

## PANELS

**Description:** Panelists address different categories under a broad topic. (i.e. “Partnerships” is the broad topic with panel members addressing the possible following categories: partnerships with Government agencies; partnerships with public, non-profit agencies; partnerships with landowners; etc.)

- **Identify, in advance, the categories that need to be presented on the panel.**
- **Identify topic headings that each panelist should address in their presentations.** (i.e. Formal/informal agreements; partnership rules, if any, agreed to by the partners; organization/person-specific regulations and practices; etc.)
- **Send panelists an outline of topic headings that they should discuss in their presentations, and request that the panelists complete the information under each outline heading.** (This outline provides three purposes: (1) It gives the course leader information to include in the participant materials. (2) It provides an outline for the panelist for her/his presentation. (3) It helps to ensure that each panelist addresses the information that the course leader has identified as relevant.)
- **Prepare the agenda for the panel members.** (This will include the order each panelist will speak, the length of time each one is to speak, time for questions, etc.)
- **Send the agenda to the panel members in advance.** (Panel members will be able to see who else will be on the panel, the category that panel member is addressing, etc.)
- **Identify who will lead the panel.** (One of the panelists? The course leader? Another facilitator? This person will be responsible for introducing and moderating the panel.)
- **Determine how questions will be handled and let the participants know in advance.** (Note: Recommend for this type of panel that questions be allowed after each presenter).
- **Include a page in the participant materials where participants can write their questions for each panel member.** (Remind participants what they want to ask.)
- **Have a separate person monitor the time.** (Recommend this person sit in the back of the room with “minute” signs that can be displayed to let each panel member know how much time s/he has remaining.)
- **Have the panel chairs, table, lectern, etc. set up in advance.** (Participants should not be sitting in their seats watching the set up. Have a break prior to the panel session.)

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**Description:** Panelists address the same topic from their unique viewpoints. (i.e. “Partnerships” is the main topic and one panelist discusses partnership experiences at a local level, one discusses experiences at a national level, one discusses experiences at an international level, etc.)

- **Hold a meeting with ALL panelists prior to the course.** (The meeting can be in person, conference call, etc.)
- **Identify the objective/perspective each panelist will address.** (This will help to ensure that panelists will discuss distinct perspectives and not be repetitive.)
- **Ask panelists to submit a one-page bulleted list highlighting their points, in advance, to be included in the participant materials.** (Note: You may want to provide them an example of a bulleted list to help guide the design.)
- **Identify who will lead the panel.** (One of the panelists? The course leader? Another facilitator? This person will be responsible for introducing and moderating the panel.)
- **Prepare the agenda for the panel members.** (This will include the order each panelist will speak, the length of time each one is to speak, time for questions, etc.)
- **Determine how questions will be handled and let the participants know in advance.** (Note: Recommend for this type of panel that questions wait until all panel members have spoken. Often other panel members will have input to a question that was addressed to one of the other panel members.)
- **Include a page in the participant materials where participants can write their questions for each panel member.** (Remind participants what they want to ask.)
- **Have a separate person monitor the time.** (Recommend this person sit in the back of the room with “minute” signs that can be displayed to let each panel member know how much time s/he has remaining.)
- **Have the panel chairs, table, lectern, etc. set up in advance.** (Participants should not be sitting in their seats watching the set up. Have a break prior to the panel session.)

**Note:** It may be beneficial if a longer break or lunch follows a panel in order to give participants an opportunity to individually speak with panel members.

**Note:** If a panel member requests to use audio/visual equipment with her/his presentation, you may want to consider this person as a speaker rather than a panel member.