



PANEL MODERATORS

BEST PRACTICES

GETTING STARTED



■ INTRODUCTIONS

- Identify self
- Name of Panel
- Ask each panelist to introduce self and say why they are participating in this “Moving the Dial” social justice conference



■ THE FORMAT – explain to the audience

- Each panelist will present for 10 minutes
- Participants should enter questions and comments in the chat and indicate the panelist that the question/comment should be directed
- Chat monitors will work with you in reading the questions/topics at the end of the presentations
- You will have a co-host, if necessary, to assist you in sharing screen, et al. for presenters
- After all participants have completed presentation start reading the q&c in the chat
- Wrap up in time and encourage people who still want to talk to do so offline and exchange contact information





THE PRESENTERS AND PARTICIPANTS

- Enter the zoom room at least 15 minutes early and get acclimated to all of the zoom controls
- Ask all presenters to come at least 10 minutes early so you can review last minute details
- Start admitting participants 3-5 minutes [from the waiting room] before the posted start; give them a warm welcome as you admit them to the room
- Start the session 5 minutes after the posted start time; this allows you some grace to get started
- Mute all participants coming into the meeting
- Play music while waiting until the start time of the meeting (clear your musical selections with conference organizers, please -- 😊)
- Make sure to mute all participants once the presentations begin (check with organizers to see if this is webinar style or open meeting forum)



QUESTIONS

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THANK YOU



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