**ROUNDTABLE TITLE OF NOT MORE THAN 10 WORDS**

**IN ARIAL 14 PT, UPPER CASE, BOLD, CENTERED**

**Author 1, Author 2, Author 3 (Arial, 11 pt, bold, center)**

Affiliation of Authors 1, 2, 3, e.g. Department, Institution (Arial, 11 pt, center)

**Author 4, Author 5 (Arial, 11 pt, bold, center)**

Different Affiliation of Authors 4, 5 (Arial, 11 pt, center)

*Note: Don’t forget to include the corresponding author’s contact information and the Creative Commons License on the last page of the extended abstract!*

**OVERVIEW OF THE ROUNDTABLE**

Provide a brief overview of the proposed roundtable and what participants will discuss. This overview will be used to promote the roundtable during the conference; consequently it is beneficial to consider your target audience while writing this overview. While no word limit is imposed, authors should aim for an overview length of about 150 words.

**KEYWORDS**

Suggest approximately 2-3 keywords. The last keyword should be “Standards” and include a numerical list of the particularly relevant CDIO Standards, e.g., Standards: 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12

**ACTIVITIES**

Include a brief summary of the proposed activities participants will undertake in the discussion.

**TARGET AUDIENCE**

Explain who should attend this roundtable and outline any background knowledge required for participants.

**FOLLOW-UPS**

Are there any activities that is already envisioned for a follow-up for the roundtable (e.g. the purpose is to discuss standard X and form a group that will work on sharing knowledge on standard X)?

**FORMATTING YOUR PROPOSAL**

Use a one-column format with left and right justification. Set the page size to 210 x 280 mm or 8 ¼ x 11 inch so that printed copies will fit comfortably on both A4 and US Letter sizes. Set all the margins at 25 mm (1 inch) and set the footer to start 13 mm (½ inch) from the bottom of the page. Leave the gutter at 0 mm. (In Word you can use the Page Setup settings under Format/Document or the Page Layout tab to create a custom Paper Size and set the user defined non-printable margins to make sure the footer appears in the resulting PDF. Or simply use this template file. When creating the PDF from older versions of Word, you may need to use the File/Print Menu to save to PDF, as the File/Save to PDF option cuts off the footer in some cases.)

Use single space, Arial, 11 pt. Do not include page numbers, footnotes, or headers.

Use this footer format in Arial, 9 pt., italic, as shown at the bottom of the pages in this document:

 *Proceedings of the Xth International CDIO Conference, Hosting Institution, Location, Month DD – DD, YYYY.*

Be sure you don’t shift the margin settings to move the bottom of the footer into the commonly unprintable area within 13 mm of the bottom of the page.

**THE REFERENCE SECTION (OPTIONAL)**

Use the APA format for all references as shown in the example below. If in doubt about the reference style, consult [www.apastyle.org](http://www.apastyle.org) (American Psychological Association, 2018). When citing a reference in the text, use Author/Date in parentheses (Biggs & Tang, 2011) or (Malmqvist, Huay, Kontio, & Minh, 2012). If it reads better, refer directly to Lantada, et al. (2012) in the text. References should be in Arial, 10 pt. single-spaced and listed in alphabetical order. 3 pt. space between the references. We suggest that you use either a reference tool like endnote (Clarivate, 2018) or the built-in reference system in Word. You can find a tutorial on how to use the built-in reference system in Word at <https://support.office.com/en-us/article/create-a-bibliography-citations-and-references-17686589-4824-4940-9c69-342c289fa2a5> (Microsoft, 2018). References should be made so that other people can find them; include all relevant information (if you are refereeing to a webpage like (American Psychological Association, 2018). remember to include the date you accessed it)

**REFERENCES**

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**BIOGRAPHICAL INFORMATION**

Include a 1-paragraph biography of each author. Give the full address, telephone, and email information for the corresponding author. **The authors must grant a Creative Commons license to reproduce the work and include the marking shown below.**

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