

International Panel Discussions Project regarding inequalities

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00. Project's goals and basic information

Project = Panel Discussions

Panel Discussions with people from different fields (history, ethics, political studies, sociology, economy, psychology) organized by students all over the world (every year - new students / news about research, etc.)

GOALS

The Project's goals are:

- to make the subject of searching for international equality more interesting and more understandable to students, scientists, media and people from outside the university;
- to help building international community of scientists and students (= scientists in training) interested in the searching for world without inequalities;
- to better find out what people know and think about inequalities all over the world.

The project itself is actually quite simple and should not be very difficult to implement. The project's core idea is to help students from Universities all over the world to prepare Panel Discussions regarding inequalities.

The Panel Discussion title is:

Can we create the World without inequalities in next 50 years?

Subtitle: (In)equalities - where do we stand, where can we go, how fast can we get there, why aren't we there yet, how can we get there and do we really want to go there?)

To prepare the PD, students will get the materials attached:

1. Invitation to the international Panel Discussions Project
2. Panel Discussion format = Meeting format students might use to conduct the Panel Discussion at their University
3. Panel Discussion Preparing Procedure = Basic steps for preparing and conducting the Panel Discussion that may guide students through the whole process of preparing and conducting the PD.
4. Letter to Panelists = Letter format which students may use to invite potential Panelists to their event.
5. Letter for mailing lists = Letter format which students may use to send to University mailing lists to invite students for PD.
6. Letter to Local Media = Letter format which students may use in first contacts with local media (TV, newspapers, etc.)

The idea of this project is to give this package to student organizations from Universities from all over the world and thus help students to prepare the PD on their own, with scientists from their own Universities.

What may be the biggest advantage of this project is that it could be world wide coordinated and it could be a part of bigger plan to connect people interested in the research regarding inequalities.

Other attachments to the project is:

0. Panel Discussions - possible effects

0. PANEL DISCUSSIONS - possible effects

Possible effects:

We hope that at plenty of Universities students and scientists will decide to organize the PDs and thanks to those conducted PDs lots of people (already familiar with the topic and totally unacquainted with it) will get a chance to find out more about the topic.

And we hope that thanks to this action, research regarding the topic will become more known and more interesting for lots of new people...

Project's expected results:

1. More than 100 meetings organized by students with help of scientists and specialists in the field
3. More than 1.000 specialists invited to the project
4. More than 100 local media informed
5. More than 10 global media informed

1. Invitation to the international Panel Discussions Project regarding inequalities

Dear Colleagues

I would like to invite you to participate in the international Panel Discussions Project regarding inequalities.

The Project's goals are:

- to make the subject of searching for international equality more interesting and more understandable to students, scientists, media and people from outside the university;
- to help building international community of scientists and students (= scientists in training) interested in the searching for world without inequalities;
- to better find out what people know and think about inequalities all over the world.

We hope that at plenty of Universities students and scientists (you maybe?) will decide to organize the PDs and thanks to those conducted PDs lots of people (already familiar with the topic and totally unacquainted with it) will get a chance to find out more about research regarding inequalities.

And we hope that thanks to this action research regarding inequalities will become more known and more interesting for lots of new people...

If you decide to participate in this project, your main task would be:

- 1) to conduct at your University Panel Discussion with scientists from your University, titled:
Can we create the World without inequalities in next 50 years?

Subtitle: (In)equalities - where do we stand, where can we go, how fast can we get there, why aren't we there yet, how can we get there and do we really want to go there?)

- 2) and to conduct during this PD a poll (twice: at the beginning and at the end) with these questions:
 - Can we create the World without inequalities in next 50 years?
 - Should we be trying to understand how we can create that world? And should we be trying to use that knowledge?
 - Would you like to live in the world without inequalities?

I would really like to encourage you to conduct this Panel Discussion.

Unfortunately, we can't grant you any money for the project, so your job would have to be voluntary. But, of course, if you decide to conduct Panel Discussion, you can gain new contacts in Scientific community, get possibility to inform students from your University about your organization's ongoing projects, get practice in Panel Discussion conducting, and you will surely help in searching for creating the world without inequalities and gaining other project goals. So it might be quite fruitful and even fulfilling.

To prepare the PD, you might use the materials from the attachments:

1. Panel Discussion format = Meeting format you might use to conduct the Panel Discussion at your University
2. Panel Discussion Preparing Procedure = Basic steps for preparing and conducting the Panel Discussion that may guide you through the whole process of preparing and conducting the PD.
3. Letter to Panelists = Letter format which you may use to invite potential Panelists to your event.
4. Letter for mailing lists = Letter format which you may use to send to University mailing lists to invite students for PD.
5. Letter to Local Media = Letter format which you may use in first contacts with local media (TV, newspapers, etc.)

