PANEL DISCUSSION

1. Session Types

Read the descriptions below and discuss what types or formats of a session are typical in your field.

A) This type of sessions can have several different structures according to its focus which can a single collaboration or multiple collaboration efforts. It could discuss issues related to conducting such collaborations or it could present the results of such collaborations. It could also be used as a forum to create collaborations.

B) This is an opportunity for informal discussion between the audience and one or two people with expertise in an area of their common interest. Although the participant(s) may wish to make a short presentation to begin the session, the majority of time should be devoted to answering questions from the audience.

C) This session type is an effective way to present opposing views about a topic. One of possible formats includes a moderator and two, two-person teams. It begins with the moderator stating a position. One team then presents arguments that affirm the proposition and the other team presents arguments against the proposition. Each team member has a fixed amount of time (e.g., 10 minutes) to present arguments.

D) This session type provides an opportunity for individuals to share knowledge, ideas, research, and applications with regard to their common interest. Each forum is devoted to a single topic. Various approaches may be utilized (e.g., lecture, paper presentations, technique demonstrations, discussions, debates, etc.); however, time should be allocated for audience member to interact with presenters and each other, offering their own ideas about the given topic.

E) The primary purpose of the this type of a session is to provide current information and to educate the audience about a topic. As examples, the sessions may be developed to provide an update on a specified content area, discuss a new statistical technique, or describe how knowledge from another discipline can be applied to a problem or topic.

F) In this type of a session, the chairperson plays a very active role, serving as a moderator who asks questions of the speakers and ensures that all speakers (three to five people) have the opportunity to speak. Such sessions should generate spontaneous interaction among participants and between participants and the audience. Diversity among speakers is important to the success of the session. Further, all speakers must recognize the need for advance preparation.

G) These sessions are organized to give people opportunities to present individual papers. At each session, several authors simultaneously present their papers, primarily in a visual medium. The audience circulates among presenters, and stops to discuss papers of particular interest with the authors.

H) This is a dynamic forum among presenters, a facilitator, and the audience, intended to encourage discussion and sharing of multiple perspectives. Each session of this kind highlights approximately four posters with a common theme. The first part of the session functions similarly to traditional sessions, with audience members viewing posters and interacting with the authors. During the second part of the session, a facilitator will lead the audience and authors in an informal discussion of the posters and the broader topical area.

I) This type of sessions provides an opportunity to discuss actual or potential work implementing new techniques or addressing new issues in organizations. These may include discussing challenges in the work environment and innovative solutions to these challenges. Sessions are devoted to a single topic. A chair introduces the session; three or four presenters take some time each to discuss applied research and practice issues; and audience members spend the remaining time interacting with presenters and each other, offering their own ideas about applied research and practice.

J) The typical approach for such sessions is to have one or two experts on a topic serve as hosts. Members of the audience are typically seated in a circle to facilitate their active participation in the discussion. This session type can be used by attendees to seek help with problems they are currently facing, to learn about the latest developments in an area, or to develop contacts with people who have similar interests.

2. Panel discussion vs Presentation
Answer the questions below.

1. Which are the fundamentals of effective presentations apply to panel discussions?

2. What are the differences between an effective presentation and a panel discussion in its complexity?

3. Are presentations easier than panels or vice versa? In what ways?

4.You cannot control everything in a panel discussion. But what are the things you can control?

5. What aims can panels have? What can be expected of the panel participants?

6. What is the role of the moderator? What strategies should they be good at?

3. PANEL DISCUSSION STRUCTURE

Fill in the table with activities you find essential for panel discussions.

	time	moderator	participant	audience
Before the meeting				
General introduction				
Participant introduction				
Individual comments				
Q&A				
Conclusion				

4. Charing a session

Read the expressions below and comment on their quality. Think of their equivalents.

Can you, please, welcome Ms. Stone.

Just raise your hand and I ask you to give your name and institution.

OK, first we've got Andrew who needs no introduction from me. And we are visiting CARELTS, I am sure you will tell us more about that as you go on. OK, thank you. Do you want to start?

I am afraid, there are not enough handouts for everybody but I think sharing is a good opportunity to make friends.

Welcome back everybody. Have you refreshed and reinvigorated?

I am not going to introduce the speakers as you want to hear them speaking not me speaking about them.

Ladies and gentlemen, welcome to this session in our afternoon programme. Some household first.

In the interest of time we need to move on.

Just wave your hand and say your name and institution.

Welcome to the first of the parallel session. The system we have got this year is that there are breaks between papers, so if you want to go off and go to another one you are not stuck in this stream. Allan and Michelle would be very happy if you stayed but there is not obligation to stay for the whole three. So we've got five minutes between each session for you to go and find other things to do if you want to.

Ok, welcome everybody to this presentation on Media and I really must thank Rosalind and Marta for the last presentation because it was strikingly similar in context to what we are going to hear now.

OK, I will be chairing this afternoon session in this track or strand. The three papers in this session, and, in fact, in all of the sessions, are 30 minutes long and that will generally comprise of 20 minutes of presentation and hopefully 10 minutes or so for questions from the audience.

In order to make sure to be fair on those that are presenting subsequently to have time to change over, but also for those of you who may wish to go to a different strand or those who wish to come to a strand in mid-session, I am going to try to be fairly strict on time. So, that is for the presenters and also for the audience, so we will try to keep to the half hour slot. So this should give an opportunity to move to another session if you need to and for others to arrive.

I think that's all I need to say. Except when it comes to question time because all of this is being recorded, if you can indicate clearly that you want to ask a question, once my colleague here has decided who he is selecting for a question, I will then pass the microphone to you so that everybody can be heard clearly but also so that it's been recorded as well.

So I am about one minute late. It gives me a great pleasure to introduce Martin Lawson from the University of Cumbria, UK. Over to you Martin.

This is the final paper of today's session; we are going to try to stick carefully to time because we want to give you the opportunity to get to the keynote at 25 past. After which there is the surprise and then fun on the beach.

OK. This is the last one, I think, this is the last session. I would like to introduce Rita Hejtoff. And Rita is going to talk about ….. . Over to you.

Chris is here from the University of Leicester. And it is great because he is here, he is in the right place and he is on time. Well done, Chris, thanks for that. OK, so Chris is going to be talking about – well, you can see it on the board – ……………… and some other stuff.

That is an interesting day today. The last speaker went to the wrong room and we were all here and he was somewhere else looking for us. Quite interesting he finished exactly on time. Right, this is, let me introduce Peter Roy, who comes from deepest Dorset in UK and he is going to talk to us about ……….

Ladies and gentlemen, let me introduce Ian Huglop, who is going to talk about his personal experience with ….

The problem we've got is that we have to finish at 9:30 or at 9:35 at latest, there is another speaker in here and there is another speaker downstairs which I have to be there for, so you're gonna have to be a little bit quicker, if that's all right….