
- Thank participants for their engagement
- Briefly thank your guest speaker
- Remind participants they'll join another room or return to main session

Beginning of New Round

- Welcome new participants warmly
- Provide brief reintroduction: "[Guest speaker name] brings expertise in [theme]"
- Acknowledge some context has been covered but new questions are welcome
- Invite new participants to share what interests them about this topic



Participant Distribution Strategy

Round 1: Self-selected based on topic preferences

- Allows participants to explore their primary interest area
- Creates motivated, engaged groups

Round 2: Random assignment

- Exposes participants to different perspectives
- Encourages breadth of understanding
- Prevents echo chambers

Round 3 (Optional): Assess energy levels

- If discussions are vibrant, offer third round
- If energy is low, move to collective reflection
- Can allow participants to return to favorite topic or try remaining option

Collective Reflection Guidance

Supporting Your Guest Speaker

- During final breakout minutes, briefly discuss what stood out from the session
- Help guest speaker identify 1-2 forward-looking insights to share
- These should draw from discussions and their personal journey
- Frame insights to help participants with career planning

Format for Main Room Sharing

- Each guest speaker: 2-3 minutes maximum
- Focus on forward-looking perspective (e.g., “What I see for the future of...”)
- Connect to themes from breakout discussions
- Offer practical wisdom for next generation

Your Role

- May be asked to briefly highlight key themes from your room
- Keep to 1-2 concrete insights
- Connect to broader session themes

