

2024 AIEA CONFERENCE: IMPORTANT INFORMATION FOR ROUNDTABLE FACILITATORS

TIPS AND GUIDELINES ON FACILITATING ROUNDTABLE SESSIONS:

- **IMPORTANT:** Unlike in the past, all roundtable rooms will NOT have a projector for a slideshow presentation at the 2024 conference. These sessions are meant to be discussion-based without a formal presentation.
- AIEA recommends that all roundtable sessions have two facilitators to avoid cancellation of the session. If you do not yet have a co-facilitator, please send the name, email address, institution/organization name, 75-word bio and contact information to **Mel Simmons**, m.simmons@aieaworld.org.
- Mention in the beginning that this is a discussion-based session and that it's important to hear from all voices present, maybe even noting a few ground rules (i.e. "sharing the spotlight" – which means that a few voices should not dominate the discussion).
- If the group is smaller, provide time for attendees to briefly introduce themselves.
- Provide a few minutes of framing remarks on the roundtable topic and then pose the questions to be discussed. *IMPORTANT NOTE: Facilitators are to refrain from giving a presentation—their role is to facilitate the discussion throughout the session. Remember that attendees are quite experienced and will have quite a bit to share from their own experiences and insights.*
- If the group is larger, encourage small group discussion first on the questions before coming back together as a larger group to discuss.
- Be sure to include a question on implications for Senior International Officers – and what this topic means in the context of leadership.
- Provide a synthesis and summary in the last 5-10 minutes of the roundtable discussion, highlighting implications for Senior International Officers.
- Be sure to allocate the last 3-5 minutes for completing the evaluation form.
- Facilitators are asked to submit a brief (i.e. 1 page) written summary of your discussion session for posting on the AIEA website following the conference – please send to secretariat@aieaworld.org within one week after the conference.

Thanks for your observance of these tips and guidelines!

Session Logistics

- **Room set up:** Roundtable sessions will take place in rooms with roundtable setup to facilitate discussion. As mentioned above, most roundtable session rooms will not have a

projector, and facilitators are asked not to prepare a slideshow presentation. We appreciate your flexibility on this.

- **Media:** Media personnel may be present in sessions and roundtables. Please be sure to notify your participants at the beginning of the session. If you would like the session to be “off the record,” please notify attendees at the beginning of the session.

NOTE: If your session is closed it is the chair’s responsibility to make sure signage is placed on the door or on the front podium during your session.

- **Note on AV:** Internet *will not* be available in session rooms at the 2024 Annual Conference. Rooms may or may not include microphones depending on the size of the breakout room.

- **Evaluation Forms: (IMPORTANT NOTE):** All session evaluations must be submitted electronically. Please allow 5 minutes at the end of your session for participants to complete the electronic evaluation forms in the Conference Mobile App.

*Instructions to share: Please go to the **Agenda**, find the session name and select **Surveys**, complete the survey and click submit (top right corner).

NOTE: The results of these forms *will not* automatically be sent to you but you are welcome to request those after the conference by emailing secretariat@aeaworld.org.

- **Roundtable Materials Deadline:** AIEA requests that Chairs post any roundtable handouts or related readings to their own websites and then send AIEA the URLs for posting on the AIEA website by no later than one week after the conference. For those who prefer AIEA to post the materials for them, including any support readings, we would need the materials sent to us in .pdf format by January 31 or sooner. **If you are able, you are welcome to submit a brief (i.e. 1 page) written summary of your discussion session for posting on the AIEA website following the conference – please send to secretariat@aeaworld.org within one week after the conference.**

- **Conference Hotel and Registration:** Please be sure to register for the conference by the December 15 deadline to benefit from discounted rates. Additionally, we recommend all facilitators/presenters make hotel reservations EARLY to the conference hotel to avoid running into a sold-out hotel block. Please only make these reservations through the instructions on the AIEA website; AIEA does not partner with any housing agencies.

***Important Note:** All session presenters must register for the conference by January 6, 2024 to avoid the cancellation of their session.