



***FutureThought* High Performance Leadership** TM

OCA-InterACCTTS Panel Program

TIPS – TRICKS _ TRAPS to AVOID:

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***VICnet*® “Virtual Interactive Collaborative Networking” Process . . .**

Here are 20+ proven professional association panel moderator tips. These should help get everyone started. However, moderators may **not** have a facilitator to help so, plan accordingly.

BACKGROUND - Panel presentations require the proactive involvement of savvy professionals who share their interdisciplinary viewpoints. The challenge is to plan, recruit and control panel discussion that provide effective yet balanced participation.

These guidelines continue evolving from past participation in a wide variety of professional group settings. We submit these practices as a peer mentoring service to help **Environmental Engineering, Sustainable Design, Transportation** and **Operational Continuity Assurance (OCA)** communities improve their understanding of emerging productivity/protection issues that impact public health & safety.

1. Rank discussion topics that will benefit from varied perspectives
(e.g. operational continuity planning for client-server/distributed processing environments)
2. Select both a panel moderator and backup facilitator
3. Recruit Subject Matter Experts (SME) willing to openly share experiences, opinions, and lessons relearned
4. Hold a meeting with the moderator, facilitator and SME panel several days or weeks before the scheduled presentation

Goals for this meeting include:

- Acquaint participants with each other
 - Generate 3-7 key questions on panel topic
 - Agree who will prepare the primary response for Each key panel question
 - Determine time and rules for additional comments Following primary response
5. Define ground rules for scheduled presentation
 - Determine panel time limits for actual presentation
 - Determine audience participation procedures
 - Limit initial questions to clarification, and
 - Audience submission of advance/spontaneous questions
 - Plan a brief break before audience insights/comments
 6. Promote the program using the 3-7 key question/issues
 7. Facilitator collects materials for visual aids, handouts, etc. and prepares forms for question submission & critique
 8. Arrange for platform, microphone(s), table skirting to ensure panelists are appropriately visible and audible
 9. Facilitator distributes question and critique forms
 10. Moderator introduces topic and individual panel members



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VICnet® InterACCTTS Panel Program TIPS . . . Continued

11. Moderator announces time guidelines and rules
 12. Moderator directs key questions to participants
 13. Moderator solicits additional panelist comments and controls clarifying questions from audience
 14. Facilitator collects written questions or comments
 15. Moderator announces 5-10 minute break, permitting review of audience questions or comments
 16. Facilitator recall audience while moderator sets priorities and assigns submitted questions for response
 17. Facilitator prompts audience for other viewpoints to ensure that inputs are called to moderator's attention
 18. As time expires moderator encourages continued networking and discussions on "hot topics"
 19. Moderator thanks panel members with recognition awards as Facilitator collects audience critique forms
 20. Moderator records highlights of the panel discussion for use in publicizing results and increasing visibility
 21. Panel members, facilitator and moderator complete self assessments to improve publicity, future participation guidelines and program content
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22. Co-ordinate panel program with other sessions and keynote speaker(s) providing an interchange of hot topics and ideas
 23. Bundle seminar and panel session as a package
 24. Obtain panelists PRIOR audio & videotape waivers with permission to reuse recorded materials.
 25. Build preliminary syllabus using "**challenge questions**" from step 14.
 26. Use Capella University's **Faculty Development Seminar** practices & tools to build [Personal Knowledge Manager](#) [PKM] for focus group surveys.
 27. Validate critical concerns and key issues using "**Virtual Team Tactics**" [Via: www.groupsupport.com/EN/solutions/virtual-teams.shtml OCA-InterACCTTS **e-Survey** & **e-Consensus** facilitation practices]
 28. Design, develop and deliver e-Learning courseware modules based upon "**QRPD Roadmap**"

Proven peopleware practices for program success!
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Courtesy of: i4C Leadership Learning Collaboratory, LLC (913) 669 -3088

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Video Taping Release:

We plan to make videotapes available to review our _____ [Event-Name]

_____ [ORG-ID] Panel Program on (Date) (Month) 200__ .

Access may be hyperlinked via multiple venues such as:

****VIRTUAL Inter-regional Collaborative** Networking Process:**
VICnet @ "THINK globally - InterACT regionally – Learn locally"
URL: www.iwar.org.uk/cyberterror/index.htm

To do so, we need to have PRIOR documented permission to videotape your presentation.

You will also receive a personal copy of this program. We may request or retain your professional services in the future to help create copyrighted professional development courseware on selected topics.

- Please sign and date the following release:

I hereby grant to **KUCE-OLLI**, its subsidiaries, affiliates, agents, and assigns the right to record my name and performance at the [ORG-ID] program on tape or other audio or audio-visual medium and to copy, distribute and use the same.

I agree that my participation in the conference being recorded confers upon me no ownership rights in the recording, and I hereby release and discharge **KUCE-OLLI** from any and all liability for claims arising out of any errors in the information presented by the speaker.

