

Guidelines for Conference Panel Discussions

Dear Panelists,

We are excited to have you as part of our upcoming conference! To ensure a smooth and engaging discussion, please review the following guidelines:

1. Preparation

- Familiarize yourself with the panel's topic and objectives.
- Prepare talking points and anticipate questions from the audience.

2. Format

- The panel will last for 60 minutes.
- Each panelist will have 5 minutes for opening remarks.
- Followed by a moderated Q&A session.

3. Interaction

- Encourage audience participation by inviting questions during the Q&A.
- Be respectful and considerate of each panelist's speaking time.

4. Technology

- Ensure your microphone and other audio/visual equipment are functioning before the panel starts.
- Have backup options ready in case of technical issues.

5. Conduct

- Remain professional and courteous at all times.
- Avoid monopolizing the conversation and allow others to contribute.

Thank you for your participation. We look forward to a dynamic and insightful discussion!

Sincerely,

The Conference Organizing Team