# ION GNSS+ PANEL CHAIR INSTRUCTIONS

# AND BEST PRACTICES

# Panel Sessions offer a platform for live interaction with specialists

- A specific program/technology
- Diverse points of view
- Active discussion among panelists
- Interaction with audience
- Collaborative, professional environment

- Discussions continue over coffee

# Advance preparation

- Send information to panelists
- Hold meet-and-greet session
- Coordinate questions
- Prepare audience survey/poll(s) using ION Conference App
  - *Audience polling is available in the ION Conference App. Moderators can manage this. Talk to Rick Buongiovanni for more information (E: rbuongi@ion.org)*

# Advise panelists in advance:

- In-person participation is **required** (no remote participants!)
- Panelists are required to register for the conference
- Panel chairs will organize a virtual meet-and-greet call:
  - Review rules of engagement
    - Respectful tone
    - Maximum time for introduction: 5 mins
    - Preferred: 3 mins
  - Coordinate topics

# Virtual meeting of all panelists

- Rules of engagement
- Ask each panelist: three slides
  - Name, title, affiliation, and what they/their organization does/hopes to do
  - Their view of the problems/issues related to the topic
  - Their proposed solution
- Coordinate a list of questions with panelists

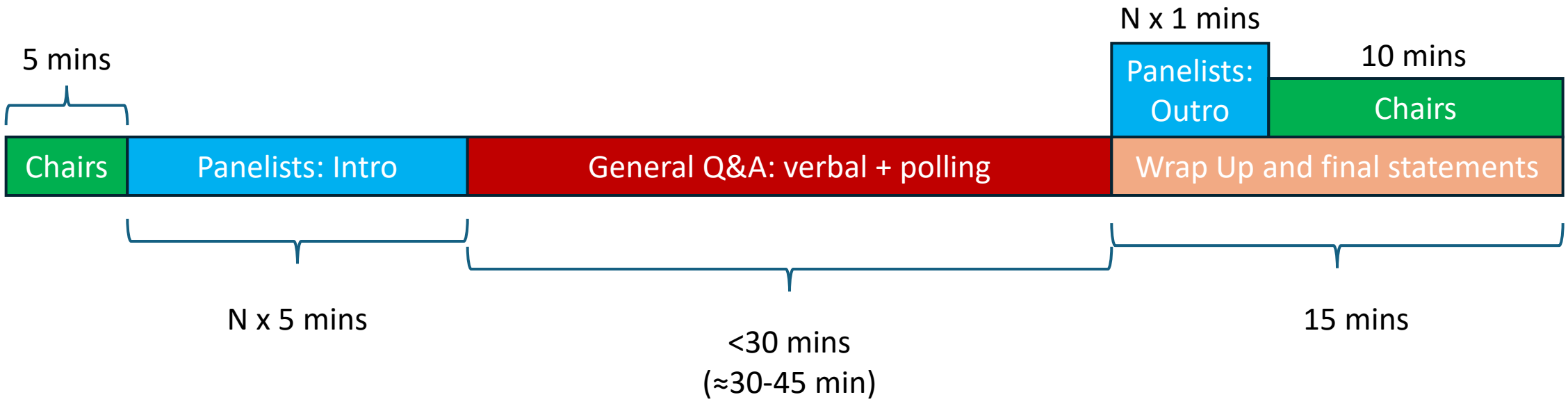
# Best practices for polling

- Does not replace microphone-based questions
- Have participants sign in at the beginning
- Agree on poll questions with panelists in advance

# Onsite management

- Introduce panel
- Moderate discussion
- Formulate takeaways

# Timeline of panel session



# Introduce panel to spike interest

- Open the panel with:
  1. Overview of topic and list of current challenges (free of bias or recommendations)
  2. Provides a list of questions the panel will address during the discussion.

- Each panelist has 3-5 minutes and three slides

# Moderate discussion maintaining constructive atmosphere

- Managing questions and answers:
  - Questions should be answered by panelists with differing views
  - Ensure the panel is not dominated by a single view or **personality**.
  - Limit audience participation to questions and brief information
    - Wait for the microphone to reach the audience members.
    - If not, repeat the question into the microphone from the podium.
- Disagreements
  - Adds to the interest. But… ensure it remains professional.

# Summarize panel and draw conclusions

- Provide a conclusion and summary (15 mins):
  - 60-seconds each panelist (on a timer)
  - Summarize the major questions, the conclusions (agreed and not), and the challenges ahead.
  - Thank the panelists for their participation
  - Conclude the session