

PANEL DISCUSSION-OPTIONAL ACTIVITY

RESPONSIBILITY OF HOST

Room	A/V	Food	Judges	Host Workers	Comments
1	Yes	No	No	1	Head Table for Discussion panel Classroom or Auditorium style set up for audience

√	When	Description
	NLT End February	Arrange for Panel Members from Industry See Lessons Learned Note from 2000 RSC/RAC Below Beside the local section members a good source of panelists are the representatives from the Job Fair
	Prior to Conference	Arrange for proper room set up and A/V equipment as required
	At conference	Ensure that room is properly set up and A/V equipment is in place and working properly

RESPONSIBILITY OF District Leaders

√	When	Description
	NLT January	Determine Topic(s) for Discussion
	NLT End of February	Determine who will be instructor in each course and exact A/V equipment needs and advise headquarters

RESPONSIBILITY OF Headquarters

√	When	Description
	NLT January	Post info on the web
	NLT End of February	Add information to agenda
	NLT March	Advise Host of final A/V Equipment requirements

NOTE: LESSONS LEARNED ... CANAVERAL SECTION 2000 RSC/RAC

About the Engineering Panel Discussion, the panel was a very good idea and should be used as a SPDC staple event. Our panel got too large, 10 people volunteered for it and we had to cut it back to keep it manageable. Even with the 6 we had it did not cover the areas we had thought it would. We had only allowed 1 hour for the event. We had planned on a "Let me tell you about what an engineer does" type of panel, this was too broad.

Solution: Pick a topic for the panel to discuss, be specific and then ask for people to support it that are knowledgeable in that area 4-6 at the most. Don't depend on questions from students to make your panel interesting. Chances are there will only be 1 or 2 questions. One hour for the panel is just about right.
(Keith Conaughty, Canaveral Section)