

AMS Panel Discussion Guidelines

Panel Discussion Definition: The definition of a panel discussion is a situation in which a group of people are gathered together to discuss an issue, often to provide feedback on something, to brainstorm solutions to a problem or to discuss an issue of public concern in front of an audience.

(<http://www.yourdictionary.com/panel-discussion>)

Guidelines for Conducting an AMS Panel Discussion

1. Identify the topic for the panel discussion and assign a moderator.
2. Set a length of time to the panel discussion. The moderator will be responsible for making sure the panel is conducted within the time limit of the panel.
3. Identify the panelists. Panelists should be well informed on the topic or issue. Please limit a panel discussion to 3-5 panelists (the standard room set is a head table for 5 with 2 panel microphones and a podium microphone).
4. Work closely with the moderator and panelists on the format your panel discussion will follow. The panel needs to be finalized by **1 October 2016**. A typical format might go as:
 - ❖ Moderator introduces the panelists and the topic of the panel. The panelists then express their views and opinions on the topic as well as any research they have done in the area.
 - ❖ Panelists are introduced or introduce themselves. Then panelists discuss the topic or issue with each other. Interaction between the panelists is encouraged by having them ask each other questions pertaining to the topic. They should express their opinions and views of the topic.
 - ❖ Moderator calls for a period in which the audience members may participate in the discussion by addressing questions to the panelists. Audience is also encouraged to voice their own views and opinions.
5. Make sure the moderator and the panelists are aware of the panel format, as well as any questions on the topic that have been preselected to help them be better prepared as a panelist.

FAQS

Can an abstract that has been submitted be transferred into a Panel Discussion? Will the abstract fee be refunded?

An abstract cannot be transferred into a Panel Discussion without consent by the presenting author. They should be notified they would be in part of a Panel instead of giving a 15 minute talk. Abstract fees would not be refunded.

Is there an abstract fee for Panel Discussion?

No, if done as noted in the above guidelines and with no recorded presentations or PowerPoint slides. The \$95 abstract fee will apply only if there is an abstract and panelist would like to provide slides. You may use program chair funds if it is a necessity to have a presentation as part of the Panel Discussion. If no program chair funds are available, then the panelist will be responsible for paying the abstract fee. When a Panel Discussion is formatted and held using the guidelines, a few panelists with a moderator interacting with the audience, and no one is assigned an individual presentation or time slot, then there

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will be no abstract fee, but the panel discussion will still be recorded. Once there is adding of abstracts, individual recordings and assigning specific presentation times then the submission fee comes into play.

Can there be just one abstract fee for all the panelists?

No if there are multiple presentation and time slots. Each presentation /abstract will be charged an abstract fee. A non-paper event can be added if the presentation is only a ONE slide introducing the panelists and their work. This should be limited to 5 minutes.