

## **Panel Best Practice Guidelines**

Panels are 90min in length, consisting of:

- a Chair taking 2-3min to introduce the panel and presenters
- three panelists, allotted 20 minutes each. If there are four papers in a panel, each presenter is allotted 15min.
- If there is a discussant, he/she is allotted 10 minutes
- followed by 20-30 minutes for questions and group discussion

### **Chairing**

- Chairs are urged to announce their plans to keep time at the outset of the panel, in order to not discriminate between panelists, and to ensure time for the question and answer period.
- Following the paper presentations (and comments by the discussant), the Chair should normally cede to questions from the audience, rather than inviting panelists to respond immediately.