Information for Panel Club presenters at #EIE2021

Session format

Your Panel Club session should give room to discuss big implementation topics directly related to different stakeholders. These topics do not allow for easy answers because they involve competing values and interests, cause disagreements and require comprehensive reflection. Panel Clubs are focused on interactive discussion and debate between your panelists and audience. The session will be steered by your self-selected moderator directing and re-directing questions, receiving input from the audience and involving the audience in the debate. A Panel Club session will be 60 mins long – please find the final EIE2021 program including your Panel Club **here**.

In the following we provide you with everything you need to know to prepare your panel club.

Going online

All EIE2021 sessions will be held live and online, based on two tools: The event platform (a form of virtual conference centre) and Zoom. While the EIE2021 will take place on the virtual event platform, the parallel sessions - such as your Panel Club - will use **Zoom** technology.

For each session, there will be a technical assistant to troubleshoot technical issues and ensure that all technology can be used as intended, including to start your slide show or tools such as *Mentimeter* for live polling or. The moderator of your Panel Club will lead the session, welcome the audience and close the session in time. Your audience will be present with you in the Zoom room (i.e., Zoom meeting) which will allow for easy interaction between your panel and session attendees.

How to enter the presentation space

As an EIE2021 presenter, you will wear two (online) hats during the event.

1. Most of the time, you will be attending the EIE2021 as a regular attendee or event delegate. That means that you will enter the event through the delegate portal (a personalized link which will be provided to you) with your login information.

2. For your Panel Club session, you will receive a separate link to access your session room. This link will be provided to you before the event - **please store it at a secure place to ensure a smooth 'walk-in' to your session**.

Prepare your session

It will be important that you consider the *Tips and guidelines for Panel Clubs* below when preparing the content and process of your session. Additionally, we will support you in designing your session based on two online meetings, the first of which is focused on session design (DESIGN SESSION) and the

second on preparing you technically (**TECHNICAL TEST CALL**) for the EIE2021. Your entire panel is invited to join these sessions. We understand that not everyone might be available to attend, however, we encourage attendance in these session as they will be important to make your EIE2021 panel club a success. **As a panel club moderator, please attend both the design session and the technical test call** and ensure that information from these sessions reaches everyone involved.

DESIGN SESSION

The design session will provide you with tips, tricks and tools on how to best design your Panel Club. This will include topics such as the set-up of your session (e.g., speaker sequence), the availability and use of technical tools to facilitate audience interaction, and to learn how your session is technically supported during the event. You will have the chance to ask your questions during this session. If you have any questions in advance, please send them to us via **info@implementation.eu** and we will make sure to cover them during the session.

The design session for Panel Clubs will take place on **May 4, 2021 at 10 AM CET**. You will receive a calendar invite in due time. You can enter the session via the following link:

https://live-online-events.zoom.us/j/95755086956?pwd=Q051b3dpRCtYcEpob2ZlMlJCRVFjQT09

Meeting ID: 957 5508 6956

Passcode: 252197

If you are unavailable at 10 AM CET, an alternative date is **May 4, 2021 at 5 PM CET**. This session is **not explicitly** for the Panel Club format but will cover basics of designing your session. You can enter the session via the same link provided above.

Note: While we highly recommend for all presenters to attend the session, we are aware that time constraints may prevent you from attending. We will record these sessions and make them available to you – please watch them at a time convenient for you in due time prior to the event.

TECHNICAL TEST CALL

The technical test call will function as a practice call for your session. In this session we will cover all technical aspects of your presentation to allow for a hitch-free session at EIE2021. This includes instructions on, e.g., screen-sharing, light and sounds, available technical assistance, and how to enter your presentation space. You will have the chance to ask your questions during this session. If you have any questions in advance, please send them to us via info@implementation.eu and we will make sure to cover them during the session.

The technical test call for Panel Clubs will take place on **May 20, 2021 at 5 PM CET**. You will receive a calendar invite in due time. You can enter the session via the following link:

https://us02web.zoom.us/j/81180739866?pwd=ZENXdG1vZUVqZERySnBYcGRJbk9Udz09

Meeting ID: 811 8073 9866

Passcode: 210527

If you are unavailable on May 20, 2021 at 5 PM CET, an alternative date is **May 25, 2021 at 10 AM CET**. You can enter the session via the same link above.

