

GUIDELINES FOR ROUNDTABLES

Update: 2017-05-20

Planning your roundtable

- Roundtables facilitate informal discussion on a topic proposed by a roundtable facilitator.
- Two types of roundtables will be offered during CDIO 2017, organized roundtables that are topics that have been initiated through the submission of an Extended Abstract, and pop-up roundtables that are spontaneous topics that have arisen during conference discussion and have garnered enough interest to warrant further discussion.
- The roundtable facilitator should start the roundtable by providing the background and discussion questions.
- Each roundtable has been allocated 60 minutes in the program and they take place during lunch.
- Please prepare to bring everything you need during your roundtable with you to the conference. There are limited possibilities to produce presentation materials at the conference venue.
- The participants of a roundtable may decide to continue the collaboration and form a working group. The goal of a working group can be, for example, to collaborate on a new advancement within CDIO.

Practicalities

- The venue for organized roundtables is a design lab (ENG 124 or ENG 130) equipped with a computer (Microsoft Windows 7 operating system, Microsoft Office 2013, Adobe Acrobat Reader) connected to a digital projector.
- If any special facilities or technical support is required, please contact the conference secretariat in advance by sending an email to info@cdio.ca.
- The venue for pop-up roundtables will be the X&O furniture located in ENG 122 next to the Registration Desk.
- If the size of a pop-up roundtable gets too large for the X&O furniture, or if the location is found to be too noisy to facilitate proper discussion, the roundtable facilitator is encouraged to take the group of participants to another location in the Engineering Building, or even outside if the weather is nice.
- Please be prepared to facilitate your roundtable at the allocated time.