



## Guidelines for Roundtable Presentations

Please use the following guidelines when preparing your roundtable presentation for Ngā Pae o te Māramatanga's 6th Biennial International Indigenous Development Research Conference.

Roundtable presentations are among the most flexible format offered at the conference, and are timed for 10 minutes per speaker (as follows):

Speaker	Session duration	Speaking time	Question time	Changeover time
Presenters in Roundtable sessions Wed 26 <sup>th</sup> and Thur 27 <sup>th</sup> November 2014 Lunchtime 12:20-1:00pm	<u>30 min session</u> - 3 presenters x 10 min	6 min	2 min	2 min
	<u>40 min session</u> - 4 presenters x 10 min			

Each session allows for discussion among a small group with a maximum of four 10-minute presentations. Roundtables are excellent venues for giving and receiving targeted feedback, presenters should bring targeted questions to pose to others at the table in order to learn from; and with those attending making the most of this format for networking and in-depth discussion on a particular topic.

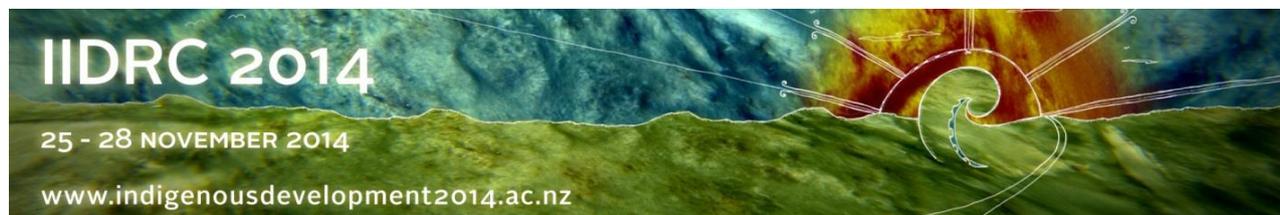
What does a roundtable session look like? When you walk into the roundtable space (OGGB Level 1 Foyer) you will find a table with 8-10 chairs. When the session begins, the presenter offers their presentation to those seated at their table. Each presenter is in charge of his or her 10-minute presentation time allowing for questions and changeover.

**Presenters please report on your scheduled presentation day to:** Donna Gardiner and Jordan Waiti, Roundtable Facilitators at 12:10pm, in the OGGB Level 1, Foyer (a table will be clearly marked). Donna and Jordan will assist with ensuring the sessions run on time and should a cancellation or scheduling issue arise, advise you on any changes to your roundtable session.

Arrive early and greet those in attendance, welcome other speakers and attendees and make everyone feel at ease. If you are in a 30 or 40-minute session sharing it with other presentations, it is polite to attend the other presentations in order to support your colleagues, limit disruptions and allow for smooth transition from one to the next.

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.

Speak clearly, offer your personal insights, and encourage questions and discussion. Take advantage of the expertise and insights from other attendees to build your professional network. If you have only a few attendees, take advantage of the opportunity to have each person briefly introduce him or herself so that you may identify connections and encourage exchange, among those attending.



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### ROUNDTABLE PREPARATION POINTS:

**Visual aids:** Roundtables do not have audio-visual aids available, please bring handouts illustrating your work. Roundtables are excellent venues for getting targeted feedback, engaging in in-depth discussions, and meeting colleagues with similar interests.

**Handout Material:** Come prepared with 12 copies of all materials that you wish to share with session attendees. Be sure to include your contact information on your handouts to encourage follow-up. Use clear and concise language; we discourage the use of 'insider' language, acronyms, and abbreviations that make it difficult to comprehend your presentation. To be outstanding we recommend you include as part of your handouts:

- key lessons to be learned

- a list of resources (web links, books, conferences, people) to learn more

**Q&A:** While attendees may be eager with questions, it is always useful to be prepared with one or two questions at the ready that you can use if needed, to stimulate the discussion. Questions need not only be for you as the presenter, they may also be directed to the attendees at the session, encouraging their participation, feedback, and the sharing of lessons and knowledge learned.

**Attendance:** 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 roundtable. Occasionally, larger audiences show up, you are encouraged to make the space as inviting as possible ask attendees to pull up chairs (including borrowing from another space; if this allows), and to share handout materials if needed.

**Post-conference:** After the conference is over, you will likely receive emails or calls from those who heard, or heard of, your presentation. This is an opportunity to build your professional network and sustain the field through collegial exchange. Where appropriate, you may want to ask those inquiring, about their work, to see how it might mesh with your own in ways that could be advantageous to you both.

*This is your time to shine! You are practiced and are ready to share your knowledge and expertise  
Whāia ngā pae o te māramatanga! Pursue the horizons of knowledge and understanding*