Tips, tricks and guidelines for Panel Club sessions

As we all have experienced by now, *discussing* online can be a challenge. To make your Panel Club a rich and enjoyable session for your audience, it is important to be well prepared – both as moderator and as panellist. Together, please follow these guidelines for a great panel club at the EIE2021:

THE ROLE OF THE MODERATOR

First and foremost, **moderation will be key** to any successful panel club but especially when held online. Hence, your moderator should be an active facilitator of the room and "own" the panel club. This will require moderators to

- *Not waste too much time on introductions*. Keep it brief and use no more than 3 minutes in total.
- *Set the scene*. Introduce your session with a clear rationale. What is your main topic? Why did you choose to discuss this topic? Note: Your audience will be diverse - EIE2021 attendees are researchers, organisational leaders, practitioners, and policymakers from different human service sectors with differing degrees of implementation experience. Think about how to best open your topic to multiple perspectives.
- *Prepare 3-4 key issues/questions to discuss*. Know what you want to cover and how to break it down for your audience.
- *Maintain a red thread*. Keep the discussion on track but also allow it to go off track if that will benefit the session. Have a plan for how to get back to your red thread if discussions take a detour – which can be beautiful. Keep in mind that the online setting requires strong moderation.
- *Apply critical thinking*. Don't make your panel a "love fest" - promote debate and challenge both panellists and the audience. Panel Clubs benefit from opposing opinions.

- *Continuously gauge the room*. Keep the audience engaged, let the debate run when appropriate and move on when it's time (forcing panellists to keep it short when needed)

- *Know what you want from the audience*. Do you want to open the discussion to the audience from the beginning or later? Do you want them to engage actively throughout the session? This may require the use of interactive meeting technology such as Mentimeter, Live Insights, or Loquiz, etc. Do you have specific questions for the audience or ask for questions from them, or both? Plan for how you will engage your audience, and keep in mind that this may require more from you as a moderator in an online setting (see **DESIGN SESSION**).

- *Secure time for a wrap up*: A good session will keep the participants thinking even after we have pressed the 'end meeting' button. Let attendees leave inspired and stimulate their critical thinking. Three brief take home messages can be a good way to do that. Think about how you want to convey these messages.

WHAT ALL PANEL CLUB MEMBERS SHOULD KEEP IN MIND

- *Zoom meeting* will be the technical platform for Panel Clubs. Most of us will be familiar with Zoom technology. In a nutshell, you can make use of all Zoom features during your Panel Club and/or use the chat function to incorporate other technological means such as Mentimeter etc. You will learn about all your possibilities in the **DESIGN SESSION.**

- Panel Clubs will be *PowerPoint / Prezi free*. Instead, the free debate will be in focus. This also means that your panel club will be limited to 30 participants. When 30 attendees have entered your room, we will close its "virtual door". In this way we want to ensure that Panel Club attendees have a clear sense of who is in the room, that all cameras can be turned on, and that attendees can actively engage in the debate at any time.

- Don't be afraid to *be flexible*. See and use opportunities as they come (*if* they come) to enrich your session.

- As recommended for moderators, do not be afraid to *be edgy*. Panel discussions benefit from opposing opinions, so feel free to challenge your panel club colleagues.

- *Be creative*. We are all tired of sitting in front of our screens and appreciate creative facilitation and debate. Stimulate your audience with your creativity. You are in a virtual space – use the perks of that!

- Don't be afraid of *silence*. Silence can be uncomfortable and feel awkward – and preparation and moderation are key to enable a comfortable flow through your session. However, if silence occurs (especially when reaching out to the audience, people need time to think) stand it for a few seconds – or have a good back up plan for how to avoid this silence.

Social Media

Twitter is a great discussion platform to use during conferences. If you are on twitter, make sure to include your twitter handle in your name badge and on your poster and use the hashtag **#EIE2021**. Twitter can be your extended discussion platform!

Key dates for Panel Club presenters

Design session   **May 4, 2021 at 10 AM CET**

Test call   **May 20, 2021 at 5 PM CET**

Any questions?

Let us know at

info@implementation.eu