

TIPS ON HOSTING A VIRTUAL PANEL DISCUSSION

BEFORE YOUR EVENT

Choose A Moderator

- This person will keep an eye on the time. We recommend 30-40 mins for the post-screening panel discussion. Additionally, they will provide opening remarks and lead the discussion/Q&A at the end.

Select Your Panelists

- Choose 2-3 people in your community to answer questions. We recommend school psychologists, community leaders, social workers, educators, and students.

Pick A Date

- Once you've determined this, create the virtual link and send it with the date and time *to us*. Doing this will help us promote it on your dashboard.

Start to Promote Your Virtual Screening

- Send emails and promote the event on internal websites. You will have access to email templates and other marketing materials to help bring attention to your event.

SPECIAL INSTRUCTIONS FOR THE MODERATOR

- After previewing the film, compile a list of questions you think people might have. Having questions prepared ahead of time will give you a cushion in case your audience does not have any of their own.

- [Here](#) are some of the most commonly asked questions, but you might want to have a few of your own. Start with broad questions, then move on to more specific questions to encourage the panelists to share personal experiences or ideas.

- Keep the conversation moving briskly, be aware of the time, and share the virtual stage as evenly as possible!

- Bring positive energy, always be uplifting and empathetic, thank each panelist, and genuinely appreciate any question the audience asks.

TIPS FOR PANELIST SUCCESS

- Turn off wifi on devices that are not being used (cellphones, tablets, etc.)
- Close all opened tabs, programs, and other screen-sharing applications.
- To help reduce echo, use headphones or earbuds.
- Make sure you have good lighting and are in a quiet place.