

Instructions/Guidelines for Panel Discussion

Panel Chairs and Panelists:

Thank you very much for having contributed to a high-quality panel proposal for the upcoming 1st National Graduate Conference-2017. Here you will find guidance with regard to the organization of the panel session. Many of you are already very experienced at presenting conference papers and participating on panels, for others this will be a first-time experience. In either case, we hope that you will find these suggestions helpful.

Panel Format:

Each panel is limited to 90 minutes and follows one of three formats (Q&A Style, Initial Remarks Style, and Presentation Style) as indicated on the program:

- Four 15-minute presentations, with 30 minutes for discussion among the audience and panel members.
- Three 15-minute presentations followed by 15 minutes of comments from a discussant, with 30 minutes for further discussion among the audience and panel members.
- Three 20-minute presentations, with 30 minutes for discussion among the audience and panel members.

1. Communicate with your Fellow Panel Members

The Chair of the panel session usually is the person responsible for making sure the panel runs on time and according to plan. The Chair normally will e-mail EVERYONE in your session. If you intend to make a formal presentation, share with them an electronic copy of your presentation. Everyone on the panel, not just the chair, should have a copy of all the presentations ahead of time. If you do not intend to make formal remarks, please let the other panelists know that. In this way, everyone will have a complete set of any formal presentations before the session start. Reading these materials ahead of time is critical for having a well-coordinated and integrated discussion at the panel.

2. Manage your presentation time

Panels are expected to be interactive and integrated. Please make sure that each panelist fills a clear role to meet this goal. Make sure to leave plenty of room for audience interaction.

3. Make a quality presentation

Upload your presentation before March. Please bring your presentations in the form of a PowerPoint file on a USB Memory Stick. To figure out how many individual PowerPoint slides you can reasonably present within your time slot, as a general rule, divide the number of minutes you have by two (that is, if you have 15 minutes, prepare no more than 7 or 8 slides). Your slides should be printed in a minimum of 18-20 point font, (preferably

in ARIAL as it is easier to read from a distance) in order for your text to be seen from the audience. We cannot control which fonts will be available on these computers, so please do not use any fonts outside of Arial and Times New Roman (or other standard Windows fonts) to make sure your presentation looks as intended.

4. Session format and purpose

As a reminder, in our guidelines for panel proposals, we stressed the objective of having panels with a coherent and well-integrated discussion around a common theme. Thus, we encourage panels that devote most or all of the time to a managed exchange among the panelists, each answering or discussing questions in common (probably using at least some prepared questions, with a moderator to keep the discussion on track). We are not interested in panel participants simply presenting their own research in isolation from their fellow panelists.

Panels are not intended to be replicas of competitive paper sessions, in which you present your own work with only a limited regard for the perspectives of the other session contributors. Panels can be run in various formats as mentioned above, whatever format your group has decided upon for your panel, please keep in mind that the objective is to generate a cohesive discussion among panel members as well as between you and the audience.