You may use the "templates" you got in the attachments as they are. But you also may, and you probably should, make them more appropriate to your situation. Your University might be huge or small, you might get plenty of students interested in the topic or just few of them, etc. So it would be your job to think what's the best way for you to conduct the PD. You may use the attachments, but you don't have to.

If you like the idea of conducting the Panel Discussion regarding inequalities, but you think that the proposed topic might not be the best for PD at your University (or you just think that other title might be more interesting for you), feel free to use the tools you got to conduct the PD with topic better matched for you.

And if you think that the topic is great, but PD is a bit too much for starters, you can always ask only one Panelist from your area if one could give a speech about inequalities. It might be plenary speech or it may be just a group meeting with students from your organization.

And, if you like the idea of international equality research and would like to do something more regarding the topic, you could help with other projects, like:

- organizing local and global international equality scientific conferences;
- building the Society, research collaborations in the area of international equality;
- helping with making information regarding inequalities more available for everyone who might be interested in it;
- conducting research regarding inequalities; etc.

If you are anyhow interested in any of above-mentioned or if you have other ideas, e.g., how to make research regarding international equality more appealing to people or how to accelerate progress in research, feel free to contact us.

With kind regards,
Project Coordinator

2. Panel Discussion format

PANEL DISCUSSION: Can we create the World without inequalities in next 50 years?

Subtitle: (In)equalities - where do we stand, where can we go, how fast can we get there, why aren't we there yet, how can we get there and do we really want to go there?

MEETING FORMAT

2.1. Meetings place:

University.

2.2. Meeting form:

Panel discussion with specialist in the fields of: history, ethics, political studies, sociology, economy, psychology.

2.3. Meeting plan:

	Activity	Person responsible	Time
1	Introduction of the project, topic and Panelists	Moderator	5'
2	Conduct a poll in the audience (You may use green (with "Yes") and red (with "No) cards or small balls in different colors. Have two plastic baskets ("yes" and "no") and collect cards/balls from people. To decide the verdict, you may bring a scale and check how much does one and the other basket weigh - it should be fun. Or you may do it your way. Remember to count votes, you will need it later)	Moderator	10'
3	Presentation of research regarding "(In)equalities - where do we stand"	CS specialist	15'
4	Questions from moderator to panelists regarding the topic ((In)equalities - where can we go, how fast can we get there, why aren't we there yet, how can we get there and do we really want to go there?)	Moderator and each Panelist from ones own perspective	40'
5	Questions from audience	All Panelists	30'
6	Conclusion / another poll with the same questions as before: „So now, what you think?"	Moderator	10'
7	Information about Student Society / Group organizing event (5') Collect e-mail addresses of people who would like to get more information in future. And say final greetings (e.g. „We would like to thank our Guests for coming and... We would also like to thank all of you... And that's it for today. Thank you once more and goodbye.”)	Moderator	10'
			2h

3. Panel Discussion preparing procedure

PANEL DISCUSSION PREPARING PROCEDURE

Panel Discussion Title: Can we create the World without inequalities in next 50 years?

Subtitle: (In)equalities - where do we stand, where can we go, how fast can we get there, why aren't we there yet, how can we get there and do we really want to go there?

Procedure

Form a 3-6 person group that will organize Panel Discussion (PD)

You may name yourselves formally (see below) or you may delegate tasks within your group without naming yourselves in any formal way (see the table below „below”).

Positions to take in PD Organizing Committee (below):

1. **Project Coordinator** - person in charge of project coordination.
2. **Panelists Contact Specialist(s)** - person(s) in charge of contact with Panelists.
3. **Logistics Specialist** - person in charge of booking a place, renting a camera, buying and bringing to PD food and drinks for Panelists and other items necessary to conduct the Panel.
4. **Marketing and PR Specialist** - person in charge of placing posters at Campus, sending info to students from your University and maintaining contact with local media before, during and after PD.
5. **Moderator** - person in charge of Panel Discussion moderation.
6. **Documentalist** - person in charge of (a) filming the PD and editing it after PD; (b) documenting (filming) the process of PD preparation.

If you want, you may combine functions (one person can be responsible for more than one matter).

