![UNICEF USA logo] unicef USA

children first.

Support UNICEF USA
Host a UNICEF USA Panel Discussion

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Why Organize a Panel Discussion?

UNICEF USA supporters can spread the word about UNICEF's efforts around the world by organizing a panel discussion in their communities. Panel discussions provide a chance for communities, schools, family and friends to come together to hear from experts, community members and the audience to discuss a particular topic.

A panel discussion can be an individual event or come after a film screening. See our Film Screening Guide on our **Volunteer Resources** page for more information.

● All panel discussions must be approved through an application process: **unicefusa.org/fundraisers**.

Panel Discussion Ideas

- General UNICEF
- Global Citizenship
- Children's Rights and Peace-building
- UNICEF's Response to Emergencies
- Health and Nutrition
- Water, Sanitation and Hygiene
- Gender Equity and Social Inclusion
- Human Trafficking and Child Protection
- U.N. Sustainable Development Goals

Selecting a Panel

Length and panel size
- Ideal length for a panel discussion is 45–60 minutes
- Ideal number of participants is 4–5 and a moderator

Choose a moderator
- An ideal moderator understands the subject matter, might possibly know the panelists, and is able to guide a conversation
- Moderators find a balance between them speaking, and allowing enough time for all panelists to speak

Panelist guidelines and preparation
- Give yourself enough time (about a month prior) to choose panelists
- Panelists can include experts, local community members, students and professors

Panel Discussion Locations

A UNICEF USA panel discussion can be as small or large as you want. First, think about how many people you would like in attendance. Then, research space with enough capacity to comfortably seat that many people. Here are some suggestions:

- Coffee shops
- Community centers
- One's own home
- Places of worship
- School/college cafeterias, classrooms, or auditoriums
- Space in local mission-oriented businesses
- Your office or conference room

Questions to Consider When Choosing a Panel Discussion Venue
- If you are using a local facility, is there a fee?
- At what time will the panel discussion take place? Factor in additional time at the beginning and end for setup and break down, mingling, food and discussion.
- Are you allowed to have food and beverages in the facility?
- What quantity of food and beverages will you need?
- Is there convenient and affordable parking available?
- Where will the panelists sit? Is there a stage? Will you have name cards for them?
- Will panelists have a presentation? Do you need a projector, a large television or screen, a sound system?
- Does the facility have its own technology or do you have to bring your own?
- Will someone be available to provide on-site technical support?

Promotion of Your Panel Discussion

Think about how you are going to promote your panel discussion. Are you going to send out emails, post flyers around your community, have a hashtag, or post online through social media — or all of these? It is always great to include a bio of each of the panelists.

Consider reaching out to local businesses to help you promote your panel discussion. If you are in a city with a **Global Citizenship Fellow**, reach out to them to help

brainstorm ideas on how to effectively promote your panel discussion. Fellows could potentially serve as a panelist or moderator.

You will need to communicate with your panelists at least twice prior to the event. First, a confirmation email to the panelist including the date, time, location and any other information of importance. Second, about two weeks prior to the event, again confirming the date, time and location, as well as information about the moderator, what topics will be discussed, and any questions you would like them to think about ahead of time.

The Day of the Event

Determine what time you will have to arrive to get everything set up on the day of your panel discussion. Will you need volunteers? How many? Are you getting food delivered? Identify in advance where the best place is to lay out food or refreshments.

You may wish to post promotional signage around the venue advertising the panel discussion topic and room location as well as promoting the panel and any information about UNICEF. If you are going to hand out pamphlets or other handouts to guests, make sure you have enough copies for everyone.

Remember, all materials that have UNICEF USA's logo on them must be approved.

And remember, have fun and **Share Your Story** with us after!

Guiding Questions

General UNICEF and Philanthropy

1 How have you been taught to think about philanthropy?

2 What motivates you to give?

3 Do you believe you have a serious role to play in changing the world? Why?

4 What role do you think UNICEF plays in changing the world?

5 Why do you think supporting UNICEF is a good investment in the future?

Global Citizenship

1 What does it mean to be a global citizen?

2 What are human rights? Who protects them?

3 How do human rights relate to global citizenship?

4 What are the responsibilities of a citizen within communities at local, national, and global levels?

5 How can global citizens take thoughtful, informed, and responsible action locally to bring about global change?

Children's Rights and Peace-building

1 What is child protection? What is a child protection policy?

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2 Why do we need child protection policies and procedures?

3 Why do you think it's important to have a UN agency (UNICEF) specifically devoted to the rights of children?

4 What responsibility do governments have to protect the rights of children?

5 What role can you play in supporting child protection?

UNICEF's Response to Emergencies

1 Why should the global community be responsible for protecting children in emergencies?

2 How do emergencies uniquely affect children?

3 How can you motivate others to respond in times of emergency, such as supporting UNICEF's lifesaving work?

4 What can we learn from past emergencies, and the world's response to them?

Health and Nutrition

1 Why is health so critical in the first 1,000 days of a child's life?

2 Why do you think improving the health of the world's children is a core UNICEF objective?

3 What role does culture play in promoting practices that support children's health?

4 What are some of the underlying causes as to why children aren't getting the necessary nutrients they need?

Water, Sanitation and Hygiene

1 Why are water, sanitation and hygiene important in one's daily life?

2 How is your access to water different from the millions of children about the world?

3 What factors in the area of WASH prevent a child from attending school?

4 Why do you think improving access to clean drinking water is a core UNICEF objective?

5 What can you do in your community to help UNICEF's lifesaving work in the area of WASH?

Gender Equity and Social Inclusion

1 When you hear the words gender equality, what comes to mind?

2 What is the difference between gender equity, gender equality, and women's empowerment?

3 Why are women's rights so important to development and peace-building?

4 Why is it important to take gender concerns into account in program design and implementation?

5 How is gender equality a concern for both men and women?

Human Trafficking and Child Protection

1 Who are the most common victims of human trafficking?

2 How widespread is human trafficking? Does it occur here in the U.S.?

3 What is UNICEF doing to help prevent human trafficking?

4 What are the biggest challenges faced in the fight against human trafficking?

5 How can an individual take action to help prevent human trafficking?

U.N. Sustainable Development Goals

1 What are the Sustainable Development Goals?

2 What happened to the Millennium Development Goals (MDGs)?

3 Are the goals and targets specific enough? Are they universal enough?

4 How will we be able to measure the success of the goals?

5 What are the financial aspects to achieve the 17 SDGs?