

Roundtable Guide

Conference on Higher Education Pedagogy

The Space

- The room will be set with round tables, each with 10 seats.
- Each presentation will have its own table, identified in the conference program.
- Attendees will have the opportunity to select a table.

Session Flow

- The roundtable session is 45 minutes in length and will be divided in two parts. After 20 minutes, the moderator will give attendees five minutes to select a new table. Presenters will speak again with a new group of attendees.
- Presenters will have 20 minutes total with each group. Presenters may use the 20 minutes as they wish; however, it is recommended to limit the presentation to less than 15 minutes to allow time for questions and discussion.
- Only one presenter per abstract is allowed to present. Your co-author(s) can join you at your table and help answer questions. Attendees should be given priority for available seats at the table.
- While we hope all presenters have attendees at their table, presenters are welcome to join other table discussions if there's a lack of representation at their table.

Supporting Materials

- You may show PowerPoint slides on your laptop. Please respect other presenters in the room by limiting the use of audio on your device. Make sure that you arrive with a fully charged device.
- You may provide handouts.
- It is recommended to upload any supporting materials to your presentation on Fourwaves. This will allow for conference guests to access the materials directly.

Email teaching@vt.edu with any questions.



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