

GENERAL INSTRUCTIONS

- ❖ Expected participants for the discussion range from 15 to 20 delegates.
- ❖ Time for the presentation of the work is 5 to 10 minutes followed by 10 minutes discussion session.
- ❖ Roundtables are excellent venues for giving and receiving targeted feedback, engaging in in-depth discussions, and meeting colleagues with similar interests, so focus will be on raising questions and seeking the answers to the specific questions.
- ❖ Roundtable presenters should prepare targeted questions to pose to others at the table in order to get the views of those attending.
- ❖ Roundtables are an ideal format for networking and in-depth discussion on a topic, so need more preparation from the presenters.
- ❖ **Handouts:** Bring 15 copies of handout bearing key points (Single page) that you wish to share with session attendees. Be sure to include your contact information on the first page to encourage follow-up.