



PANEL CHAIR BEST PRACTICES

The UAGC Teaching and Learning Conference (TLC) wants to ensure you have an enjoyable and successful panel chair experience. The following packet contains useful information about the panel format, marketing and communication support, and best practices for preparing your panelists and leading your discussions.

Please review this information closely; plan to attend a panel chair preparation session on Zoom; and email TLC@uagc.edu if you have questions.

ABOUT THE PANEL FORMAT

TLC aims to connect, engage, and inspire online higher-education professionals. The TLC panel is a 60-minute session that directly supports this aim by offering an environment in which presenters can both highlight their individual works around a common theme *and* engage in a conversation about those works directly with their colleagues. The panel format is a vehicle not only for professional and scholarly networking but also for creating interdisciplinary interaction toward actionable ideas.

In a TLC panel, the Panel Chair is responsible for determining the design and execution of the panel discussion during the 60-minute time slot.

CREATING YOUR PANEL

TLC relies on our panel chairs rich personal and professional networks to attract diverse, interdisciplinary presenters from institutions and fields external to UAGC.

EXPECTATIONS FOR PANEL CHAIRS

Panel chairs must:

- Actively contribute to advertising the UAGC Teaching and Learning Conference panel track to their professional networks
- Support conference website creation by ensuring their panelists create speaker profiles.
- Communicate their expectations to their panelists, including when content drafts are due, how they will prepare for the panel discussion, how they will structure the discussion, etc.

EXPECTATIONS FOR PANELISTS

Scholars and practitioners who want to participate in a TLC panel must:

- Attend and actively participate in the live chair-moderated panel discussion.
- Submit content they plan to present to the chair in advance of the conference (per the chair's expectation).
- Be available for preparatory emails, phone calls, or meetings (per the chair's expectation).



TLC PANEL SUPPORT

TLC supports communication about each panel by posting panel descriptions on the TLC website and social media channels, including UAGC and CETL social media

PANEL CHAIR CONFERENCE SUPPORT EXPECTATIONS

TLC expects that panel chairs will play an active role in advertising the conference by:

- Advertising their panel tracks to their professional networks and beyond.
- Actively participating in Whova discussion boards.
- Providing TLC content for “Spotlight on Panel Tracks” social media posts.

IMPORTANT DATES:

- Panelist Acceptance Due – 8/19/22
- Panelist Profile Page and (if applicable) Recorded Presentations Due – 9/30/22

FORMING YOUR PANEL AND CONFERENCE PREPARATION

Chairing a conference panel is a fulfilling experience, both professionally and personally. Please consider supporting your panelists before and during TLC:

- Offer preparatory Zoom sessions to get to know each other, your institutions, and what you work on.
- Discuss the main points of each panelist’s presentation and how they intersect.
- Brainstorm how you want to manage the live 60-minute panel conversation: Would the panelists like you to focus on specific topics/questions? Might they want to come up with questions for each other?
- Set expectations for panelist preparation:
 - When should they provide you drafts of their content, so that you can prepare?
 - How will they engage with each other’s presentations, either live or in the TLC asynchronous discussion?

POST-CONFERENCE: NEXT STEPS

The UAGC Chronicle is planning a special TLC 2022 Conference Papers edition to be published in early 2023. This offers select TLC participants a unique opportunity to shape their works in progress into potentially publishable essays/articles and to receive useful, critical feedback from peers on how to develop their work toward academic publishing.

Panel chairs play a key role in this process as:

- Scouts for high-impact contributions to scholarship on the topic/issue their panel tracks address
- Mentors for scholars and practitioners who are developing their work and research and building their CVs

Panel chairs who opt to make recommendations for the TLC 2022 Conference Papers will be expected to lead the review and editing of their panelist’s essay/article to ensure the appropriateness of its development, organization, methodology, and adherence to norms of the field. The UAGC Chronicle will manage proofreading for mechanics and formatting. TLC will offer additional details about this program in the fall.