



GUIDELINES FOR ROUNDTABLES

May 31, 2023

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 2023: organized roundtables that have an accompanying Extended Abstract available; and pop-up roundtables that are spontaneously proposed during the conference.

The Extended Abstract for the Roundtable that you have submitted is available to download for participants from two weeks before the conference start.

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.

Please prepare and bring with you any materials you will need for the roundtable.

Pop Up Round Tables

Pop Up Roundtables are possible. Throughout the conference, there will be an opportunity to book a room for a spontaneous meeting about an interesting topic that may arise. The format for the Pop Up Roundtable consists of an introduction to a topic to be discussed by the participants.

Practical 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.

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.