

## **Study Groups: Frequently Asked Questions & Answers**

### **What is a study group?**

A Study Group consists of approximately ten to sixteen participants who meet on a regular basis to enhance their knowledge and understanding of a specific topic or area. The group provides an opportunity to become acquainted with others interested in the same subject, and each member researches and reports on a specific topic of interest to the entire group.

### **Where are meetings held?**

Many groups meet in members' homes, but not everyone has to host. We generally only need half of the participants to host; while some may volunteer to host, others may contribute a snack for the group or offer to help the hostess in some other way. Other groups meet in a member's apartment building's common room, or any other facility that can support electronic presentations (projector and screen).

### **When does the Study Group meet and for how long?**

Each Study Group leader determines the day of the week and times of meeting and includes this information in the initial announcement; some groups decide on a day and time collectively at their first meeting. Study Groups can last from five to eight or more weeks according to the number of people in the group (therefore the number of presentations). The exact number of weeks is specified at the beginning of each Study Group.

### **What happens if I have to go away and miss a meeting?**

The success of the Study Group depends on the level of commitment of the group members. We encourage you to be available to attend all meetings. We understand that emergencies can arise and you may not be able to attend all the sessions. However, if you already know you will not be available for two or more sessions, please do not sign up, or discuss this with the Study Group leader who will have the final decision.

There are always more opportunities to join Study Groups as they take place regularly. Meanwhile, you may come as a guest if you know someone in the Study Group who can invite you to her/his talk, with the hostess'/host's agreement.

### **What happens in a Study Group?**

Every week, one or two persons present a topic that they have been researching and which fits with the general topic of the Study Group. They give a talk of 35-40 minutes using visual aides such as PowerPoint, or upon agreement with the Study Group leader some other type of presentation. Alternatives, such as field trips or any other idea more appropriate/optimal for a chosen topic, may be considered.

### **I'd like to hear the talks but don't want to research or present myself. Can I join?**

No. Each member of a Study Group is to prepare a talk of minimum 30-40 minutes.

### **I have never been in a Study Group, never done research, never used PowerPoint. Can I still join?**

If this is your first experience with a Study Group, remember that you are not the only first-timer! If you have any problems, help is available through your Study Group coordinators. Guidelines are provided.

### **What do I need to consider before joining this program?**

You need to be free on the fixed weekday and time (for example, Wednesdays between 9:30 am and 12:30 pm). You will need to dedicate some time to doing your research and putting your talk together.

**Do I need to be a member of FOM?**

Yes. Study Groups are reserved for FOM members. If you are not a current member, you will need to join FOM and pay the membership fee together with payment for the Study Group registration.

**Do I get a refund if I sign up for the program, attend a session, and then decide it's not for me?**

Once payment is received, it is non-refundable.

**Is there anything else I should know?**

You should have regular access to the Internet and have an e-mail address. All communication for participants in the program runs through the Internet. DropBox, WeTransfer, and Google Drive are other common options for sharing files and information. Information and instruction on all software etc. will be given at the first session.

**How do I sign up?**

To register:

- Go to the "Asian Study Groups" page under the "FOM Activities" tab on the FOM website ([www.fom.sg](http://www.fom.sg)) navigation menu (at the top of every page).
- Follow the registration instructions found in the "More Info" box on the right hand side.
- Note that you may pay the \$25 registration fee by credit card, cheque, or cash.

To join FOM:

- Follow the instructions found on the "Join Our Family" page under the "Join Us" tab on the FOM website ([www.fom.sg](http://www.fom.sg)) navigation menu (at the top of every page).

Note: We have made every effort to provide accurate information in this document. However, minor changes may be necessary from time to time due to unforeseen circumstances.

Updated: July 2016.