



# A Guide to Participating on a Student Panel at ACP Conventions

The Associated Collegiate Press has among its goals to empower students to learn from each other and to provide opportunities for interaction and reflection. Student panels at ACP conventions are perfect opportunities for this to take place. If you are selected to participate in a panel, the information below will assist and guide you toward a successful experience for you and a strong learning opportunity for your peers. The perspectives and experiences of students working in all college media are valued and enrich ACP's conventions.

## ***Before the event:***

- Think about what you would want to hear or learn if you were attending this panel discussion. What in your background is something from which others can learn?
- Prepare a few thoughts. You don't have to write a script, and there won't be a computer to show a PowerPoint presentation. Just have some anecdotes and tips all organized around a central idea.
- Members of the audience want to take away some "golden nuggets" from every presentation. Offer a few important tips. Don't just tell "war stories." If you're talking about management, use an anecdote to illustrate a challenging situation and what you learned from it. If you're sharing about how to handle a sensitive topic, relate what you went through to get the story and perhaps what you would suggest to others seeking the same.

## ***During the event:***

- If there's a moderator, he or she will introduce each participant by name, position and school/media affiliation. If the panel is self-moderated, just go down the table and introduce yourselves.
- Depending on the number of participants, you'll have about 10 minutes to share the information you prepared. Pick an order that makes sense — as listed in the program or in order down the table, for example. If the panel is self-moderated, you'll need to watch the time to make sure everyone gets a chance to share. Make sure the audience knows that questions should be saved until after each person has presented.
- After each person has presented his or her prepared remarks, the moderator or one of the participants can open the panel for questions. These might be clarifications from the presentation, questions for one person, some or all of the panelists. The moderator should help facilitate this as well as ensure that the discussion stays on course.
- Total time for the panels is just over an hour.

## ***After the event:***

- Once time is up, the panelists are free to go.
- In some cases, members of the audience might ask additional questions of individuals. It's up to you to stay and answer if you want. Keep in mind that the next session will need to start on time.

Thanks for participating!