



Lunch & Learn Sessions

What is a Lunch & Learn Session?

Lunch & Learns are live sessions where expert panelists are convened to discuss a certain topic and answer key questions asked live via a Q&A box from the audience. In order to give folks a better opportunity to get their questions answered, these too will be limited attendance opportunities (roughly 50 people per live session), but all Lunch & Learns will be recorded for folks to access on demand.

When will Lunch & Learn sessions be scheduled?

Each Lunch & Learn will be 45 minutes long, scheduled into the 2:00 p.m. – 2:45 p.m. (Eastern time) timeslot on Wednesday, April 14; Thursday, April 15; or Friday, April 16. They will be held live; the live session will be recorded for later view.

What do I need to do to plan?

- 1) **Identify the topic for your Lunch & Learn.** This should be something timely and important. It can be a topic that is applicable to our large community or you can choose a topic that targets a specific sub-set of our community.
- 2) **Identify your panelists and a moderator.** Identify 3-5 panelists to participate in the session as the experts responding to questions and discussing the chosen topic. Choose 1 moderator who will collect questions from the audience and ask those questions in addition to any pre-scripted questions prepared by the team in advance.
- 3) **Coordinate with panelists** to discuss key topics and areas of discussion to be highlighted during the Lunch & Learn. **Craft some key seed questions** to get the panel started as questions come in from the community or in lulls between questions from the community.