Guidelines for Plenary Panelists and Organizers *(Dec. 24, 2025)*

Information for Plenary Panelists: How to Develop Your Plenary

1. **Timelines:** Thank you for presenting! MnWE is a heavily discussion- and Q-&A-oriented conference. Please plan on limiting your presentation to just **10-12 min**. for each of the three of you (or just **8-9 min**. with four of you). You'll have 75 min., the first half of which is for your presentations, and the second half given over to Q-&-A discussions with the audience and among panelists.
2. **Plan an activity:** MnWE asks that you please do not give a lecture alone or an exclusively Power Point presentation. Instead, we would like something much more practical and dynamic. Show us, rather than tell us. Please offer your main point briefly, provide examples if you like, and then organize one or more activities for people to **do**. Then briefly explain their point afterward, and provide a conclusion. Your activities can be planned alone or as a plenary group.
3. **Practice and cut beforehand:** We'd also like to ask you to please make one or more full practice runs of your presentation ahead of time so you can cut as needed and preserve plenty of time for Q-&-A discussion for the last half. That means about 35 minutes for all three (or four) of you to present, and another 35+ minutes for Q-&-A discussion.
4. **Meet together for prep of advertising on our website:** In a meeting in early December or sooner, please develop and give us your advertising info so our website can to start displaying, by late December, **(a)** your plenary title, **(b)** a 50-100 w. description of your overall plenary, **(c)** a pic of you, **(d)** a brief (50-100 w.) bio, and **(e)** a brief (50-100 w.) description of your presentation. At this meeting or a second one, please also decide **(e)** the order in which you will present, and **(f)** a system for notifying each other when you have two minutes left and when your time is up. (We apologize for emphasizing this, but we've had a few plenary speakers take up to twice their allotted time, leading to little or no Q-&-A discussion.)
5. **Develop some Q's for the Q-&-A:** Please also develop a few questions to ask each other during Q-&-A. Then the three (or four) of you can question each other if the audience is at first reluctant.
6. **Show up 30 min. early.** Because we are online and need to sort out the tech equipment at each new site school, please show up for the plenary 30 min. ahead of time to meet with your plenary coordinator. Bring two methods to source your presentation materials. For example, an online copy may be best, as it allows for faster switching between presenters, plus a backup flash drive or your own laptop.
7. Thank you! We deeply appreciate your participation. We look forward to your contribution!

Info for MnWE Committee's Plenary Organizers (for facilitating your plenary panelists):

1. **Plan ahead:** Please offer this sheet to your three (or four) panelists before December. Discuss early with them, especially, MnWE's encouragement of practical applications and activities in each breakout and plenary, and the importance of practicing their presentations so they can keep to their timelines.
2. **Prepare MnWE's web advertising:** Please ask panelists to meet and decide, about three to four months beforehand, what their title and 50-word summary for their overall plenary will be. We would like to advertise these online starting in December, along with their individual brief presentation summary, bio, and pic.
3. **Show up 30 minutes beforehand:** As your plenary's organizer, help your panelists test the tech equipment. Also, be sure you find the tech assistant provided by the school. In past years sometimes, we've had people show up just 10-20 min. before, and then still be preparing their tech after the starting time.
4. **Start your plenary on time and help your panelists keep to time limits:** Please help us start on time. Introductions should be so very brief—panelists details are in the program. Help the Conference Coordinator start the entire plenary on time, too. Every 5-10 minutes we lose at the beginning of the 75 min. period means 5-10 min. lost in the very-important Q-&-A discussion. Each panelist should keep to **10-12** min. (or if four, then **8-9** min.).
5. **Keep Q-&-A questions short:** Ask the audience to keep their questions to under one minute, and help them end if they go over. (We once had one questioner ramble for 10+ minutes.)
6. **Thanks** for your attention to all these details!