

## Chairing a Panel

Thank you for agreeing to chair a panel. Your contribution to this day is greatly appreciated. As you will see, most of the panels are interdisciplinary. We tried our best to create panels around a theme. In some cases we were more successful than others. Our hope is that these panels will allow students to see the different kinds of projects and experiences around campus.

Panels are 1 hour and 15 minutes long. Each panel has about 3 presentations. We expect that student presentations will be 10-12 minutes long. This allows for some time to switch between presentations and to leave room for questions from the audience at the end. It might be good for you to have a question or two ready in case the audience is shy.

Before the day of the panel, we would like you to email the students on your panel. You should be able to find their email addresses by searching for the names in Outlook. You might explain to them how the panel will work (time limits, questions, etc.). In their instructions, they were told that their presentations should be about 10 minutes long. You should also ask them to email you the PowerPoint presentations they plan to use. To minimize the problems of them logging on and off of the computers, it would be best if you logged into the computer and had ready the PowerPoint presentations that students plan to use.

On the day of the panel, we have asked the students to arrive 15 minutes early. As chair, you will introduce the students and lead the question and answer session. We also ask that you pass around an attendance sheet for those in the audience. This is for classes that require attendance. We ask that you send your attendance sheet to Ed Hasecke either via email or campus mail.