



Centre for Media & Celebrity Studies

**Guidelines for the Organization of a Pre-Constituted Panel & Roundtable Discussion Guidelines**

1. The pre-constituted panels / roundtable discussions must include more than 1 panelist, including the organizer / moderator.
2. Panels should have the following general format: each participant presents a paper on the same topic but with different views. This is followed by discussions among panel members and also contributions from the audience. Panels require a moderator who should be one of the participants.
3. The organizer must submit a panel package that includes:
  - a. Title and aim of the pre-constituted panel / roundtable discussion
  - b. Target audience and any required background;
  - c. The name, e-mail address, affiliation (if applicable) and a 70-150 words professional biography of each participant;
  - d. A 250-word abstract of the paper / training topic presented by each participant;
  - e. For panels, state which participant will be moderator. The moderator also needs to submit an abstract which should be neutral, for example introducing the topic, providing the background, and identifying issues to be discussed;
  - f. Any variations in the panel formats stated above are to be described; and
  - g. Duration required, if it is different from the following. Normally, panels/workshops are attributed the same time as regular papers for each participants + additional time for discussion TBD according to time availability in the program. This should in general not exceed 1 to 2 hours.
4. Panel proposals will undergo review by the program committee.
5. Submission and acceptance notification deadlines are identical to regular papers.
6. Discounted registration fee will be offered to the moderator and all roundtable panelists. Inclusion in the program is conditional to payment of the discounted conference fee by all participants by the registration deadline (to be specified in the acceptance letter).