Tasks to execute (table below „below”):

	Task	Effect	Time	Person in charge of the task (name, e-mail, phone)
1	Form a 3-6 person group that will help you with PD (send e-mail to people from you Society/Group or tell people about the project personally). START the PROJECT	Organizing Group (name/e-mail/phone): 1. 2. 3. 4. 5. 6.	day 1: .. - .. -	
2	Read basic project info: - Panel Discussion Preparing Procedure - Panel Discussion Format - Letter to Panelists - Letter for mailing lists - Letter to Media	Basic project info read by: 1. 2. 3. 4. 5. 6.	day 1	
3	Read something about preparing the Panel Discussion (e.g. http://www.wikihow.com/Conduct-a-Panel-Discussion) and watch some events regarding the field	Instruction for conducting PD read by: 1. 2. 3. 4. 5. 6.	day 1	
4	Pick a date for your Panel Discussion (at least 4 weeks from the date you start preparing the project, at least 2 weeks after confirming last Panelist). You may pick 2 or 3 dates if you want some special Panelist(s) to come and pick the final date after consultation with them. (While picking the date, remember that there might be holiday/free time and students/scientists may be out of University then.)	PD Date: 1. 2. 3.	day 1	
5	Pick a free of charge place at your University for your Panel Discussion to book it for the date you have previously chosen. You may think about 2-3 places if one wasn't free on the date you choose. (Remember that you should book a place for a time of the Panel and for at least 30 minutes before PD starts and 30 minutes after it stops. It means you should book a place for about 3 hours (30' + 2h + 30')) (Before picking the place, think how many	PD Place: 1. 2. 3.	day 1	

	people may come to your meeting, you may ask someone before, how many people usually come to this kind of meetings. Pick a place that will have enough space for audience.)			
6	Book previously picked place for PD	Confirmed booking of the place for PD: YES / NO	day 1 - 5	
7	Find Panelists:	Panelists found: YES / NO	day 1-14	
7.1	Pick 3 names of Specialists specializing in the wanted areas	All names picked (put names in the rows 7a-7f below)	day 1-2	
7.2	Send e-mail to first Specialist from your list or visit him/her personally and explain the project and what you wish his/her involvement in the project would be (you may use the attached „Letter to Panelists“)	All e-mails sent (confirm in the rows 7a-7f below)	day 1-2	
7.3	Give Specialist 4 days to decide if she/he agrees to take part in the PD	All decisions made spent (confirm in the rows 7a-7f below)	day 1-6	
7.4	If Specialist decides she/he won't take part in PD (lack of time/expertise/other), start from „7.2“ with another name, otherwise go to „7.5“	New e-mails sent (confirm in the rows 7a-7f below)	day 1-14 (2-6,6-10,10-14)	
7a	Historian	Name+e-mail address / e-mails sent (date) / confirmation received (date): 1. 2. 3.	day 1-14	
7b	Ethics specialist	Name+e-mail address / e-mails sent (date) / confirmation received (date): 1. 2. 3.	day 1-14	
7c	Political studies specialist	Name+e-mail address / e-mails sent (date) / confirmation received (date): 1. 2. 3.	day 1-14	
7d	Sociologist	Name+e-mail address / e-mails sent (date) / confirmation received (date): 1. 2. 3.	day 1-14	
7e	Economist	Name+e-mail address / e-mails sent (date) / confirmation received (date): 1. 2. 3.	day 1-14	

7f	Psychologist	Name+e-mail address / e-mails sent (date) / confirmation received (date): 1. 2. 3.	day 1-14	
7.5	If Specialist decides to become a Panelist, let him/her know about details	Complete list of Panelists (name / degree / e-mail): 1. Historian: 2. Ethics specialist: 3. Political studies specialist: 4. Sociologist: 5. Economist: 6. Psychologist:	<= day 14	
8	Decide who will be the Moderator. It may be someone from your group or you may pick someone from outside your group. If you pick someone from outside, you may use the same procedure to find that person that you use for finding Panelists.	Moderator name / e-mail / phone	<= day 14	
9	Find your University mailing lists addresses and contact the person in charge. Ask if you could send info about PD via these lists. These could be: University mailing list; Faculty mailing list; Students Organizations mailing lists. Remember that people that could be interested in PD you are preparing may be on different faculties (biology, sociology, art, etc.)	Mailing lists addresses / List administrators / confirmation that info may be sent 1. 2. 3. 4. 5. 6. 7. 8.	day 1 - 14	
10	Find and decide where you'll hang posters regarding PD. Remember that people that could be interested in PD you are preparing may be on different faculties (biology, sociology, art, etc.) Remember that you may place posters in different places, like corridors, canteens, social rooms, dormitories, etc.	Places to hang posters: 1. 2. 3. 4. 5. 6. 7. 8.	day 1 - 14	
11	Find the contact addresses to local media (e-mails, phones). Remember that local media might be of	Local media (type/name/e-mail/phone) 1. 2.	day 1 - 14	

