

Un-Panel Structure

The Un-Panel is an effort to use the same resources and time slot as a normal panel, but incorporate deep audience engagement, interaction and learning.

The basic structure is that each panelist will come prepared with one question that they believe defines this area of inquiry or intersection. They will also come prepared to provide a 3 minute explanation of why that question is important (framing). After all the questions are presented, the audience will discuss.

Items required

- Note cards and pens (enough for half the audience size)
- 3-5 volunteers to pass out pens and notecards
- An Ipad for timing that can be in view of the presenters
- A volunteer to hold the iPad and set the time
- Projector + slide or poster to display the questions
- Printed sheet with all panelist questions (can be a print of the question slide)

Agenda

1. Distribute printed questions to each panelist for reference
2. 3 min: Provide overview of the new structure, reasons for it, intention, and how it will work (what to expect)
3. 5 min: Introduce panelists and provide short bios for each
4. 3x5 = 15 min: Each panelist presents their question in succession
 - a. iPad is displayed to panelist to keep timing tight
5. 1 min: Each panelist repeats their question
6. 2 min: Audience is given instructions for group discussion
 - a. You now have the opportunity to sink your teeth into one of these questions as a group. First and foremost, this is a test of cooperation! Decide as a group which question you want to explore. Then spend 10 minutes discussing. Your goal is to come up with one question or epiphany that you believe somehow shines light on this question. Write that on your notecard, and then we'll share at the end.
7. Questions are publicly displayed on projector (slide) or poster
8. 3 min: Audience breaks up into groups of 3
 - a. note cards and pens are passed out
9. 10 min: Audience small group discussion
10. 40 min: Audience presents their notecards and discussion with panelists
11. 10 min: closing comments from panelists

Prep Work

It's important that the panelists have the time and support to properly frame the questions. This will take some upfront work. It can help to do this with a group email to all panelists and encourage reply-all so that it can be a group process. The end result is a clearly stated open ended question. It might take a few iterations to get to this. There is a tendency to either write out long statements, questions which are more opinion statements, or questions that are not suitable for open ended conversation.

Alternate Format

An alternate format has also been tested which did not involve the note cards and highlighted one person at a time. Here is how it worked:

1. Overall introduction and setting the stage by moderator
2. Moderator briefly introduces each panelist
3. First panelist presents their question for 3-4 minutes.
4. Audience breaks into groups of 3 to discuss question (no notecards)
5. Audience responds to questions either in dialogue with panelist, or panelist listens to questions and then gives a 2-3 minute closing statement.
6. Next panelist - rinse and repeat.
7. Final open discussion.