

# QP Guidelines for Moderators of Guest Speaker Panels

Updated on Jan 14, 2022

(Note: The special guidelines for moderators of guest speaker panels are highlighted with magenta text color)

Welcome to the Quantum Photonics Club (QP). QP delivers its panels seriously with consistent, high-quality, stimulating conversations. The commitment of time and effort by moderators is crucial to ensure the success of a guest speaker panel. This document is intended to guide moderators of guest speaker panels to facilitate an effective brilliant discussion and help ensure QP's continuing success at guest speaker panels.

All moderators are required to work under the direction of the Moderator Committee Chair (chair). You are responsible to communicate with chair in a timely manner to seek possible support or guidance whenever needed.

## Definition for Moderators of Guest Speaker Panels:

The moderator of guest speaker panels is usually assigned to the inviter who invites the guest speaker at that panel. However, if the inviter is not one of Moderator Committee, chair will assign a moderator from committee to co-lead the panel along with the inviter.

## Before the Guest Speaker Panels:

### 1. Coordination and Scheduling

1.1 The moderator of guest speaker panels is required to report the panel to chair as soon as the panel is confirmed by the guest speaker. Usually we give guest speakers date and time flexibility to best accommodate their schedule, but it's recommended to put **two weeks lead time** for committee to have sufficient time to prepare the panel successfully.

1.2 Please always add chair as a co-host when you schedule guest speaker panels. **Do not pre-add lots of co-hosts or guests unless the panel format is open discussion and exploring ideas with guest speakers.**

1.3 The document *QP Guidelines for Invited Guest Speakers* should be provided for review and you may be responsible to answer any possible following questions.

1.4 if guest speakers never have the experience of clubhouse app, an intro room can be scheduled with the direction of chair.

1.5 Please work with chair to schedule a pre-party room if needed or schedule allows.

1.6 Be familiar with guest speaker's research, work or speech subject and prepare some possible questions or interesting cut-in points.

1.7 Confirm guest speakers' planned attendance. If any unforeseeable change occurs, please notify chair as soon as possible.

## 2. Panel Promotion

Marketing Committee will be responsible to promote guest speaker panels and you are encouraged to offer help accordingly.

### **During the Guest Speaker Panels:**

1. Show up 5-10 mins early to double check there is no technical issue at your side.
2. Start the panel on time and end the panel on time.
3. Please always make chair as a moderator besides you if applicable. **Do not give moderator authority to anyone else including other committee members. Do not give moderator authority to guest speakers either unless they offer to help.**
4. Take control of panel stage and make sure the following rules for guest speaker panels are conducted:
  - **Only open the panel stage when guest speakers are ready to have questions or comments.**
  - Everyone participates in the panel stage must have a proper bio filled in.
  - Nobody takes over the panel stage and drags discussion off-topic.
  - Nobody talks over anyone or cut anyone off or shows disregard or disrespectful to anyone.
  - Nobody rambles or hugs the mic to steal others' opportunities to participate.
  - Be mindful of guest speakers' time and bring
  - The discussion remains respectful and professional in a polite way.
  - The discussion remains animated and dynamic as possible.
5. Take actions immediately to remove whoever violates the rules above from panel stage and minimize the negative impact as possible in a professional way.
6. Conclude the discussion with appreciation **especially with gratitude of guest speakers** the and upcoming panel announcements.

### **After the Guest Speaker Panels:**

It's encouraged to send out a thank you email to guest speakers to show our warm appreciation. Please always cc or bcc [team@quantumphotonics.club](mailto:team@quantumphotonics.club) for record.

### **Etiquette:**

1. Always respect the view of all participants even if you don't agree with each other.
2. Always not against anyone personally. Always focus on the opinion or idea itself rather than the individuals who proposed that.
3. Always keep the discussion positive and constructive. It's okay to hold different opinions but please share them politely.
4. Always have a big heart and believe in yourself. If you are insulted or disregard wrongly, please don't perpetuate the negative energy, instead, kindly use your moderation power to kick out anyone who violates our rules.
5. Always be kind. Please don't bully or harass any participants for any reason.

### **Sanctions:**

Breaches of this guideline will be dealt with as follows:

1. Temporary Suspension - any moderators of guest speaker panels who flagrantly flouts this guideline 3 times within a QP's tax year may be suspended from Moderator Committee for a period determined by chair. The period will reflect both the severity and consistency of the breach.
2. Temporary Resignation - any moderators of guest speaker panels who continues to violate this guideline again following reinstatement after a period of suspension may be resigned temporarily from Moderator Committee.
3. Permanent Resignation - any moderators who behaves offensive, abusive, toxic, hateful or involves in illegal activities will be immediately resigned from Moderator Committee permanently.

Quantum Photonics Club