

GUIDELINES FOR ROUNDTABLE DISCUSSIONS

May 23, 2019

Planning your roundtable

- Roundtables are opportunities for informal discussion on a topic proposed by the roundtable facilitator.
- Two types of roundtables will be offered during CDIO 2019: organized roundtables that have an accompanying Extended Abstract available; and pop-up roundtables that are spontaneously proposed during the conference (to be held Thursday)
- Send a PowerPoint file of **only one slide** for your 1 minute (60 seconds) teaser presentation by **June 11** to the teaser session chair, Gareth Thomson, who will be in contact with you ahead of time.
- The roundtable facilitators should prepare to introduce themselves, the proposed topic, as well as the questions to be discussed at the beginning of the roundtable session.
- Each roundtable will run parallel with the posters following a brief roundtable teaser session in the morning (together with the poster teaser session). During the teaser session, you will have 1 minute (60 seconds) to present your discussion topic and attract attendees from the conference participants. Please be prepared to make your elevator pitch during the teaser session on the day of the roundtables.
- Please prepare and bring with you any materials you will need for the roundtable. We will try to accommodate papers/flipover charts

Roundtable teaser session

Each organized roundtable will be assigned to one of two poster sessions along with a poster/roundtable teaser session that precedes it. One of the authors representing your roundtable must present your teaser on the day to which your roundtable is assigned. During the teaser session you will have exactly 1 minute (60 seconds) to introduce the topic of the roundtable and attract audience members for the session that follows. Please think of this presentation as an opportunity to garner interest for your roundtable among the attendees similar to the way a TV commercial creates interest in its product.

On your turn during the teaser session, a standard slide containing the title and author(s) of your roundtable will be briefly displayed. The slideshow will then show a single slide prepared by you and your 60 seconds will begin. In order to allow this session to run smoothly, please prepare **only one (1) slide** in Microsoft PowerPoint (.pptx) format using the template available on the conference website. This is a strict limit and the organizers reserve the right to remove any additional slides if your file contains more than one. The presentation system to be used is suitable for slides of 16:9 aspect ratio, so please prepare your PowerPoint slide accordingly. Additionally, a connection to the audio system will provide playback for any sounds that are timed to play automatically.

Send your slide by **June 11, 2019** to the chair of the teaser session in a message with the subject "Roundtable teaser slide #<<YOUR SUBMISSION ID>>" (for example "Roundtable teaser slide #245"). The session chair is Gareth Thomson (email G.A.THOMSON@aston.ac.uk) and he will be in touch with all the presenting authors about the teaser slides well ahead of the deadline. The presentation file name should be the roundtable id number



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(submission ID) followed by an underscore followed by the last name of your first author (for example, 001_Suzuki.pptx). Authors who **do not submit this file on time** will only have the standard title and author(s) slide during their presentation.

Technical Details

- The venue for organized and pop-up roundtables both will be in a flat room in the Lakeside lecture theater complex. The space is an open floor plan with tables and chairs, but no computers or projectors will be available.
- If the size of a roundtable becomes too large for the assigned space, or if the location becomes too noisy to facilitate proper discussion, the roundtable facilitator is encouraged to take the group of participants to another location, or even outside if the weather is nice.
- Please be ready to start your roundtable at the beginning of the allocated time. If no facilitators are present for an organized roundtable, the roundtable will be cancelled. Additionally, if no facilitators are able to attend at the assigned time for whatever reason, please do your best to contact the conference organizers and let them know ahead of time.