



DEAR AIB PANELIST:

Thank you for contributing to a high-quality panel proposal for the upcoming AIB 2023 Annual Meeting. We look forward to welcoming you to this year's conference!

In preparation, we share here some guidance on organizing your panel based on the experience of prior programs. We hope you will find these suggestions helpful.

1. SESSION FORMAT AND PURPOSE

The objective of panels at the AIB conference is *to stimulate a coherent and well-integrated discussion around a common theme*. We encourage panels that devote most or all of the time (75 minutes) to a managed exchange among the panelists, each answering or discussing questions in common (probably using at least some prepared questions, with a moderator to keep discussion on track). We strongly discourage panel participants simply presenting their own research in isolation from fellow panelists. Panels do not aim to replicate competitive paper sessions, in which you present your own work with only limited regard for perspectives of other session contributors. Panels can be run in various formats: roundtables with no formal papers, short presentations of research findings integrated around a specific topic highlighting commonalities or differences from others' works in the panel, innovative presentations using software or film, and professional development workshops. Whatever format your panel follows, please keep in mind the objective of generating a cohesive discussion among panel members and with the audience.

2. COMMUNICATE WITH YOUR CHAIR AND FELLOW PANEL MEMBERS

If you do not know yet the full composition of your panel, please check the details of your session by visiting the conference website:

<https://www.aib.world/events/2023/program/schedule-of-sessions/>

If you have not heard from your session chair yet, please contact your chair and request additional guidance. If you are planning a formal presentation, make sure to email them a copy of your presentation (once you have reviewed the guidelines below on presentations). All panelists, not just the chair, should have a copy of all presentations ahead of time. If you do not intend to use PowerPoint, please also advise the chair and other panelists as such. This way, everyone will have a full set of presentations before the meeting. Reviewing these materials helps ensure a well-coordinated and integrated panel event.

3. MANAGE YOUR TIME

Sessions are one hour and fifteen minutes (75 minutes). Your panel chair should develop and circulate a Panel Protocol document that outlines how the panel will be run, the order of panelists, how much time each panelist will have for your statement or presentation, and how the discussion and Q&A will be run.

Please stick to the allotted time. For example, if 30 minutes have been allocated to opening statements by 4 panelists, then $30/4 = 7.5$ minutes each. Please keep to these time limits as closely as possible. It is unfair if any speaker takes up more than their allotted time, and this also reduces time available for discussion.

The chair is responsible for keeping track of the time each presenter takes. We suggest that you use a watch, or a timer on your phone or computer to monitor your use of time!

4. MAKE A QUALITY OPENING STATEMENT

The main purpose of opening statements or short presentations by panelists is to establish a position, a view, or some hypotheses that together with the contributions of the other panelists provides a foundation for exploring the panel theme. Accordingly, please focus your statements on the key messages or arguments. Avoid bogging down in too much detail or peripheral discussion.

A laptop and a projector will be available in all rooms. If you have a presentation, simply bring it on a USB Memory Stick. As a guide on how many slides you can reasonably present in your time slot, we suggest you divide the number of minutes you have by two or three (e.g., for a 10-minute presentation, prepare no more than 3 to 5 slides). Your slides should be printed in a minimum of 20-point font, (preferably in ARIAL as it is easier to read from a distance) in order for your text to be seen by the audience.

5. OTHER SUGGESTIONS WITH RESPECT TO YOUR PRESENTATION

It is very helpful for session participants to meet 10 minutes BEFORE the session starts so that everyone can be introduced, the equipment can be checked, handouts distributed, and presentations uploaded, to avoid having to do this in the middle of the session itself. So, please arrive early for your own session. Your prompt appearance will relieve the chair of the anxiety of worrying whether you will be there or not. It also means the session can start on time.

We suggest giving your session chair your room number at the hotel or a mobile telephone number where you can be reached should an emergency occur. If an emergency occurs and you cannot attend the session, please advise your session chair as soon as possible. Please also inform the AIB Registration Desk at the conference so the information can be passed along to us.

I hope you find the above recommendations useful and look forward to seeing you in Warsaw.

Kaz Asakawa, Program Chair
AIB 2023 Annual Meeting
2023chair@aib.msu.edu