



## ATA 2016 Roundtable Presenter Guidelines

Thank you for your willingness to participate in the ATA 2016 Annual Conference and Trade Show. Please review the following instructions to get fully prepared for ATA 2016.

### Register Now for the Conference and Make Your Hotel Reservation

Moderators/presenters are responsible for registering for the conference and making their own hotel reservations. Please visit [www.ata2016.com](http://www.ata2016.com) to register and make your hotel reservation for ATA 2016! *Please note moderators/speakers do not receive a reduced rate for registration.*

### Preparing For Your Roundtable Presentation

The focus of the roundtable is to provide a forum for **interactive discussion** between you and the audience around a specific telehealth topic or issue. Please review the resources provided on the Presenter Resources home page.

**No audio-visual equipment is provided for roundtable sessions.** You may bring your own laptop to use for your presentation.

Please ensure your presentation is non-commercial.

### General Information for On-site at ATA 2016

#### Speaker Ready Room

Roundtable presenters must check in at the Speaker Ready Room 101 EF. **Please plan to arrive at the Speaker Ready at least 3 hours before your scheduled session.**

Speaker Ready Room hours:

Saturday 10:00 am – 5:00 pm

Sunday 7:00 am – 5:00 pm

Monday 7:00 am – 5:00 pm  
Tuesday 7:00 am – 5:00 pm

### **Information about the Roundtable Session**

This moderated roundtable session is scheduled for Monday, May 16<sup>th</sup> from 1:15pm-2:15pm in Room 211 AB.

Each roundtable presenter is assigned to a specific table in the meeting room where attendees will have the opportunity to interact and have an in depth discussion with roundtable presenters. There will be two 30-minute rounds during the one hour session.

Your specific table number will be assigned to you on-site in the meeting room. Presenters should arrive at the meeting room at 1:00pm and sit at their assigned table.

Attendees will select a table and the moderated session will kick off at 1:15pm.

Presenters will have a half hour, in-depth presentation and discussion with the attendees at their table (suggested timing is 10-15 minute presentation followed by 15-20 min Q&A/ discussion with attendees.

After the first 30 minutes, at 1:45 pm, the moderator will ask attendees to select a new table. Presenters will speak again with the new group of attendees.

Time management is critical to the success of the session. Please adhere to the time allotted for your presentation.

### **Roundtable Presenter Resources:**

Please review these important resources accessible from the Presenter Resources website:

- Best Practices For Moderating Delivering A Successful Roundtable at ATA 2016
- Guidelines Regarding Commercial Support and Disclosure
- Promotional Toolkit – *this resource will help you get the word out about your session and ATA 2016!*

### **ATA Mobile App**

The ATA 2016 mobile app partner is SpotMe. This exciting new app offers users access to the full education program, up-to-date information and new features for moderators, presenters

and attendees to interact and engage with each other during the conference. More information and tutorials coming soon!

### **Special Requirements**

If you have special needs, please contact ATA staff as soon as possible at [ata2016@americantelemed.org](mailto:ata2016@americantelemed.org)

For any other questions or special requests, please contact [ata2016@americantelemed.org](mailto:ata2016@americantelemed.org) or call 202.223.3333.