tagoras™

<inquiry> <insight><action>   _____

> *What follows below is a redacted version of guidelines we provided to initial panelists and panelists-in-waiting at Learning • Technology • Design 2016. This is a companion resource for the article "A Why-To and How-To on Rethinking Panels: Dynamic Panels™." If you haven't already, we encourage you to read that post for a fuller appreciation of what Dynamic Panels are and how we used—and how you might use—these guidelines.*

DYNAMIC PANELS™

We're devoting part of the final session ([times and date]) to a dynamic, rotating panel of practitioners. LTD participants will be able to ask questions of the panel, and the panel members will rotate on and off based on their knowledge or experience with what the questions raise. Here are some additional details about the panel:

- Four stools on the stage will be available for panelists. We will keep one stool empty throughout so that is as easy as possible for a new panelist coming onto the stage to sit down as an active panelist is leaving. A handheld microphone will be available on each stool (be sure to leave the microphone on the stool when you leave).
- The initial panel will consist of [name 1], [name 2], and [name 3]. As a panelist steps down (see next bullet), a new panelist will step up to fill the empty slot.
- We plan to enlist someone as a designated first questioner, just to be sure that there is not too long a pause at the beginning before a question is actually asked.
- When a question is asked, a panelist may volunteer to provide a response to the question, may say "I pass" if she does not have a response, or may choose to step down if a panelist-in-waiting has volunteered to address the question.
- Individual panelists will step down after either (a) answering a question, (b) agreeing to cede their chair to a panelist-in-waiting who wants to respond to the question, or (c) after three questions have been asked to which the panelist has not responded.
- A panelist-in-waiting (or any volunteer from among the attendees) can take one of the places on the stage at any point by volunteering to answer a question. Assuming this does not happen, the order in which panelists-in waiting will take the stage as active panelists leave will be:
  - [name 4]
  - [name 5]
  - [name 6]
  - [name 7]
  - [name 8]
- The above order applies only during the initial round. After that, we will count on panelists to determine among themselves who goes on stage when. Any panelist who has stepped down may go back on the stage at any point as part of the continuing rotation of the panel.

We will, of course, be there to help make sure all of the above runs as smoothly as possible.

Keep in mind that panelists do not necessarily need to answer the questions asked. They simply need to respond in a meaningful way, which may include suggesting a

resource, asking a question in response, or providing suggestions as to how the questioner may go about finding an answer.

We hope responses are as concise as possible, so that we are able to address a range of questions during the session.

Finally, to ensure that we have plenty of discussion during the session, we would be grateful if you would come prepared with a question of your own that you are willing to pose. Our hope, in general, is that everyone enlisted as a panelist will help us make sure the session flows well and that there is not too much dead time—by asking a question, answering a question, leaving the panel, or joining the panel.