PANEL GUIDELINES
LEADERSHIP SYMPOSIUM

The goal for panel presentations is to provide panelists and audience members the opportunity to exchange insights, engage in discussion, and learn from each other’s research and experiences. Each panel session will run 60 minutes.

PANEL PRESENTATION TIPS:

- Panels should emphasize an important question related to leadership, ideally bringing multiple perspectives to bear on this issue.

- Ample opportunities for active audience engagement should be provided, including, at a minimum, 20 minutes for discussion.

- Panel presenters are responsible for deciding amongst themselves who will serve as the Session Chair. Session Chairs will introduce the presenters, keep time, and facilitate the discussion portion of the session.

- Please remember that we are committed to making this conference accessible to all participants. You are strongly encouraged to consider physical, sensory and intellectual accessibility when crafting your presentation. For example, you might:
  
  - Use a font of at least 30pt for text on your presentation slides. Likewise, consider having large print copies of handouts available.
  - Use sans serif fonts (e.g., Arial, Calibri, Helvetica) wherever possible, and ensure that there is a strong contrast between text and background.
  - Take into account participants with motor disabilities when designing interactive session components.
  - Avoid unnecessary jargon or technical language.
  - Be prepared to describe aloud any images, charts, videos, etc. used in your presentation (unless they are strictly decorative).
  - Caption any film or video clips you use.

OTHER SUGGESTIONS:

- You should plan to arrive in your presentation room at least 10 minutes in advance of your session start time in order to prepare and to set up and check any technology you might plan to use.

- Each presentation room is equipped with a data projector and screen and wireless internet access.

- If you plan to use the internet during your session, you should check your access before your presentation time, including any firewalls that may prevent your access to files. We strongly recommend downloading files onto a flash drive to carry with you for time constraints.