

SEMINAR SESSION DEVELOPMENT TEMPLATE (#2)

Develop seminar sessions by identifying the following:

- Session title and description

- Learning objectives for participants

Use these models as samples to develop a style for each session

1 Single Speaker

2 Traditional Panel *(one moderator, three speakers for about 20 minutes each, Q&A)*

3 Traditional Panel with Facilitated Q&A *(one moderator, two or three speakers for 7-10 minutes each, written questions from audience, moderator summary)*

4 Traditional Panel with Speakers and Audience Participation *(one moderator, two or three speakers for 7-10 minutes each, quick audience exercise after each speaker)*

5 Workshop *(designed by the committee or industry expert, featuring speakers and audience involvement; several formats available)*

6 Socratic Dialogue *(uses a hypothetical situation to stimulate responses)*

7 Table-Top Exercise *(participants use a hands-on real-time approach to a hypothetical situation)*

8 Facilitated Discussion of Hypothetical *(discussion leader and one or two panelists discuss hypothetical situation, with audience participation)*

Identify Speakers/Moderators/Facilitators

Identify Speakers, Moderators, and Facilitators for each session, and identify who will contact each of these, and a deadline date. All speakers and moderators should be contacted no later than eight weeks prior to each event. Written guidelines are available to send to each speaker or moderator.

Speaker/Moderator/ Facilitator	Committee member who will contact Speaker	Deadline for contacting Speaker
_____	_____	_____
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Please return this form to AAPA Seminar Staff