

---

## Guidelines for Roundtable Discussion Sessions

Please be aware of the [NASN Annual Conference Call for Abstracts Agreement and Conflict of Interest Policy](#). All session presenters must agree to these terms and conditions.

### What is a roundtable discussion session?

Roundtable Discussion sessions are short burst of learning (approximately 20 to 25 minutes per rotation) with an interactive conversational approach to the educational experience. It allows presenter(s) to be more personal with audiences for purposeful dialogue on their topic. It provides an opportunity for interactive discussions and a stimulating learning environment to conference attendees.

Roundtable discussion sessions 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 my audience care?**

A. Explain/communicate the significance of the topic.

**Q. What is the strategy?**

A. Outline how the problem or issue was addressed.

**Q. What was actually found?**

A. List results of the research.

**Q. What does this all mean?**

A. Explain conclusions and how there were made.

**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.

### What should not be included in a roundtable discussion session?

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

Roundtable discussion session handouts, such as supporting information on the topic and/or materials presented to learners related to the educational activity, cannot include 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.

---

**Tips for preparing a presentation for a roundtable discussion session:**

**What to expect...**

- Learners and presenters will be located in a room with several round-shaped tables. Presenter will be placed at a table. More than enough tables to support the number of roundtables assigned to a session will be provided. Presenters should plan to arrive early and choose a table.
- The session will take place during workshop timeframes, which occur in 2-hour blocks of time. This means, based on the number of roundtables accepted, presenters will repeat the presentation of their topic 5 to 6 times with learners for approximately 20 to 25 minutes each time.
- Learners will rotate from table to table. Presenters will remain at one table.
- A designated moderator will be present to help facilitate the timing of the rotations during the session. Moderators will have a timer and a bell to help notify presenters and learners when it is time to rotate out of the current topic and into a new topic.
- The direction of the rotation can be clockwise or counter clockwise; depending on the venue. The NASN conference team will make this determination and share with moderators. Moderators will implement the rotation to presenters and learners prior to the start of the session.
- Presenters should plan to prepare and present material in a conversational and engaging way to each group of learners throughout the session.
- Learners must stay for the entire 2-hour session and must rotate to all roundtables in order to receive the full continuing nursing education (CNE) contact hours for the session. No partial credit will be provided.
- Presenters should not plan to use a laptop to present their topic. Instead, presenters should come prepared to cover “key takeaway points” the learner should receive. Presenters can share their “key takeaway points” in a variety of ways including handouts, charts, infographics, and more. No slide presentations will be requested by NASN or made available by NASN to the learners.
- Whenever possible, presenters should use graphs, charts, tables, figures, pictures or lists instead of text to convey information. This will allow for learner engagement and interaction.



*National  
Association of  
School Nurses*

1100 Wayne Avenue, Suite 925  
Silver Spring, Maryland 20910  
866-627-6767 (phone)  
301-585-1791 (fax)  
nasn@nasn.org (email)  
www.nasn.org

---

**Frequently asked questions (FAQs):**

**Q: How will I know when it's time to rotate?**

A: A designated moderator will be present to help facilitate the timing of the rotations during the session. Moderators will have a timer and a bell to help notify presenters and learners when it is time to rotate out of the current topic and into a new topic. If possible, moderators will give presenters warning notifications at the 5 and 3-minute mark to help with wrapping up a conversation to prevent delays in rotating.

**Q: I feel it's easier if presenters rotate versus learners. Is that okay?**

A: No. Learners will rotate from table to table. Presenters will remain at one table.

**Q: What if I can hear the table next to me?**

A: The NASN conference team strives to provide appropriate spacing for tables. However, roundtables will all be in one room and presenters will need to be comfortable with presenting while others are presenting and speaking in the same room.

**Q: Will I need to bring my laptop and/or tablet?**

A: No. The session setup will not support equipment for laptops and/or tablets. NASN requests and presenters can provide "key takeaway points" that will maximize discussion and interaction between presenters and learners.

**Q: Should I make copies of my handout(s) to bring?**

A: Yes. NASN recommends that presenters make and bring copies of any handouts with the presentation to share with learners. NOTE: Handouts submitted to NASN prior to the conference will be shared electronically by NASN with learners via the conference app and website so that learners can also access these online. Deadlines for submission of handouts will be listed on the Abstract Submission Guidelines and on the CATALYST submission website.

**Q: How many times will I need to present?**

A: Presenters should plan and prepare to present approximately 5 to 6 times for approximately 20 to 25 minutes per rotation. These numbers will be based on the final number of roundtable sessions accepted for the session. Estimated breakdown would consist of 15 minutes to present and 10 minutes for learner Q&A or 13 minutes to present and 7 minutes for Q&A. Times may vary based on the finalized number of roundtables in the session.

**Updated August 2019**