



## West Texas Legislative Summit Panelist Guidelines

### **CONFERENCE AGENDA**

Please click [here](#) to view the most recent version of agenda. This is updated regularly so check back often.

### **GUIDELINES**

#### **Prior to the Summit:**

- We have asked our moderators to contact the panelists to develop questions and items of discussion. The Summit committee may supplement questions if needed. These questions could be broad, where everyone can discuss, or directed at one panelist.
- Your moderator will coordinate the structure of your panel. Please contact them for any additional information.
- For every panel, the discussion should be panelist driven. Each panelist should have points regarding the topic: such as concerns, policy suggestions, needs, and of course good things happening within their organization or from their perspective/district regarding the subject. Current events in politics and the news are also fine to discuss as long as it is not partisan.
- Panelists requesting technology as part of their panel must contact Ashlea Downing directly via email at [ashlea@sanangelo.org](mailto:ashlea@sanangelo.org) by Wednesday, July 27, 2022.

#### **Day of Instructions:**

- **Arrival**
  - Summit check-in will begin at 7:00 a.m. on Thursday, August 4.
  - When you arrive, please check-in at the table designated for panelists for any last-minute instructions and to pick up your panelist packet.
  - Please note on the agenda what time your panel begins and plan now to arrive early.
  - If you do not plan to attend sessions prior to your scheduled panel, please arrive at least 30 minutes before your session starts.



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### **GUIDELINES CONT.**

#### **Day of Instructions:**

- **Prior to Panel**
  - Please report to the greenroom 10 minutes before your panel begins. This room is located right next to the stage and functions as our waiting room for panelists before taking the stage. Click [HERE](#) to view an outlined agenda noting when each panel is to report to the greenroom.
  - When it is time for your panel, a designated committee member will meet you in the greenroom and escort you to the stage.
- **Stage Entry**
  - The moderator will take the podium and panelists will be seated from left to right in the order they are listed in the program.
  - Name plates will be placed in front of each seat and there will be a PowerPoint slide with the panel title and your corresponding picture in this order.
  - The moderator will begin the discussion by introducing each panelist.
- **After Panel**
  - A designated committee member will direct you to exit stage right.

### **GREENROOM**

We are honored to have KLST/KSAN host our greenroom for panelists and moderators. This room is for your comfort and enjoyment before your panel. Please report to the greenroom 10 minutes before your panel begins. This room is located right next to the stage and functions as our waiting room for panelists before taking the stage. Click [HERE](#) to view an outlined agenda noting when each panel is to report to the greenroom.

### **KLST/KSAN NEWSROOM**

KLST/KSAN is the premier news source in the Concho Valley. You may be requested for an interview. The Newsroom will provide a private setting for these interviews to take place.



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### **NAME BADGE PICK-UP**

Name badges will be distributed to all attendees and hold the credentials necessary to access all official Summit events. If you are attending multiple Summit activities, you will be responsible for your badge throughout the entirety of the Summit.

- Express Badge Pick-Up: Badges will be available for Express Pick-Up at the San Angelo Visitor Center (418 West Avenue B) on August 3rd from 8:30am - 3pm.
- On-Site Badge Pick-Up: If you are unable to utilize Express Badge Pick-Up, then you must check in at the venue upon arrival in order to receive your badge.

### **QUICK LINKS:**

#### [Panelist Portal](#)

This page has been updated to include details pertaining to the above guidelines and other helpful information.

#### [WTLS Event Page](#)

We are looking forward to your visit. If you have any questions or concerns, please do not hesitate to contact me.

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