# 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.  |
|  |

[ ]  **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.  |
|  |

# Session Delivery

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

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| In the space below, write your speaker introductions. |
|  |

[ ]  **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. |
|  |

[ ]  **I have prepared closing comments for the session.**

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