

**MOVE 2020: Panel Details**

**Your Participation:**

On behalf of Terrapinn, I’d like to thank you for panelling at MOVE 2020. Exact details of your panel can be found on the agenda page of our website, which will appear in December. Please ensure you check these details thoroughly; if there are any queries or concerns please let us know at your earliest convenience.

All participants will be introduced by a Terrapinn organiser about a month in advance of the conference, after which a group call should be arranged by the moderator.

The panel Moderator will lead the panel conversation – as to what questions will be discussed, the moderator and panellists should collaborate on this and identify who will be best to take the reins on which specific areas. With your pooled knowledge there will be plenty to talk about.

As with all our conference sessions, we will not be doing a Q&A with the audience. Do be aware of the timer at the front of the stage as it is imperative to the flow of the conference that we stay on time.

For further instruction, please see the below, which details the role of the Moderator, as well as the general flow of the panel.

**The Panel Moderator**

Your role is to stimulate interesting discussion, probe difficult and controversial issues and engage the audience.

Before the event:

1. Prepare a short introductory opening for your panel. Terrapinn discourages the use of PowerPoint slides.
2. Prepare at least two questions for each of your panellists.

At the event:

1. Each panel has members representing different industry perspectives.
2. Based on your pre-event discussions with the panellists you are invited to make a short introduction about the nature of the panel topic and a brief introduction of each panel member – no bios, just name, job title and company.
3. Each panellist will be seated alongside you and will make a brief introduction to their perspective on the topic.
4. You will then need to ask a few pre-prepared questions to each panel member.
5. This process will be repeated until you have finished discussions the panellists.
6. Once all questions have taken place you can have a general and more relaxed conversation with the panellists.
7. Please stick to the allotted time for your panel.
8. At the close of the panel please thank all panellists for their participation.

If you have any questions at all, please feel free to call Cormac, the Conference Director, at +44 207 092 1029 or e-mail him at Cormac.martin@terrapinn.com

Here’s to an enjoyable conference!