



DISCUSSION LEADER GUIDELINES

Primary Responsibilities of Discussion Leader

- Begin and end the session on time.
- Introduce the session and the speakers.
- Watch the clock and transition from one speaker to the next at the appropriate time.
- Advance the presenter's slides as needed.
- Moderate the Q&A portion of the session.
- Encourage attendee participation.

At the Beginning of the Session

- Remind participants to silence their cell phones, and if they need to take a call or answer a text, to kindly step outside the room.
- Tell participants where the bathrooms are.
- Ask participants during Q&A to speak loudly and clearly, especially if there is a not a microphone in the room. All panelists will have microphones.

During the Session

- Begin on time.
- Watch the clock so you are able to pace all speakers and make transitions accordingly.
- During the session, jot down a couple of "seed questions" to ask the speakers, in the event the audience is quiet during the Q&A.
- If needed, repeat all questions asked by the participants in the Q&A to ensure everyone can hear the question being answered.

At the Conclusion of the Session

- End at the scheduled time. Remind participants of any networking events taking place later that day (e.g., receptions) and encourage attendance.
- Remind all participants to keep their personal property with them at all times.