

QP Guidelines for Moderators of Regular Panels

Updated on Jan 14, 2022

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 regular panel. This document is intended to guide moderators of regular panels to facilitate an effective brilliant discussion and help ensure QP's continuing success at regular 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.

Before the Regular Panels:

1. Coordination and Scheduling

1.1 One-Week Ahead Policy

- 1) If you are approved by chair to moderate regular panels in a recurring manner, you are required to schedule your regular panels at least one-week ahead. You are very much encouraged to schedule them in advance.
- 2) If you are planning to host one time pop-up panel from time to time, you are also required to notify chair at least one-week ahead to get approved before you schedule the panel.
- 3) If you have any conflict with your regular panel schedule or any changes need to be made regarding to your upcoming regular panels, you are responsible to notify chair at least one-week ahead to avoid the inconvenience.
- 4) If chair foresees a schedule conflict with a potential guest speaker panel, chair is also required to notify the affected moderator at least one-week ahead.
- 5) For any special requirements to assist your regular panels, you are also required to notify chair at least one-week ahead. Please understand it may take time and effort to meet your requirements, chair may work with you to deliver the panels with special requirements in a timely manner.

1.2 Please always add chair as a co-host when you schedule your regular panels. You are very much welcomed to bring more co-hosts or guests. Please note that co-hosts added by you will be brought to panel stage automatically to participate in the conversations when you open your panels.

1.3 The panel title must be properly named within your committed moderation subject. The preferred panel time is 7pm PST, but you are welcomed to pick up your best convenience time with chair's approval.

2. Panel Promotion

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

During the Regular 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. You are welcomed to add more moderators but only limited to moderator committee members. Do not give moderator authority to anyone else.
4. Take control of panel stage and make sure the following rules for regular panels are conducted:
 - 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.
 - 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 and upcoming panel announcements.

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 regular 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 regular 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.