

How to Create a Great Panel Session Submission

TSHA Call for Proposals

TSHA encourages prospective speakers at the TSHA Annual Convention to consider submitting proposals for panel discussions. Dynamic panel discussions can be an exciting option for attendees to hear from a diverse group of experts and learn new insights and perspectives on topics. Read more below for tips on how to create a strong panel discussion proposal!

1. Assemble a Diverse Expert Panel

- A great panel combines a range of perspectives, backgrounds, and professional roles. Outstanding and highly attended panels include discussion, even disagreement, and audience interaction. Consider:
 - **Roles:** Clinicians, researchers, educators, administrators, or even patients and caregivers. Multidisciplinary panels can offer attendees new perspectives and insights into even common topics.
 - **Diversity:** Include panelists of different career stages, practice settings, and cultural backgrounds to enrich the discussion.
 - **Chemistry:** Ensure panelists are willing to collaborate and contribute to a cohesive session.

💡 *Tip: Avoid panels made up solely of co-workers or people from the same organization.*

2. Craft a Strong Panel Proposal

- **Title:** Clear, engaging, and specific to the topic
- **Abstract:** Summary of the topic, panel focus, and key takeaways
- **Description:** Session structure, panelist roles, and audience value

3. Outline the Panel Format and Flow

- A well-structured panel keeps the audience engaged and ensures each speaker contributes meaningfully. Your proposal should clearly describe how the session will be organized from start to finish.
- **Suggested Format Breakdown (for a 60-minute session):**
 - 5 minutes – Moderator introduction and session framing
 - 10 minutes – Each panelist gives a brief opening perspective (2–3 minutes each)
 - 30 minutes – Moderated discussion with guided questions
 - 10 minutes – Audience live Q&A
 - 5 minutes – Summary of key takeaways and closing remarks
- **Interaction Strategies**
 - Include case-based questions for panelists to respond to
 - Allow audience-submitted questions throughout the session
 - Consider a “lightning round” where each panelist gives a 1-minute response to a provocative question

Panel Session Submission Checklist

- **Proposal Content**
 - ☐ Clear, relevant session title
 - ☐ Concise abstract and description with topic, format, and takeaways
 - ☐ Learning level, pathway, and topic area selected and representative of the session
- **Learning Objectives**
 - ☐ 3-5 measurable objectives using action verbs
 - ☐ Aligned with session content and audience
- **Panel Details**
 - ☐ 2-3 panelists + 1 moderator confirmed
 - ☐ Each participant is added to the submission
 - ☐ Diverse perspectives represented
- **Format & Flow**
 - ☐ Session length and time breakdown provided
 - ☐ Moderator role described
 - ☐ Audience engagement strategies included
- **Relevance & Readiness**
 - ☐ Proofread and submitted by deadline.