

### **GUIDELINES FOR CONFERENCE MODERATORS**

1. Please contact all of your panelists, introduce yourself as the moderator for the panel discussion, and become familiar with their areas of expertise on the assigned topic. Ask your panelists to give you 2-3 things they really want to talk about.
2. Prepare a series of questions designed with current perspective and new light on the topic to be discussed or you can have the panelists create their own questions. Decide upon two or more questions you will ask each panelist that pertain specifically to that panelist's area of expertise and that they agree they are comfortable commenting upon. If you have four panelists on your session, for example, you should prepare at least eight questions, so that each panelist can prepare answers to two or more questions. (Please do not ask all of your panelists the same question.) Each answer should last no more than 2 to 3 minutes.
3. At this point your panelists will know the questions you will ask them so that they will be well prepared for the session. You are welcome to prepare a handout for the session, or your panelists may have handouts for the attendees. However, please inform your panelists that the limited time will not allow for individual PowerPoint presentations by the panelists.
4. Time is a factor for the panel discussions, so please advise your panelists to be responsive and encourage them to keep their answers as concise as possible so that everyone gets the opportunity to speak. If they feel that they have a key comment on a question not assigned, they should so indicate to the moderator.
5. In case your assigned questions and answers do not fill the time allotted, set up a couple of questions from the audience that are pertinent. This will ensure a lively Q&A for a finish.
6. If someone in the audience asks a question, repeat the question before proceeding with an answer.
7. Thank you for your time and efforts in leading your panel discussion. Your participation and leadership in the conference is greatly appreciated!

Your contact for the conference is Adriana Michaels, Conference Manager: 310-533-2476 and [adriana.michaels@bobit.com](mailto:adriana.michaels@bobit.com) or Kaitly Couch, Conference Coordinator: 310-533-2556 or [kaity.couch@bobit.com](mailto:kaity.couch@bobit.com).