

# Best Practices For Lavender Law Panel Moderators

## Advance Preparation

- ❖ Ensure that all of your panel speakers are confirmed and registered for Lavender Law at least 30 days prior to the conference (ideally by June 1). No code is required for the speaker rate of \$250. Check the LGBT Bar's website and confirm that all speakers know the expected date and time of your program and are available. If a speaker needs a waiver or discount of registration fees we MUST know by June 1. See below for information regarding speaker changes/cancellations.
- ❖ By June 1, gather your group (we recommend using DoodlePoll) for a planning call, especially if your panelists have never spoken together. Joint preparation is critical to a successful workshop and makes for a more natural and interactive presentation flow. Confirming content at this stage also ensures that expectations about participation/registration are clear to all confirmed speakers and that CLE materials are updated if needed.
- ❖ Encourage panelists to outline their key points and share with each other ahead of time. This will allow everyone to brainstorm points of connection to bridge with other panelists' ideas during the discussion.
- ❖ Build audience participation into your presentation flow in creative ways. The most highly praised Lavender Law panels are those which incorporate dialogue among the presenters (rather than a series of separate presentations) as well as audience participation and small group discussion to keep attendees engaged. Getting the audience involved (whether by moving around within the space, holding short breakout groups and short report-backs, and/or calling on people to discuss their own experiences and points of view) is the best way to keep their interest and have them learn and remember the panel.
- ❖ Establish whether your speakers want to share their contact information with the audience and if so, have it ready to share, ideally in the CLE materials.
- ❖ Be aware that there will be microphones but no AV or Powerpoint available and prepare accordingly (attendees and speakers can access posted CLE materials through the LGBT Bar's website during the conference using their own devices.)

❖ Review the LGBT Bar's posted CLE requirements and ensure your program's materials are up to par. Speaker biographies are due by April 15; CLE materials are due by May 1. You may supplement or exchange your materials up until two weeks prior to the conference by writing [workshops@lgbtbar.org](mailto:workshops@lgbtbar.org) with your requested changes.

❖ While speaker changes are occasionally unavoidable, it is mandatory that the LGBT Bar be aware of and approve all speaker changes. **The LGBT Bar takes diversity of speakers extremely seriously and approves panels only when they have been carefully balanced for diversity in race, gender, gender identity, organization/expertise, and, where relevant, geography.** Unapproved changes can result in significantly different presentations and outcomes for workshops and can be disappointing for attendee expectations. Moreover, the Bar also needs to communicate regularly with all speakers, not only the panel organizer. We therefore ask that panel organizers confirm all approved speakers' attendance by June 1. Additional or replacement speakers who have not been approved by the LGBT Bar may not be registered for the conference and may not be included in the conference materials. This makes us all look bad and can be embarrassing for your speakers! Write to Judi O'Kelley at [judi@lgbtbar.org](mailto:judi@lgbtbar.org) as soon as you are aware that an approved speaker may be unavailable so that we can work together on a solution.

## Day of Panel

❖ The night before or morning of, remind your speakers to arrive early (there are 15-minute breaks between programs).

❖ If name cards are not already set up on the speaker table, check for a manila envelope on the dais and set them up. If there is no Bar representative scanning badges and if your program does offer CLE credit (most do), pass a signup sheet around the room and drop it at the Registration Desk after your program.

❖ Start your program right on time even if people are still entering the room or your speakers aren't all there yet.

❖ Use time wisely and refrain from reading speaker bios (which are posted on the LGBT Bar's Lavender Law website). Ask that the panelists be succinct in their introductions of themselves or skip intros - attendees need to hear what your panel has to say more than hearing long intros.

- ❖ Make clear to the audience at the outset if you as moderator are also a substantive speaker, so they understand your speaking time and role appropriately. Be conscious as moderator of the time you are taking up. (Audience complaints about overly-loquacious moderators are common!)
  
- ❖ If your panelists are taking turns with overview presentations, give time alerts when they are 2 minutes from their end of time to ensure that you stay on target.
  
- ❖ Knowing the topics and points that the panelists plan to touch on ahead of time will aid in the flow and continuity of the panel. In the event that one panelist is monopolizing time, please interject and prompt another speaker to share their points.
  
- ❖ Take a few audience questions at the end, but not too many. If a question seems to be personal just to that audience member, invite them to stay after for a consultation with you rather than using more than a minute or so of group time.
  
- ❖ If your speakers are willing for their contact information to be shared for follow-up questions, read it or pass it out to attendees.
  
- ❖ Move people out of the room at the end of the workshop so the next program can start on time.
  
- ❖ If for any reason you are unable to make it to your panel, please let Judi O'Kelley know as soon as possible ([judi@lgbtbar.org](mailto:judi@lgbtbar.org)). Take it upon yourself to reach out to the speaker you feel will best be able to moderate in your absence and share your preparation and these Best Practices with them. **Again, the LGBT Bar takes diversity of speakers extremely seriously and approves panels only when they have been balanced for diversity in race, gender, gender identity, organization/expertise, and, where relevant, geography. Any replacement moderator, if not already approved as a panel speaker, must be approved by the LGBT Bar in advance of a final invitation - the Bar reserves the right to add or remove speakers up to the date of presentation if they have not been pre-approved.**
  
- ❖ Have a wonderful time presenting your topic - thank you for your hard work!