

Elements of a Great Panel Discussion

- **Audio Visual Requests:** All presenters will be provided with a laptop, projector, screen, wireless mouse and lapel microphone. Please let us know if you require anything beyond this for your presentation at least 1 month prior to the event.
- **Dietary restrictions:** Please let us know as soon as possible if you have any special dietary needs. We are happy to accommodate your request.
- **Speaker Administration Forms:** Please read through and return the forms included in your speaker guide as promptly as possible. These forms ensure we are best able to accommodate your requests and make the event as valuable an experience as possible for you and the attendees.
- **Accommodations:** We are happy to answer any questions or concerns you may have as you book your travel and hotel accommodations. Please feel free to contact us.
- **Contact details:** Please be sure to keep us informed of any changes to your contact details so we can be sure to get you all the information you need prior to the event.
- **Discussion Points:** Keep the discussion focused on the panel topic. This can be hard with a group, but steer your comments back to the topic at hand.
- **Provide Actionable Information:** Know your topic title and supporting takeaways to ensure you stay on track.
- **Preparatory Conference Calls:** Participate in the preparatory conference call with all participants that's scheduled by the conference director prior to the event.
 - Share your take on where you see the direction of the discussion heading
 - Prepare four questions beforehand that you would like the moderator to ask you and/or the other panelists