How to host setup
Public Hearing: Panel Discussion

- Event staff
  - It is a good rule of thumb to ensure your team is aligned to help lead different aspects of the event. Workstreams that have helped me are:
- Panelists
  - Selecting
    - EA leads will vet a list of panelists you have. It is a good rule of thumb to request for additional recommendations. After vetting with EA, it is also a good idea to vet with the Office of Research or the Markets teams as they host a number of symposiums.
  - Invites
    - EA leads will send invites to panelists once senior management has signed off on the list. You will want to provide an email template for the EA leads to use.
  - Prep
    - After a panelists has
- Public
- Bureau VIPs
- External VIPs