

## ROUNDTABLE SUBMISSIONS

### GENERAL INFORMATION

Roundtable presentations provide an opportunity for conference attendees to get together in an informal setting and examine issues related to clinical research nursing. They allow for extended discussion among a small group. Roundtables are excellent venues for giving and receiving targeted feedback, engaging in in-depth discussions, and meeting colleagues with similar interests.

Each conference roundtable session will be 60 minutes in length. An individual roundtable presentation will be 30 minutes in length repeated once to allow attendees to attend 2 presentations during the session.

An individual round table presentation will consist of a 5 to 10-minute oral presentation by the facilitator/presenter followed by discussion with attendees seated around the table. There will be one presenter for an individual roundtable presentation.

Each presenter is assigned to a specific table where attendees will have the opportunity to have an in-depth discussion with presenter. When you walk into a roundtable room you will find several tables with 8-10 chairs per table. Each table will have a number that corresponds to the presenter/topic listed in the agenda. Tables will be spaced far enough apart so each table's discussion will not be disturbing to others. When the session begins, the presenter offers their presentation to those seated at their table. At the end of the 30 minutes, attendees will move to another table and you will have a new group of attendees to repeat your presentation.

**Visual aids:** Roundtables do not have traditional audio-visual aids available (e.g., PowerPoint presentation with a projector), but most roundtable presenters bring handouts illustrating the topic being discussed.

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

**Handouts:** Bring 20-24 copies (for 2 presentations) of all materials that you wish to share with session attendees. Be sure to include your contact information to encourage follow-up. Presenters can include as part of their handouts a) key lessons to be learned, and b) a list of resources (web links, books, people) to learn more.

**Questions:** While your attendees may be eager with questions, it is useful to have one or two prepared questions that you can use, if needed, to stimulate the discussion. Questions may be directed to the presenter and/or the attendees at the session, encouraging their participation, feedback, and the sharing of lessons learned.

## **RUNNING THE ROUNDTABLE DISCUSSION**

- Arrive early and greet those in attendance
- Sample structure for a roundtable discussion:
  - Introduction: who you are, why you're here.
  - Participant Introduction: name, organization, their interest/expectations for the roundtable discussion topic
  - Topic Introduction: Inform the attendees what will you be speaking about. Provide background information, findings publicized, and other key facts about the topic to be discussed. Provide as much information as possible to the roundtable participants. Any summary background information that is available, pertinent or pending legislation or regulatory requirements, web links, other references.
- Main points: communicate the main ideas and sub-ideas
- Discussion: this will be the bulk of the time and is discussed in more detail below
- Review: **summarize** what you've just covered
- Conclusion: thank participants for attending and engaging in the discussion, let them know if you will follow-up and encourage them to follow-up with you
- One of the most difficult challenges in planning for a roundtable session is that they are, by definition, meant to accommodate a small audience around a single table. Some participants will be reluctant to speak up, while others may speak up too much or take the discussion off-track.
- Tips:
  - Stay on point/issue/target with the group as much as possible.
  - Recognize your view is least important to the group.
  - Avoid answering your own questions.
  - Stay active, attentive, , engaged.
  - Maintain a positive, supportive, on-point attitude.
  - React to participant comments with patience and non-evaluative demeanor.
  - Focus on participant while speaking and paraphrase back for clarification as needed.
  - Demonstrate you know something (but not too much) about the area under discussion.
  - Recognize all who want to speak with attentiveness and a smile.
  - Maintain a posture of openness, interest, and interaction.
  - Appreciate people for their contributions to the discussion.
  - Move the discussion to the next point when interest wanes or overkill is evident.
  - Don't allow one person to dominate the roundtable.
- **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!

## **INSTRUCTIONS**

- Each roundtable presenter will complete the following documents and return to [tricia@iacrn.org](mailto:tricia@iacrn.org):

- Biosketch and disclosure form
  - Roundtable Information Form
- Any questions or assistance, please contact: Elizabeth Ness ([nesse@mail.nih.gov](mailto:nesse@mail.nih.gov)) or Cheryl Fisher ([cfisher@cc.nih.gov](mailto:cfisher@cc.nih.gov))