



GUIDELINES FOR ROUNDTABLE DISCUSSIONS

25 March 2022

Planning your Roundtable

- Roundtables are opportunities for informal discussion on a topic proposed by the roundtable facilitator.
- Two types of roundtables will be offered during CDIO 2022: organized roundtables that have an accompanying Extended Abstract available; and pop-up roundtables that are spontaneously proposed during the conference (to be held Wednesday).
- Send a PowerPoint file of **only one slide** for your 1 minute (60 seconds) teaser presentation by June 1st to the teaser session chair, Gareth Thomson, who will be in contact with you ahead of time.
- Each roundtable discussion is allocated **60 minutes**. This includes the introduction of the facilitators, the proposed topic, and the questions to be discussed, but it does not include the break time before or after the session. It is important that the roundtable begins and concludes on schedule so that participants have adequate time in between sessions.
- Each roundtable will run following a brief roundtable teaser session on Tuesday morning. During the teaser session, you will have 1 minute (60 seconds) to present your discussion topic and attract attendees from the conference participants.
- Please prepare and bring with you any materials you will need for the roundtable. We will try to accommodate papers/flipover charts.

Roundtable Teaser Session

One of the authors representing your roundtable must present your teaser on Tuesday morning. During the teaser session you will have exactly 1 minute (60 seconds) to introduce the topic of the roundtable and attract audience members for the session that follows. Please think of this presentation as an opportunity to create interest for your roundtable among the attendees.

On your turn during the teaser session, a standard slide containing the title and author(s) of your roundtable will be briefly displayed. The slideshow will then show a single slide prepared by you and your 60 seconds will begin. In order to allow this session to run smoothly, please prepare **only one (1) slide** in Microsoft PowerPoint (.pptx) format using the template available on the conference website. This is a strict limit and the organizers reserve the right to remove any additional slides if your file contains more than one. The presentation system to be used is suitable for slides of 16:9 aspect ratio, so please prepare your PowerPoint slide accordingly. Additionally, a connection to the audio system will provide playback for any sounds that are timed to play automatically.

Send your slide by June 1st, 2022 to the chair of the teaser session in a message with the subject "Roundtable teaser slide #<>" (for example "Roundtable teaser slide #245"). The session chair is Gareth Thomson (email G.A.THOMSON@aston.ac.uk) and he will be in touch with all the presenting authors about the teaser slides well ahead of the deadline. The presentation file name should be the



roundtable id number (submission ID) followed by an underscore followed by the last name of your first author (for example, 001_Suzuki.pptx). Authors who **do not submit this file on time** will only have the standard title and author(s) slide during their presentation.

Technical Details

- Please find the room where your roundtable will be held when you arrive at the conference venue so that you know where it is located. Arrive at your scheduled room at least 5 minutes before your session begins.
- The venue for both organized and pop-up roundtables will be in a flat room. The space is an open floor plan with tables and chairs, but no computers or projectors will be available.
- If the participation of a roundtable becomes too large for the assigned space, or if the location becomes too noisy to facilitate proper discussion, the roundtable facilitator is encouraged to take the group of participants to another location, or even outside if the weather is nice.
- Please be ready to start your roundtable at the beginning of the allocated time. If no facilitators are present for an organized roundtable, the roundtable will be cancelled. Additionally, if no facilitators are able to attend at the assigned time for whatever reason, please do your best to contact the conference organizers and let them know ahead of time.