Date: _____

Signature: _____

Printed Name: _____

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Thanks for your participation & collaboration:

Bob (RJ) Burkhart @ Leadership Learning Collaboratory d.b.a. **ACCTTS-LLC**

2632 Knollbrook Court; Lawrence, Kansas 66046-7800

+1 (913) 669-3088

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****VIRTUAL Inter-regional Collaborative** Networking Process:**

VICnet © ***"THINK globally - InterACT regionally – Learn locally"***

URL: www.colorado.edu/hazards/conf.html

<i>Inter-ACCTTS Programs</i>	<i>The Venue TC or CCE Facility</i>	<i>Video Studio Pre-Record</i>	<i>VICnet© Panel Live Webcasts</i>	<i>Challenge Questions?</i>	<i>e-Survey Results</i>	<i>e-Consensus Process</i>	<i>e-Learning Channels</i>
<i>TIME</i> Same ... Different	X	Y	X	Y	Instant (Mini) Else Delayed	Facilitated Self-Directed	Facilitated Self-Study
<i>PLACE</i> Same ... Different	X	Y	Y	X E-Mail Feedback	Y	Y	Y
<i>TASKS PLAN</i> Package Position <i>PRICE</i> Promote Production <i>VICnet© PAYOFFS</i> <i>Profits \$\$\$</i>	<i>Hassle Elimination</i>	<i>Thought Leadership</i>	<i>Awareness & Visibility</i>	<i>Distilled Insights</i>	<i>Capture Key Concerns</i>	<i>Virtual Team Convergence</i>	<i>Residual Cash Flows</i>

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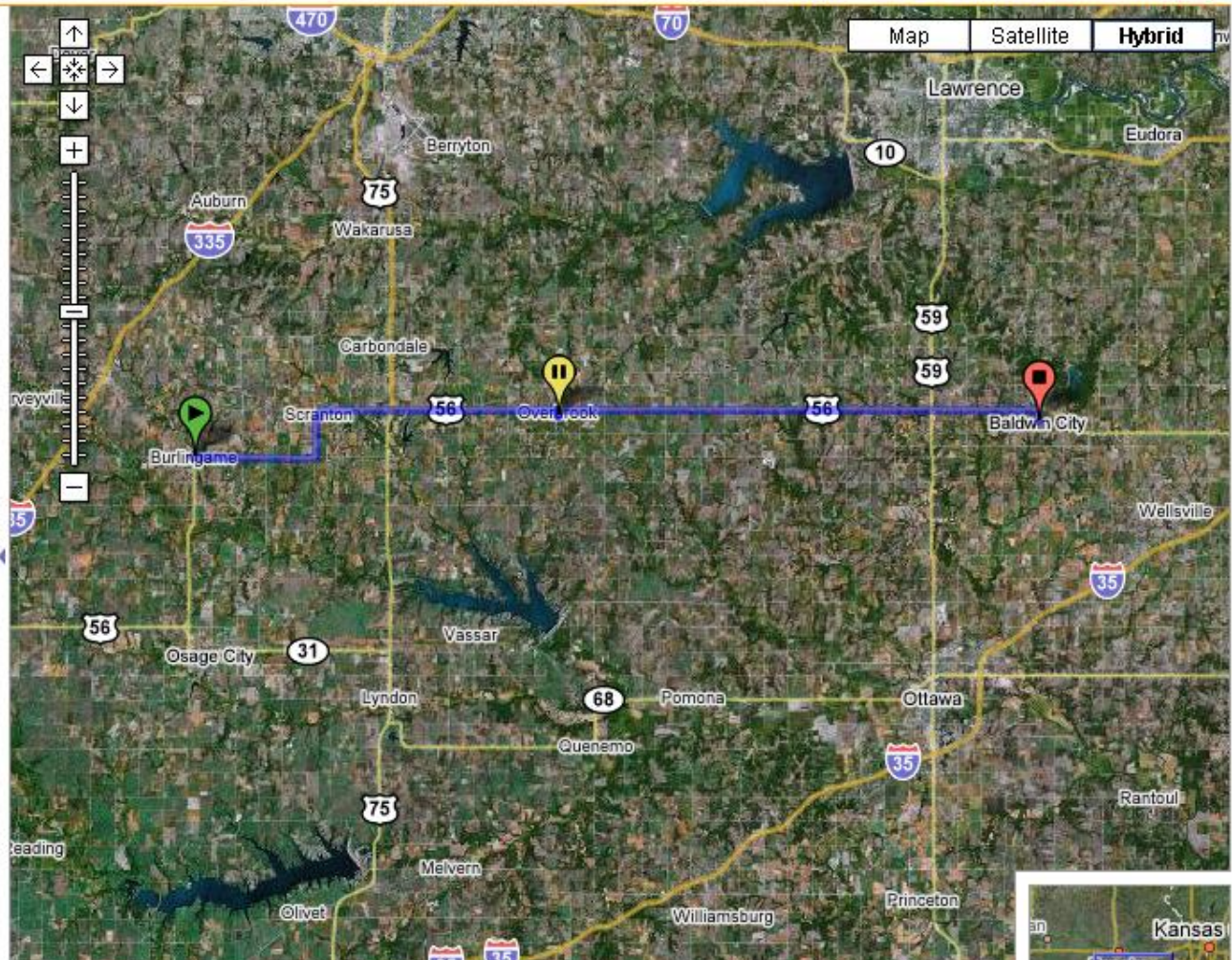
Drive: 17.3 mi – about 29 mins

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Drive: 20.5 mi – about 29 mins

- Head north on Maple Ave toward E 5th St 0.2 mi
- Turn right at US-56 19.8 mi
- Turn right at 8th St 0.5 mi

To: 38.775090, -95.188660 [Edit](#)



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These directions are for planning purposes only. You may find that construction projects, traffic, or other events may cause road conditions to differ from the map results.

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