

TIPS ON HOSTING AN IN-PERSON 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.

Start to Promote Your In-Person Screening

- Send emails and promote the event on internal websites and around your community. You will have access to our posters, 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 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

- Arrange for you and your panel members to meet in the actual session room to introduce themselves and check in.

- Plan to arrive at least 30-45 minutes before the session starts to hold a brief rehearsal.

- Wear something simple. Big logos and patterns are distracting!

- Speak to the audience, not the moderator! Even though the moderator asks the questions, you are there for the audience.

- Keep track of the time.