

## CEEA-ACÉG Panel Template

### Panel facilitators

- Name, affiliation
- Name, affiliation

### Panel description

Provide a comprehensive context for the session, including the motivation behind the panel, an overview of the discussion topic, and any additional relevant information that will engage the audience. This is your opportunity to set the stage for a meaningful discussion.

### Panel Objectives

Includes the objectives of the panel. Some of the examples can be:

- To introduce an association to the attendees of the conference
- To explore potential pathways for collaboration with the CEEA- ACÉG community
- To share and compare diverse perspectives based on the panelists' areas of expertise.

### Panel plan and schedule

Provide a detailed description of the activity plan and the related schedule for the panel discussion. This may include:

- The course of action for the discussion
- Designated opportunities for Q&A from participants to foster engagement
- Presentation of relevant context, information, background and evidence to support the discussion.

### Panel composition

Provide a clear description of the panelists and their roles (moderators or panelists). For each panelist, provide:

- Their name, position and organization
- A brief biography, highlighting relevant information related to the panel session and their expertise. This should help attendees understand the qualifications and perspectives of the panelists.

### Additional information

Provide other relevant information that may assist potential attendees in determining whether the session aligns with their interests. Consider including:

- Anticipated outcomes or takeaways for participants
- Any special requirements or materials needed for audience participation.