**What is a conference Roundtable?**The main purpose of a conference Roundtable is to have a small discussion and explore a specific topic or issue with a small group of people. It consists of 8-10 attendees literally sitting around a table. The discussion leader gives a brief (5-10 minute) introduction to provide some background and set the stage for the Roundtable attendee discussion. As the discussion leader, you will moderate the discussion that follows amongst the participants and facilitate engagement by coming prepared with 3-5 discussion questions. The ultimate goal is for the discussion leader and Roundtable participants to leave with some new information and new perspectives on the Roundtable topic. It is an excellent venue for giving and receiving targeted feedback, engaging in in-depth discussions, and networking with Clinical Research Nurses who share similar interests.

**Session Length**: Each Roundtable session is 30 minutes in length; followed by a short break and, after the break, your Roundtable session will be repeated with a new group of attendees for a total of 2 back-to-back sessions.

**Handouts** are encouraged and can be used to help aide in the discussion, share key points, list resources, etc. *(Note: There is no projection available during these sessions.)*

**Preparation**: Although roundtables rely heavily on discussion, this does not negate the need for advanced preparation. You should develop the introduction portion of your session and practice it until you are comfortable and can clearly share your thoughts and ideas.

**Sample structure**:

* Start the session by **briefly** introducing yourself and have attendees briefly introduce themselves (i.e., name, role, where you work)
* **Provide a short introduction** (limited to 5-10 minutes to allow as much time for discussion as possible). Your introduction should provide some background on the topic, your findings and conclusions, implications for policy, practice, and research, and other key pieces of information to help set the stage.
* **Kick off the discussion:** Come prepared with 3-5 questions to help stimulate the discussion. As the discussion leader, you will facilitate the discussion and encourage fair participation from all attendees.
* **Briefly summarize** what you’ve just covered and thank your participants for attending and engaging in the discussion.
* **Post-conference**: After the conference is over, presenters will likely receive emails or calls from those at your roundtable discussion. This is an opportunity to build your professional network! Please provide contact information to those in attendance.

**Roundtables will be scored on:**

* Relevance: Topic is aligned with the conference theme and relevant to the conference attendees.
* Completeness of the Roundtable Educational Planning Form
	+ Session description clearly describes the content of the roundtable and importance/significance to Clinical Research Nursing.
	+ Content/topic supports the session description.
	+ Handouts and/or pre-designated open-ended questions to elicit discussion support the discussion topic
	+ One (1) presenter per roundtable.