

Image: Climate Changers panel discussion featuring Sue Higginson MP, Zack Schofield, Kavita Naidu, Uili Lousi, Paul Knight and Professor Tim Flannery (R-L)

PANELS, SPEAKERS AND Q&As

This resource is for event hosts who want to include a panel discussion, guest speaker or Q&A at their event. Speakers can give audiences the opportunity to learn more about the issues raised in the documentary and deepen understanding, share perspectives and even inspire people to take action.

There are several ways to include guest speakers at your event:

- Panels with a moderator
- Guest speakers
- Audience discussion

If you would like to include the people in the film or the film team in a panel or Q&A, please reach out to the film team to see if anyone may be available (please note there may be fees involved for travel, accommodation and their time).

Panels with a moderator

A panel is a formal discussion where you can invite people to share their perspectives on the film and their own experiences.

Panel Checklist:

- [ ] Invite two to four panellists who bring diverse perspectives or knowledge of the relevant issues.
- [ ] Provide the panellists with information about the film beforehand. A link to watch the film, the film's website and the press kit is a good place to start.
- [ ] Brief your panellists and speakers. Let them know who will be at the event, how it will run, how long the discussion will last, and what questions you would like to focus on. You may ask them to send you a short biography for the moderator to introduce them at the beginning of the discussion.
- [ ] The role of the moderator is to open the discussion and to make sure that each perspective is heard. The moderator should be well informed and comfortable with public speaking. Give the

moderator short biographies of each speaker so they can introduce them. Before the event discuss the topics you'd like them to cover and provide them with sample questions to ask the panel.

- [ ] Ask the moderator to open the floor for audience questions. If you would like to do this, it's a good idea to have a set time for audience questions e.g. 10 minutes at the end.

Remember - If you plan a discussion, make sure you've got microphones (unless the audience is small enough to hear without them) and chairs for guests/speakers.

Guest speakers

You may want to invite just one or two speakers to talk about their experiences in relation to the issues and themes raised in the film.

Guest Speaker Checklist:

- [ ] We recommend that you keep the guest speaker's speech to 10-15 minutes, then open to the audience for questions (if the speaker has agreed to this).

- [ ] Make sure the speaker is briefed on the film (send them a link to the trailer, the film's website and the press kit), expectations of their involvement and role and how the event will run.

- [ ] Introduce the guest speaker with a short biography and let the audience know when they will be able to ask questions.

Audience discussion

The film you screen will hopefully raise a wide range of emotions, questions, concerns and ideas from the audience. If you feel comfortable, you can act as the moderator to facilitate a discussion with your audience or ask someone else to facilitate the discussion.

A great way to start this discussion is by introducing a statistic or quote from the film and asking the audience (or specific members of the audience): how did the film make them feel?

You should have a list of questions or topics to keep the conversation flowing and relevant. The sample questions below have been developed with a range of audiences in mind, so make sure you tailor the questions to suit your speakers and audience.

Q&A sessions

A Q&A session requires careful planning and preparation. Here are some tips to make your Q&A session engaging and informative:

- **Set clear expectations:** Let your audience know in advance that there will be a Q&A session after the film. Encourage them to think of questions they would like to ask and to stay until the end of the event.

- **Encourage participation:** Make sure everyone has an opportunity to ask questions or contribute to the discussion. The moderator should try to make the discussion inclusive and diverse.

- **Start with open-ended questions:** Begin the Q&A with broad, open-ended questions that allow for multiple perspectives and opinions. For example, "What did you think of the film?" or "What themes or issues stood out to you?"

- **Be prepared with follow-up questions:** Use follow-up questions to encourage more in-depth discussion. Ask the audience to elaborate on their initial responses or to explain their reasoning.

- **Keep the discussion focused:** Keep the Q&A on track by redirecting the conversation if it strays too far from the topic at hand. If one person is dominating the conversation, try to bring others into the discussion by asking for their input.

- **Be respectful of all opinions:** Encourage a respectful and open-minded atmosphere where all opinions are valued. If someone disagrees with another attendee's point of view, encourage them to explain their reasoning in a non-confrontational manner. If you foresee the potential for conflicting views, it might be a good thing to start the session with some ground rules centred on respect, listening and open-mindedness.

- **Closing the Q&A:** Close the Q&A session by thanking everyone for their participation and encouraging them to continue the conversation outside of the event.

Sample questions

- After watching this film, how do you feel about the issues raised?

- As a community or organisation, how can we respond to these issues?

- Are there people, services or support in your community that could help with these issues?

- What lessons do you think the film has for people in our sector or community?

- Do you think the film could be used in your work? How?

- Could we start doing something to support this issue?


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