# Directions: Use this checklist to prepare yourself for your role as a panel facilitator. Check off each item when completed.

# Your Role: Think of yourself as a master of ceremonies and “content weaver” entrusted with making your speakers comfortable and making connections among the speakers for the audience. A content weaver acts as a bridge between the audience, the content, and the speakers.

# Session Preparation

**I have read all abstracts**

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| In the space below, write one or more clarifying question for each abstract. |
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**I have held a conference call with all speakers.**

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| **Agenda:**   * Speakers share research with each other * Establish connections between research findings * Determine speaker order * Develop probing questions to enhance understanding of the research   In the space below write any important notes from the call and/or next steps. |
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# Session Delivery

**I have prepared my comments for speaker introductions.**

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| In the space below, write your speaker introductions. |
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**I have prepared for transitions and Q&A between speakers.**

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| In the space below, write the key points, similarities, differences, questions, and connections between speakers. |
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**I have prepared closing comments for the session.**

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| In the space below, write your closing comments. |
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