	different type: TV, radio, traditional paper, e-paper, blog, student's paper, etc.	3. 4. 5. 6. 7. 8.		
12	Check what you have achieved already. Check if you are ready for conducting the Panel Discussion. If anything is not ready yet, do it as quick as possible, before going to the next task. (If necessary, change the plan (e.g., dates))	Panelists: YES / NO Moderator: YES / NO Date confirmed: YES / NO Place booked: YES / NO Mailing lists addresses: YES / NO Places for posters: YES / NO Contacts to media: YES / NO	day 14	
13	Prepare posters for the PD and print them (ask at your University if you can print it for free)	Posters with names of Panelists, date and place of PD printed: YES / NO	day 14	
14	Prepare e-mail to send via your university-mailing lists to all potentially interested students and scientists (you may use the attached „Letter for mailing lists“)	E-mail prepared: YES / NO	day 14	
15	Send info to Panelists with date, time and other Panelists names	Info sent: YES / NO	day 14	
16	Put information about PD at your site (you may attach “basic info” about the subject)	Info put on page: YES / NO	day 14	
17	Send e-mail via your university-mailing lists	Info sent: YES / NO	day 14-15	
18	Hang posters	Posters hanged: YES / NO	day 14-15	
19	Let the local media know that you'll have PD about inequalities. (you may use the „Letter to media“)	Media informed: YES / NO	day 14-15	
20	Stay in contact with media.	Media in contact: YES / NO	day 15-27	
21	Hang posters again (posters have tendencies to disappear sometimes)	Posters hanged: YES / NO	day 21-22	
22	Find out where you can rent a camera for free (or two) to film your Panel Discussion.	Camera(s) may be rent from: 1. 2.	day 15-27	
23	Prepare the PD (questions, moderation, you may try play roles of Panelists) Check the timing if you want to say something longer. Check the way to inform Panelists when to stop if they talk too long. Check if you know how to conduct polls and if you have necessary equipment for it. etc.	PD prepared: YES / NO	day 15-27	
24	Remind the Panelists about the PD	Panelists reminded: YES / NO	day 28-29	
25	Hang posters again (as you already know,	Posters hanged: YES / NO	day 28-29	

	posters have tendencies to disappear sometimes - how does it happen, that's really good question)			
26	Stay in contact with media. Remind them that in 1-2 days you will have PD.	Media informed: YES / NO	day 29-30	
27	Rent a camera (or two) to film your Panel Discussion	Camera(s) rented: YES / NO	day 30	
28	Buy and bring to PD food and drinks for Panelists	Food purchased and brought: YES / NO	day 30	
29	Start filming the Panel Discussion (you may film it with two cameras, the first one might be focused on Panelists, set in one place, so to have stable picture and the second one might be focused on audience and you may film with it from hand). Oh, and take some pictures too...	Camera on: YES / NO Pictures being taken: YES / NO	Panel day - day 31	
30	Conduct the Panel Discussion (have your notes with you during PD)	Panel being conducted: YES / NO	Panel day - day 31	
31	Stop filming the Panel Discussion	Camera off: YES / NO	day 31	
32	Maintain contact with media during PD	Contact maintained: YES / NO	day 31	
33	Maintain contact with media after PD	Contact maintained: YES / NO	day 31 - ?	
34	Maintain contact with Panelists after PD	Contact maintained: YES / NO	day 31 - ?	
35	Write down the conclusions from your PD and put it on your site	Conclusions written and on site: YES / NO	day 31-33	
36	Put the photos and film(s) you created on your site and on YouTube channel	Photos and films created and on site and YouTube channel: YES / NO	day 31-33	
37	Send information about PD to us (attach your films and info about polls results)	Information sent: YES / NO	day 34	
38	Have a group meeting to summarize your work regarding PD. Decide what was great and what could you do better next time (if there was something like this)		day 35	
39	Have a party in your group, celebrating the Panel success. Rest and smile.	Party conducted: YES / NO Smile on everyone's faces: YES / NO	day 35	
40	And live happily ever after...	YES / NO	day 35+	

4. Letter to Panelists

Dear <Dr .. / Prof. .. / Sir / Madam - Title + Name of potential Panelist>

I write to you on behalf of <Your Student Community/Group>. I would like to invite you to participate in the Panel Discussion we are preparing regarding inequalities.

