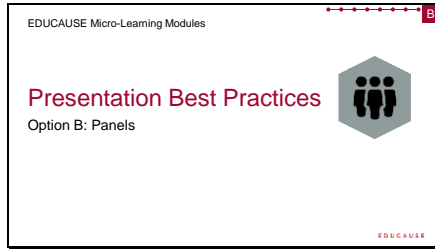


Slide 1



This micro-learning module on panel discussions is intended to supplement the four general modules on presentations. We strongly suggest completing all four of the core-presenting-skills micro-learning modules before doing this panel-skills module.

Slide 2



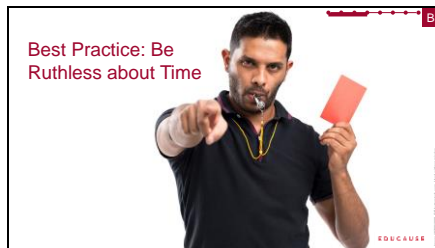
Here's a quick skill check. How many presentation slides should each panelist prepare for a 4-person discussion scheduled for a 45-minute session? Pause the video, think, write down your response, and then un-pause.

Slide 3



If you said anything more than four slides, you're like most of us, who want to be well prepared—and you're incorrect. Panel discussions are not supposed to be presentations at all, but conversations. To get the conversation going, panelists might introduce themselves and one key idea, but that's about it. The best practice is for at least 50% of the time in a panel session to be open and unscripted.

Slide 4



For an interactive panel, be ruthless about time. Limit each panelist to no more than 10% of the total session time for presentation of information. For a 45-minute session, that means no more than four and a half minutes for each panelist. Limit presentation slides to four or fewer, each, and combine them into one slide deck, to minimize in-session switching time.

Slide 5



To handle time and the flow of the discussion, an expert panel strategy is to ask for a moderator. Even if one is not assigned, designate one panelist to act as moderator. The moderator introduces panelists, keeps them on time, and then facilitates the conversation that follows, much like a journalist would conduct an interview.

Slide 6



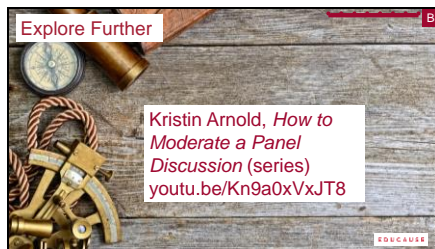
The last expert practice for discussion panels is to create a conversation with the audience. After hearing from the panelists, ask participants to submit questions using a digital tool; select some questions at random, or distribute the questions among the panelists and ask them to respond to one each. Then, open the floor for discussion. The moderator should keep things moving: be sensitive to time with audience members, and with the panelists, too.

Slide 7



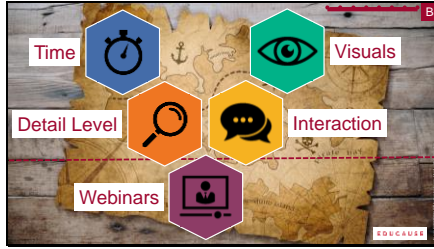
It's time to build it. Write down your notes for a 45-minute discussion panel based on the needs of the audience: no more than 50% presentation, with a time-sensitive moderator acting as a champion for the audience and a conversation facilitator. Pause this presentation while you write down your ideas, and come back when you're ready to complete this micro-learning module.

Slide 8



Conference panels come in many different flavors. To learn more, check out Kristin Arnold's *How To* series—the overview listed here takes only three and a half minutes. Come back to this presentation when you're ready to conclude.

Slide 9



Now that you have completed this optional micro-learning module on panels, where will you go next?

We hope that you completed this module after the four main topics, but if not, head over and experience them. Thank you for working on this micro-learning module!