

PANELIST SUPPORT CHECKLIST

For Event & Conference Organizers

BEFORE THE EVENT

- ☐ **Offer as much detail as possible.**
 - Date, time, and location.
 - Names of other panelists.
 - Compensation offer.
- ☐ **Arrange a prep meeting with the panelists, moderator, and organizers.**
 - Have panelists introduce themselves and their perspectives so people understand where they fit on the panel.
 - Ask about their preference for approach. Some folks would like to deliver remarks (with or without slides) before launching into answering questions.
 - Give directions on the theme, three key messages, and take-away action. Don't just say "have a conversation," or "share your story." This is too broad, and every speaker will need direction based on the audience's needs.
 - Identify the order of the speakers.
 - Let people know how much time they have to speak and how they will know when their time is up.
 - Be clear about the logistics such as directions to the venue, parking, transit options. What is the stage like? Will there be comfortable chairs and water? Will you be using lapel or handheld microphones?
- ☐ **Share questions well before the event.**
 - People need time to think about their answers.
- ☐ **Ask panelists what accommodations they need.**
 - Do people require a ramp to get on stage? Adjustment of bright lights? A table in front of them?
 - Microphones are essential for accessibility reasons.

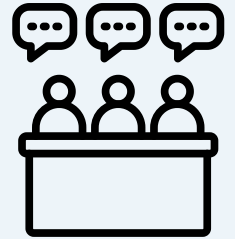


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DURING THE EVENT

- ☐ **Ask the panelists to get there early.**
 - Facilitate introductions so they can meet each other in person.
- ☐ **Test the microphones and remote.**
- ☐ **Don't make last minute changes.**
 - Don't add other speakers to the stage or change the order of the questions.
- ☐ **The moderator must ensure safety for the speakers.**
 - Make sure the speakers and audience are respectful.
 - Moderator also keeps track of the time.
- ☐ **Use the microphones.**
 - Questioners should always use a microphone and the moderator should repeat questions for the panelists.



AFTER THE EVENT

- ☐ **Check in with the panelists.**
 - See how they're feeling and gather their initial feedback about the experience.
 - Consider booking a debrief call — either privately with each speaker or as a group.
- ☐ **Share event feedback as appropriate.**



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