

Session Design Tips

Panel Discussion

A panel discussion is one where a small group of people discuss a topic or issue. Each panelist is chosen for the unique perspective they lend to the conversation.

- Pick 3–5 panelists to ensure appropriate time for varied perspectives.
- Choose a moderator that can successfully:
 - Use the virtual platform
 - Craft questions that enable in depth conversation, and
 - Guide equal representation from the panelists
 - Gather and filter thought provoking attendee questions
- Ensure panel participants integrate the proposed session outcomes into the discussion. Attendees should come away from the session believing that the content covered represented the session description.



Workshop



This is an interactive experience where attendees are learning by doing. The presenter guides the attendees through activities aligned back to the proposed session outcomes. This is a skills-based session design where attendees can apply what they've learned immediately back in the workplace. The presenter prepares in advance a list of required materials, tools, or similar needed to successfully complete the session activities.

TED-Style

A TED-talk is a presentation given by an expert on a topic, but what makes it different than the standard presentation? This style is:

- Personal. There is passion behind the topic, which is why notes aren't a part of this format.
- Story driven. The bulk of the talk is about the process of reaching the outcome and not the outcome itself.
- Short. Every word counts and the session is concise. Sessions range from 5–15 minutes.
- Impact. The take-away message is an "a-ha". The session is often weighty, emotional, or an important something has occurred.

