



# Australian Muslim Community Leaders Summit 2024

Hosted by the Alliance of Australian Muslims (AAM)

## PANEL GUIDELINES

- The panels will be facilitated by a Moderator and panellists who share the same objectives but adopt different strategies.
- The panel discussion will last for **60 minutes**.
- The moderator should initiate the panel with a clear objective and conclude with closing remarks, expressing gratitude to the panellists and attendees for their contributions at the end.
- Each panellist will deliver a presentation lasting between **5 to 7 minutes** at the outset, followed by an open discussion among the panellists to debate and address the issues, moderated by the Moderator.
- Before each panellist speaks, the moderator will provide a **30-second** introduction of each panellist.
- Panellists must limit their responses and replies to **2 minutes** each.
- Panellists are required to **show respect** and **refrain** from interrupting speakers while they are addressing the panel, **adhering** to the moderator's instructions.
- Panellists must maintain composed and **respectful conduct** throughout the panel.
- The moderator should entertain questions from the audience, addressing them either to themselves or to any of the panellists at their discretion.
- The moderator may ask each panellist for a final **60-second** comment and conclusion.
- Both in-person and online audiences are permitted, limited to Community leaders and Imams from across Australia.
- The panels will be documented and recorded to establish agreed-upon strategies or to maintain ongoing discussions.
- Recordings will remain private, while minutes will be circulated among Muslim community leaders and Imams post-summit.
- The panel will take place on the stage with each panellist and the moderator having a Mic.