

## **Instructions/Guidelines for Roundtable Discussion**

### **Roundtable Discussion:**

Roundtable presentations are among the most flexible format offered at the conference, and may look quite different from session to session. The one thing that they have in common is that each allows for extended discussion among a small group. Roundtables are excellent venues for giving and receiving targeted feedback, engaging in in-depth discussions, and meeting colleagues with similar interests.

### **Description:**

Roundtables are 90-minute oral presentations with discussion with attendees seated around a table. Roundtable presentations typically include 15 minutes of presentation of 4 presenters, followed by 30 minutes of discussion and feedback. Roundtable presenters should bring targeted questions to pose to others at the table in order to learn from and with those attending. Roundtables are an ideal format for networking and in-depth discussion on a particular topic.

### **Visual aids:**

Roundtables do not have traditional audio-visual aids available, but most roundtable presenters bring handouts illustrating their work.

### **Preparation:**

Although roundtables rely heavily on discussion, this does not negate the need for advance preparation. Roundtables are excellent venues for hands-on exploration of case studies or materials so you should develop the presentation portion of your session and practice it until you are comfortable sharing your thoughts and ideas.

### **Handouts:**

Bring at least 10 copies of all materials that you wish to share with session attendees. Be sure to include your contact information on the first page to encourage follow-up. Outstanding presenters include as part of their handouts a) key lessons to be learned, and b) a list of resources (web links, books, people) to learn more.

### **Questions:**

While your attendees may be eager with questions, it is useful to have one or two prepared questions at the ready that you can use, if needed, to stimulate the discussion. Questions need not only be for you as the presenter, they may also be directed to the attendees at the session, encouraging their participation, feedback, and the sharing of lessons learned.

**At the session:** This is your time to shine! You have practiced and you are ready to share your knowledge and expertise:

- **Arrive early and greet those in attendance:** Welcome other speakers and attendees and make everyone feel at ease. If you are in a 90-minute slot and will be sharing it with another presentation, identify the other speaker and arrange for a few minutes transition time between the two offerings. If you are presenting as one of the four presentations during a 90-minute slot, you should attend the other presentation in order to support your colleagues, limit disruptions, and allow for smooth transition from one to the next.

- **Give your presentation:** Speak clearly, offer your personal insights, and encourage questions and discussion. Take advantage of the expertise and insights from other attendees to build your professional network. If you have only a few attendees, take advantage of the opportunity to have each person briefly introduce him- or herself so that you may identify connections, and encourage exchange, among those in attendance.
- **Troubleshoot:** One of the most difficult challenges in planning for a roundtable session is that they are, by definition, meant to accommodate a small audience around a single table. Occasionally, larger audiences show up. Encourage attendees to pull up chairs, including borrowing from another room if space allows, and to share materials if needed.

### **Post-conference:**

After the event is over, you likely will receive emails or calls from those who heard, or heard of, your presentation. This is an opportunity to build your professional network and sustain the field through collegial exchange. Where appropriate, you may want to ask those inquiring about their work to see how it might mesh with your own in ways that could be advantageous to you both.

In a roundtable session each presenter is assigned to a specific table where attendees will have the opportunity to have an in depth discussion with presenters.

### **General Information**

- Each presenter in a roundtable session will be assigned a table number. Specific table numbers can be found in the online and final printed program.
- Presenters should arrive 15-20 minutes before the start of their session and sit at their assigned table.
- Attendees will have the opportunity to select a table.
- Presenters will have a one and half hour, in-depth presentation and discussion with the attendees at their table.
- **No audio-visual equipment is provided for roundtable sessions.**

### **Uploading Handouts**

- Presenters can upload handouts in PowerPoint or PDF in the Speaker's Corner. Handouts will become a permanent part of the Program.
- Printed papers and materials for your presentation should be brought with you. Do not send any materials directly to the conference secretariat.