

## **A Guide for StokerCon Panelists**

Greetings and welcome to this brief guide on being a panelist at StokerCon

### **Tips for being a Panelist**

#### *Before the Panel*

- **Connect with your moderator (and other panelists)**
  - It is helpful to get in contact with your panel moderator (and possibly your fellow panelists) ahead of time. Moderators should contact panelists, but panelists should feel free to contact the moderator and ask any questions or communicate any concerns.
    - Communicate accommodation needs
      - This includes concerns with anxiety – you can discuss strategies with your moderator. Ex. requesting seating arrangements and/or speaking order. Let your moderator know if this is your first panel and/or if you are relatively new to being a panelist
      - You can also communicate any disability concerns, such as wheelchair access. The moderator or Con Chairs will ensure the space is set up to accommodate you.
- **You can request a list of panel questions and format ahead of time**
  - Moderators should provide a list of potential questions for topics ahead of time to help panelists prepare. If your moderator has not, don't be afraid to ask. Communicate any issues with the questions (ex. triggering content or simply ones that you may feel unsure how to answer) with your moderator. You can also suggest other questions or topics you might like included.
  - Use the questions and topics to prepare! This could include doing some research or reading the works of your fellow panelists. Being prepared and informed will make your input as a panelist even better.

#### *During the Panel*

- **Be aware of speaking time**

- Everyone wants to hear you speak! (After all, that's why they're there of course!) But keep in mind every panelist has insight to offer, so try not to dominate the time. If you've been forgotten or passed over accidentally, don't be afraid to speak up. Moderators can make mistakes (remember they can be nervous too!)
- Remember you were invited to join the panel because your insights and participation are valued! You might be on a panel with a Guest of Honor or other high profile attendee, but that doesn't mean your input is any less valuable.
- **Respectful interactions**
  - This is rarely an issue, but it is important to expect respect and be respectful of everyone in the room—your fellow panelists, moderator and the audience.

*After the Panel*

- **You don't have to go home but you (probably) can't stay here**
  - Once the panel is over, be aware there may be another event planned for the room. Feel free to continue any side conversations, but please move them into the hallways or other gathering areas so the next panel can get situated.