



Tips for Speaking on Our Panel¹

Thank you for being a speaker on our panel! You have been asked to come to this event because you have something to teach us, and we are eager to learn. To help maximize your time of the panel (5 minutes), here are some tips for success.

1. **Send an outline and/or notes to the Moderator in advance.** This will help this person know what questions to ask and how to direct the sharing. If possible, check in with this the moderator before coming to determine the best focus of your sharing.
2. **Come early.** You need to check in with the Moderator to see if there are last minute instructions or changes. It is also an opportunity to ask any last-minute questions.
3. **Introduce yourself to the other panelists in advance.** You will speak more clearly and be better able to link your presentation to the stories of others if you have met and get to know each other.
4. **Stay on topic.** Each member of the panel has something different to offer to the topic of the day. Your time is limited, so stick to your unique message.
5. **Be clear and succinct.** When hearing is challenged or where English is not everyone's first language, speaking slowly and clearly is important.
6. **Respond directly to questions asked.** Most likely the Moderator will be the only person asking questions. She will connect with you in advance to minimize surprises.
7. **Offer tips or lessons learned.** The audience is keen to learn from you and your experiences. Offering specific tips and words of advice or caution will be especially helpful.
8. **Ensure a deep understanding of the topic and purpose of the day.** The more you speak directly to why the audience is there, the more engaged they will be. Select your focus and stick to it.
9. **Bring notes.** Even if you don't use them, having an outline with some notes can help you stay on track.
10. **Monitor your time.** Your time is short, so make every word count. Practicing what you want to say in advance can help. The Moderator will also assist with time management.

¹ Adapted with permission from Global Learning Partners www.globallearningpartners.com