

Panel Session Details & Reminders

Overview: A Panel Discussion is an **informed discussion** by 3-5 people with contrasting or complementary points of view, moderated by a Chair, with time reserved for audience participation, questions, and comments. Short opening remarks by the panelists set the stage for robust engagement with each other and with the audience.

While panelists are encouraged to make short opening comments, most of the session time should be spent in *unscripted* discussion amongst the panelists.

Formal presentations are not appropriate for this type of session. As such, panels are scheduled in rooms that do NOT have AV such as laptops, projectors, and screens.

Here are a few things to remember as you plan for your session:

✓ **The chair and panelists should coordinate before the conference** and plan a session that is carefully moderated, engaging, and interactive. Include time for audience participation, questions, and comments.

✓ (OPTIONAL) **Upload resources for attendees to your session in the App.** See instructions on using the App for more details.

✓ **Arrive 5-10 minutes before your session begins** so you have time to get settled at the head table and connect with others in your session.

✓ The **Chair should** act as a facilitator by briefly introducing the overall panel and panelists, posing discussion questions as necessary, moderating audience participation, assisting with the session's flow, and starting and ending the session on time.

✗ **Do not give formal presentations during the session.** Panelists can prepare brief opening comments, but formal presentations/lectures/slides are not appropriate. They are also not possible since your session room will not have AV such as a laptop, projector, and screen.

✓ Let the audience know if you have uploaded resources for them in the APP.