

GUIDELINES FOR ROUNDTABLE DISCUSSIONS

April 27, 2018

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 2018: organized roundtables that have an accompanying Extended Abstract available on the conference USB; and pop-up roundtables that are spontaneously proposed during the days of the conference.
- The roundtable facilitators should prepare to introduce themselves, the proposed topic, as well as the questions to be discussed at the beginning of the roundtable session.
- Each roundtable will run during one of the 70-minute sessions following a brief roundtable teaser session in the 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 be prepared to make your elevator pitch during the teaser session on the day of the roundtables.
- Please prepare and bring with you any materials you will need for the roundtable. The conference staff will do its best to provide to a reasonable extent any supplies that were listed in the “Special Requirements” section of the Extended Abstract. However, any exotic or difficult to acquire items should be provided by the facilitators themselves.

Technical Details

- The venue for organized and pop-up roundtables both will be in the Challenge Lab of Building 26. The space is an open floor plan with tables and chairs, but no computers or projectors will be available unless specifically requested according to the special requirements below.
- If you have any special technical requirements, it may be possible to prepare such support if you contact the organizers by email (cdio@kanazawa-it.ac.jp) well in advance. Please understand that it may be difficult to fulfill your request if it is made too late with respect to the start of the conference.
- If the size 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 within the Challenge Lab, 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.