

Sample Letter to Panelists
(Professional Development - Accreditation in Public Relations - Setting Up Panel Presentations)

Dear [Panelists' Names],

Thank you for your willingness to serve as a panelist for the APR Panel Presentation of [Candidate].

[Name of candidate]'s panel will be on [Date, Time, Location]. The APRs serving as panelists will be:

1. [Name, Affiliation]
2. [Name, Affiliation]
3. [Name, Affiliation]

I suggest that you gather 15-30 minutes beforehand to get to know each other and discuss how you want to conduct the panel. While there are prescribed norms from UAB, every panel is a bit different, and spending a few minutes planning beforehand will result in a positive experience for the candidate.

Please plan on about two hours for the panel, though you may find that you are able to finish earlier. After the candidate leaves, expect to spend time together as panelists to score sheets and discuss the candidate.

Will one of you please volunteer to serve as chair of the panel? The chair's role will be to gather the score sheets and turn them into Kathy Mulvihill/UAB at accred@prsa.org.