Panel Discussion Proposal Instructions

1. Proposal must be submitted in British English.
2. **This is a 60 minutes session**. There should be about 3 panellists. Each panelist should not take more than **5 minutes** to share their views and thereafter, they will engage in a discussion with fellow panel members as well as take questions from the audience. The session should be thematically organised and linked to the APMEC 2024 theme which is "AI in Health Professions Education – Trends ● Issues ● Priorities ● Strategies (TIPS)".
3. As this is a dialogue / discussion, we strongly discourage the use of multimedia presentation.

Example of a Panel Discussion (PD) format:

I. Divide the PD topics into several sub-topics.
II. Moderator invites the panel members to discuss the 1st sub-topic. Each panellist should not take more than 5 min to give their perspectives on the sub-topic. At the end of the 1st sub-topic, the moderator summarises the discussion and then invites the audience for their views and / or questions.
III. After the 1st sub-topic, the moderator invites the panel members to discuss the next sub-topic and continues the discussion as per above (II) format.

20 mins (1st round)	20 mins (2nd round)	20 mins
Panel members to give their perspectives on the 1st sub-topic. Moderator to summarise the discussion and invite the audience for their views and / or questions	Panel members to give their perspectives on the 2nd sub-topic. Moderator to summarise the discussion and invite the audience for their views and / or questions.	Grand Summary and Discussion by the moderator. Moderator to invite panel members to give final comments.

4. Each participant is only allowed to submit **no more than TWO proposals**, in any combination for all the categories (Workshop / Symposium / Panel Discussion).
5. It is the responsibility of the workshop / symposium / panel discussion coordinator or proposer to ensure that complete information from all facilitators / presenters is submitted for consideration. Proposal(s) that does(do) not adhere to the guidelines and/or is(are) incomplete will not be considered.
6. Please note that accepted proposal(s) will be scheduled based on the Committee's decision and it will be a hybrid conference.
7. Submission Deadline: 15 September 2023

Main Conference: 19th & 20th January 2024
If your proposal(s) is(are) accepted and for it(them) to be included in the conference programme, **all speakers, facilitators, panellists and moderators will be required to pay registration fees for the main conference via credit card (fees will be announced at a later date)**. Additional fees will be required if you wish to register for other workshops.