



Panelist Role and Responsibilities

Role of a session panelist:

The panelist is responsible for presenting their perspective on the provided session topic through conversation, engagement, and debate with fellow panelists. Panelists are expected to establish their own remarks and talking points to submit for review by the full panel and Annual Conference Committee in accordance with established deadlines.

Advance preparation:

- Attend a virtual meeting with NAGDCA staff and full panel early on to discuss the session content and each panelists' main takeaways. (*Staff will assist with scheduling.*)
- Coordinate with moderator, fellow panelists, association staff, and Annual Conference Committee members to confirm parameters around the content, format, and timing for the session.
- Ensure all topics identified for discussion reflect the session title, description, and learning outcomes.
- Ensure enough knowledgeability on the topic to support Q&A from session attendees.
- Prepare presentation using provided template and submit to fellow panelists and association staff in accordance to established deadlines.
- Introduce opportunities to engage attendees in the session content, through poll questions, Q&A, gamification, and reflection exercises.
- Set time to meet with moderator and fellow panelists on-site in advance of the session, for final preparation (if needed).

On-site meeting prior to the session:

- Review the session format and agenda. Establish any need for individual timekeeping or other staff support.
- Review the seating order and make sure it is consistent with prepared slides.
- Review any introductions for accuracy and relevance.
- Confirm on-site presentation needs.

During the session:

- Mingle with attendees as they enter the session room.
- Work with staff to ensure mics are working and stage/audience set is as expected for the session.
- Maintain awareness of attendees and ensure content is engaging to them.
- Engage attendees, through poll questions, Q&A, gamification, and other creative meeting formats.
- Be respectful of the opinions and comments of fellow panelists, leaving appropriate time for all to share.
- Be responsive to attendees' questions and comments.