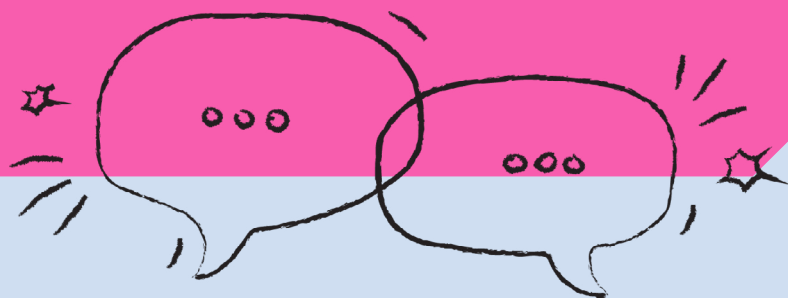


# HOW TO SUPPORT YOUNG PEOPLE TO TAKE PART IN A PANEL

When inviting young people to take part in a panel (e.g. at a forum or conference) ensure that you provide them with a clear briefing.

## THE BRIEFING AROUND PURPOSE, CONTENT AND PROCESS SHOULD INCLUDE:

- A clear explanation of the event aims, topic and goals of the panel, who the audience will be, size of the audience, and info about the chair and other panellists.
- A planning meeting to prepare material including discussing potential questions from panel chair, discussing and generating key points to convey and invite other ideas for the event/panel.
- An opportunity to input into any AV materials that may be used, including images of themselves and content used for panel introductions
- An open invitation to encourage the young person to ask questions or express concerns they have in advance about the process with you
- An opportunity to meet individually or as a group beforehand to prepare / practice.
- Ensure they understand they do not need to answer any question they do not feel comfortable answering, including from the floor, and what to do if they are in that situation.
- Promotional materials about the event for the young person's reference and for them to share with others.



## **THE BRIEFING AROUND LOGISTICS OF THE EVENT SHOULD INCLUDE:**

- A clear explanation of the event aims, topic and goals of the panel, who the audience will be, size of the audience, and info about the chair and other panellists. Event info including specific location (address, room numbers, additional instructions) and time for panel and an agreed meeting time prior.
- Ask for the young person to confirm their understanding of location, where to meet and arrival time agreement.
- Offer a buffer time for the young person to come early and to get familiar with the room if possible .
- What to wear (and how the audience will likely be dressed).
- How the room will be set up.
- What to do and who to contact if they're running late.
- Information on meals, transport options and parking.
- What they need to bring.
- Who their support person is on the day, before, during and after the panel.
- Wellbeing support that will be available if necessary.