



Project Checklist

Moderate a Panel Discussion

Purpose: The purpose of this project is to apply your skills as a public speaker and leader to facilitate a panel discussion.

Overview: Plan and moderate a 20- to 40-minute panel discussion. The panel discussion can be on any topic and may take place at a club meeting or outside of Toastmasters with the approval of your Vice President Education. Toastmasters who participate as panelists do not receive credit in Toastmasters Pathways. When you have the opportunity, volunteer to act as a panelist for another member completing this project.

This project includes:

- ▶ Planning and moderating a 20- to 40-minute panel discussion
- ▶ The Panelist Basics resource
- ▶ A 5- to 7-minute speech.

The following list includes tasks for this project. Please remember, your project is unique to you. You can use the checklist here or complete the digital version in your project on Base Camp.

Select a topic for your panel discussion or review the topic you are tasked with covering.

Meet with your club leadership team to schedule your panel discussion or notify your Vice President Education of the time and date of your non-Toastmasters panel.

Invite panelists to your discussion and distribute the Panelist Basics resource.

If appropriate, advertise or send invitations for your panel discussion. If your panel is held outside of Toastmasters, invite your Vice President Education and/or other club members to attend, including your evaluator for the project.

If you are unable to include a Toastmaster to evaluate you as a moderator, share the Evaluation Criteria and Evaluation Form resources with another attendee at your event and collect their feedback.

Moderate your panel discussion.

If you held your panel discussion outside of Toastmasters, submit your signed Project Completion Form to the Vice President Education to receive credit for the completion of the project.

When all components of your assignment are finished, complete your self-reflection by adding what you have learned to the last column of the Know-Wonder-Learned activity.