

Guidelines for Roundtable Discussion Sessions

What is a Roundtable Discussion Session?

Roundtable Discussion sessions are short burst of learning with an interactive conversational approach to the educational experience. It allows presenters to be more personal with audiences for purposeful dialogue on their topic. It provides an opportunity for active discussion and a stimulating learning environment.

Roundtable Discussion sessions may not promote a specific product, drug, technology, or instrument.

Be sure to review the NASN Call for Abstracts Agreement and Conflict of Interest Policy for more information.

You are required to display a disclosure statement after your title slide (2nd slide) on your power point handouts.

The Roundtable Discussion handouts and/or other materials presented to the learner related to the educational activity must be free of any logos or other trademarks of a commercial interest organization. Acknowledgement of commercial support must be limited to the name of the entity providing support.

Your Roundtable Discussion abstract should answer the following questions:

Q. What is the question/concern/issue?

A. Use clear statements to convey the purpose of the research or topic.

Q. Why should I care?

A. Explain/communicate the significance of the topic.

Q. What is your strategy?

A. Outline how you addressed the problem or issue.

Q. What did you actually find?

A. List the results of your research.

Q. What do you think it all means?

A. Explain your conclusions and how you got there.

Q. Where do we go from here?

A. Share any topics that could be used to expand for future research or list recommendations to further this topic.

Q. On what evidence did you base your strategy?

A. Evidence-based references are required and are NOT optional or offered upon request.

Tips for Preparing for Roundtable Discussion Sessions

Plan to prepare and present your material in a more conversational engagement way with audience learners.

Roundtable discussion presenters should not plan to use a laptop to present their materials, but instead should come prepared to cover the “Key Take -Away Points” necessary for the learner to know.

Whenever possible, use graphs, charts, tables, figures, pictures or lists instead of text to get your point across. It will allow for learner engagement and interaction.

Check out this YouTube clip [Tips for Roundtable Presentations](#) to gain a better understanding of a Roundtable presentation by the American Council on Teaching Foreign Languages (ACTFL).

FYI: The timing may differ from the YouTube clip, but the rest of the details and tips are applicable.

PowerPoint:

1. You will need to develop slides (handouts) to be able to share your material with the audience. NASN will make these handouts available to attendees ahead of time.
2. NASN will provide a limited number of copies on-site for learners.
3. Your abstract submission slides should only be between 8 (minimum) to 12 (maximum) slides.
4. You will not have access to a projector to share your slides on the screen with learners.