

AMS Panel Discussion Guidelines

An AMS Panel Discussion is a great way to gather a group of people together to discuss an issue of public concern, provide feedback on something, or brainstorm solutions to a problem. A Panel Discussion should minimize the use of formal slide presentations and focus on engaging the panelists and the audience in discussion.

Guidelines for **Preparing** an AMS Panel Discussion

1. Identify the topic for the panel discussion and assign a moderator.
2. 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).
 - a. If there is an abstract or any panelist would like to provide slides, the \$95 abstract fee will apply for each uploaded presentation; plan accordingly. If no one has an individual presentation or time slot then there will be no abstract fee.
 - b. A \$95 submission fee will be invoiced to any panelist who uploads a presentation onsite in the Speaker Ready Room and does not have an abstract in place.
 - c. Please Provide names of panelists by 1 November for them to be included in the printed program or by 15 December for the webprogram (they will not appear in the printed program only webprogram). **Panelists added after 15 December will not be able to add slides onsite.**

Guidelines for **Conducting** an AMS Panel Discussion

1. Set the length of time; the moderator will be responsible for making sure the panel is conducted within the time limit of the panel.
2. Work closely with the moderator and panelists on the format your panel discussion will follow. 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.
3. 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.

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

Not if there are multiple presentation and time slots. Each presentation /abstract will be charged an abstract fee. A single slide introduction (limited to 5 minutes) can be added if there are no other presentations.
