

7 tips for a great online panel discussion (for both the MC and the panelist)

1. Find out and inform whether this is a **debate** i.e., win/lose or a **discussion** (MC & panelist)
2. Create a number of short and memorable **one-liners** (panelist) or **quotes**
3. Read/study/know the **topic** in general (MC) and in depth (panelist)
4. Figure out what you want to **know** from the **audience** (MC & panelist). Ask them to engage over the chat and/or Q&A
5. Be **active**. Engage without waiting for a specific question to you (panelist)
6. **Spread the word** so that everyone is talking, not only an extrovert man (MC)
7. **Connect** with the panelist before (MC) to understand what they will bring to the panel
8. **Look** at the **camera lens** (MC & panelist) and address people by **name** when asking a question (MC)
9. **Bring in audience questions**. Let them be involved as much as possible, but always check that the questions are relevant. You can screen and filter them. (MC or co-host)

Best of luck with your digital
panel discussion!
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