

Best Practices for Delivering a Successful Roundtable Presentation at ATA 2016

1. Please follow these guidelines for your roundtable presentation

- There will be two rounds of 30 minutes each for knowledge sharing and interaction with attendees.
- Plan to use 1/3 of the allotted time for presentation and plan the rest for interaction with the attendees.
- The recommended Roundtable presentation format is as follows:
 - State the topic, title, name and organization (1min)
 - Presentation (10 mins)
 - In-depth discussion on the topic among group attendees (17 min)
 - Leave a few minutes at the end to wrap up. summarize the main conclusions, note points of controversy or disagreement, and suggest where the conversation might go next (2 min)

2. Remember the purpose of a roundtable presentation

- To share your knowledge about an area of expertise, program, or research
- To network with colleagues who are interested in your work or research

3. Tips for an effective roundtable discussion

- Roundtables are excellent venues for getting targeted feedback, engaging in in-depth discussions, and meeting colleagues with similar interests.
- Roundtables do not have traditional audio-visual aids available, but most roundtable presenters bring handouts illustrating their work.
- 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.

- 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.
- 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. Make sure to encourage these additional attendees to pull up chairs, we will have extras around the perimeter of the room.