

## Guidelines for Panel Presentations

### Format:

- Gathering of 2-3 individual presentations under a single theme
- 45 minute talk (divided among the individual papers) + 10 minute question/answer period

### Tips for Preparing Your Scholars Day Panel Presentation:

The purpose of the panel format is to create a cohesive investigation of a single theme through the presentation of several individual research projects. Panelists should keep this goal in mind when preparing their individual remarks and working with the other participants.

1. Find a moderator who will work with you and your fellow panelists to create a cohesive presentation of a single theme. Determine the role that the moderator will play in the panel.

*Hint:* A moderator might play a variety of roles, from simple timekeeper to active participant. Work together as a panel to determine how the moderator will function in your presentation.

2. Develop your individual remarks with the panel format in mind. When possible, connect your research to the work of the other panelists.

3. Practice and time your presentation so that you will know exactly how much information to offer. It is extremely important as a panelist that you do not cut into the time of the next speaker. This is considered disrespectful to the other panelists!

*Hint:* If your panel includes three individual speakers, each should prepare to talk for about 10-12 minutes. For disciplines that typically prepare a written paper (i.e., the Humanities), you should plan to write up about four to five double-spaced pages.

*Hint:* Even if you plan to read your Scholars Day paper, you should practice it enough times so that you are comfortable looking up and making eye contact frequently with the audience!

4. Consider preparing visual aids, such as PowerPoint slides, Prezi slides, and/or printed handouts.
5. If you do plan to use visual aids, save your presentation on a flash drive in a Windows compatible format and bring it with you to the presentation room.