The Panel Discussion title is: **Can we create the World without inequalities in next 50 years?**

Subtitle: (In)equalities - where do we stand, where can we go, how fast can we get there, why aren't we there yet, how can we get there and do we really want to go there?

Our Panel Discussion is part of the international project regarding inequalities. The Project's goals are:

- to make the subject of searching for international equality more interesting and more understandable to students, scientists, media and people from outside the university;
- to help building international community of scientists and students (= scientists in training) interested in the searching for world without inequalities;
- to better find out what people know and think about inequalities all over the world.

We've chosen you, because we believe you are the best one to tell us and students from our University about the topic from <leave one of the listed topics: history, ethics, political studies, sociology, economy, psychology> perspective.

We would like you to answer at the Panel Discussion to couple of questions from Discussion Moderator and from audience.

Unfortunately, we can't grant you any money for taking part in the project, so your job as a Panelist would have to be voluntary. We are sorry for that.

If you wish to get more information from us, contact with: <name and e-mail of a person responsible for contact>

With kind regards,

X Y
<Project Coordinator/Person in charge for contact with Panelists - describe your function>

Project Partners/Sponsors:

5. Letter for mailing lists

Dear Colleagues - Students of <NAME OF THE UNIVERSITY>

I write to you on behalf of <Your Student Community/Group>. I would like to invite you to participate in the Panel Discussion we are preparing regarding inequalities.

The Panel Discussion title is: **Can we create the World without inequalities in next 50 years?**

Subtitle: (In)equalities - where do we stand, where can we go, how fast can we get there, why aren't we there yet, how can we get there and do we really want to go there?

Our Panel Discussion is part of the international project regarding inequalities.

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- to make the subject of searching for international equality more interesting and more understandable to students, scientists, media and people from outside the university;
- to help building international community of scientists and students (= scientists in training) interested in the searching for world without inequalities;
- to better find out what people know and think about inequalities all over the world.

Our Panelists will be:

1. Historian - <Dr .. / Prof. .. / Sir / Madam - Title + Name of Panelist>
2. Ethics specialist - <Dr .. / Prof. .. / Sir / Madam - Title + Name of Panelist>
3. Political science specialist - <Dr .. / Prof. .. / Sir / Madam - Title + Name of Panelist>
4. Sociology - <Dr .. / Prof. .. / Sir / Madam - Title + Name of Panelist>
5. Economics - <Dr .. / Prof. .. / Sir / Madam - Title + Name of Panelist>
6. Psychologist - <Dr .. / Prof. .. / Sir / Madam - Title + Name of Panelist>

In the attachments you may find Poster regarding our Panel Discussion.

It would be great to see you at our PD on <date> at <place>. Hope to see you there.

If you wish to get more information from us, contact with: <name and e-mail of a person responsible for contact with Students> or check our site: <Your site>.

With kind regards

X Y
<Project Coordinator/Person in charge for contact with Students - describe your function>

Project Partners/Sponsors:

6. Letter to local media

Dear <NAME OF PERSON FROM LOCAL MEDIA>

I write to you on behalf of <Your Student Community/Group>. I would like to invite you to participate in the Panel Discussion we are preparing regarding inequalities.

The Panel Discussion title is: **Can we create the World without inequalities in next 50 years?**

Subtitle: (In)equalities - where do we stand, where can we go, how fast can we get there, why aren't we there yet, how can we get there and do we really want to go there?

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- to better find out what people know and think about inequalities all over the world.

Our Panelists will be:

1. Historian - <Dr .. / Prof. .. / Sir / Madam - Title + Name of Panelist>
2. Ethics specialist - <Dr .. / Prof. .. / Sir / Madam - Title + Name of Panelist>
3. Political science specialist - <Dr .. / Prof. .. / Sir / Madam - Title + Name of Panelist>
4. Sociology - <Dr .. / Prof. .. / Sir / Madam - Title + Name of Panelist>
5. Economics - <Dr .. / Prof. .. / Sir / Madam - Title + Name of Panelist>
6. Psychologist - <Dr .. / Prof. .. / Sir / Madam - Title + Name of Panelist>

In the attachments you may find Poster regarding our Panel Discussion.

It would be great to see you at our PD on <date> at <place>. Hope to see you there.

It would also be great, if you could <write/post> a few words/a piece about our Panel Discussion/our Project in <NAME OF MEDIA>.

If you wish to get more information from us, contact with: <name and e-mail of a person responsible for contact with Media> or check our site: <Your site>.

With kind regards

X Y
<Project Coordinator/Person in charge for contact with local media - describe your function>

Project Partners/Sponsors: