

# MODERATING PANEL DISCUSSIONS & CONFERENCE SESSIONS

## WHEN/WHERE

13<sup>th</sup> November 2026

(09:00 – 17:00)

Room “Patscherkofel”

Fritz-Pregl-Str. 3, 8<sup>th</sup> floor

6020 Innsbruck

## REGISTRATION

Email: [Forschungsservice@i-med.ac.at](mailto:Forschungsservice@i-med.ac.at)

Free of charge

Limited to 12 participants!

## Aim

Skillful moderation of a panel discussion or conference session goes a long way in ensuring value and reliable guidance and situation management for both audience and panelists/presenters.

Understanding the role of the moderator and practicing pertaining skills with trainer and peer feedback will enhance participants' abilities to provide a reliable framework and expertly guide panelists/speakers and the audience through the event.

Short preparation tasks (brief bio, session title and talks as well as a panel discussion topic you could see yourself moderating) will be sent to registered participants about two weeks before the workshop.

## Content

### Topics covered:

- Role of the moderator
- Planning & preparing
- Opening & closing a panel or session
- Introducing a panelist or speaker
- Managing transitions
- Fielding audience questions
- Follow-up

### Exercises (with trainer and peer feedback):

- Preparing to moderate a panel or session
- Starting & closing a panel or session
- Introducing a panelist or speaker
- Handling transitions
- Fielding audience questions

## Trainer

### Mag. Martin Buxbaum MA



An experienced presentations coach, language trainer and stage director, Martin Buxbaum has conducted numerous communication, presentation and body language workshops especially for academic, business and international relations contexts. In addition, he is a sociometry and psychodrama (Moreno) practitioner for personal and group/team development.

#### **Impressum:**

##### **Abteilung Forschungsservice**

Fritz-Pregl-Str. 3, 5 Stock, 6020 Innsbruck, Austria

Tel.: +43 512 9003 - 70070

Fax: +43 512 9003 -73270, sc-forschung@i-med.ac.at