



GUIDELINES FOR ROUND TABLE PRESENTATION

Thank you for agreeing to give a roundtable presentation at the IPENZ Transportation Group 2018 Conference; we're looking forward to your contribution. The following pages summarise your requirements.


All presenters must have already provided an abstract, author biography for inclusion on the conference website.


GENERAL OVERVIEW


Multiple presenters each run sessions in parallel at tables where people sit in and listen or interact as required. Presenters can use visual aids, a laptop, whatever, or just rely on notes. Consecutive repeat sessions allow delegates to choose more than one presenter to sit in on; they can also move during sessions if desired. Throughout the session, a moderator will manage times and will walk between the rooms to ensure that the debate stays lively and constructive.


 Timing: **Friday 23 March** between **11:00am – 12:30pm**

11:00am – 11:40am	Roundtable group 1
11:00am – 11:19am	Presenter 1 Presenter 2 Presenter 3
11:19am – 11:21am	Transition for delegates to move
11:21am – 11:40am	Presenter 1 Presenter 2 Presenter 3
11:40am – 11:50am	Reset time for new presenters
11:50am – 12:30pm	Roundtable group 2
11:50am – 12:09pm	Presenter 4 Presenter 5 Presenter 6
12:09am – 12:11am	Transition for delegates to move
12:11am – 12:30pm	Presenter 4 Presenter 5 Presenter 6

 Location: Each of the 3 discussions will take place at a table in a small room.

 Format: The aim of these sessions should be to invite audience participation. It is up to each presenter as to how to do this, but it is likely to involve a mix of presenting some material/thoughts and then seeking feedback. At each table, the presenter may host an audience of approximately 8-15 people, ensuring an intimate environment for discussion.

 Presentation style: remember that presentation is a visual and aural medium; this could involve a combination of charts, diagrams, photos, etc. (presented via laptop or display panels), provision of physical aids or materials for passing around, and your own spoken commentary. Ideally presenters should identify some questions to prompt audience feedback.


 Equipment: No additional facilities will be provided at each table, although additional chairs may be obtained if necessary. Laptops may be used for presentation but will need to be provided by the presenter and have sufficient battery to last the 1 hour. There is no option to have a screen or data projector.

 Then. Now.
Tomorrow.

21 – 23 March 2018
Millennium Hotel
Queenstown

IPENZ Transportation
Group Conference 2018



 Duration: After every 19 minutes, delegates move to a different table and the presentations are repeated. Presenters should therefore aim to allow sufficient time to both present material and allow for audience interaction or discussion.

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TIPS FROM A PREVIOUS ROUNDTABLE PRESENTER

The roundtable session gives you an opportunity to engage with your audience much more directly than a lectern-style presentation. You will be talking to people with a specific interest in your project, and it is a great chance to have a conversation around some of the issues you've encountered, and to explore potential solution ideas. You can use PowerPoint on a laptop if you like, or make the most of your table to use other props like plans or models. Toy cars on a scaled map work really well, or how about a Lego simulation of your project? The roundtable certainly provides opportunity for you to create a memorable presentation, while communicating technical aspects of your project directly with the most interested of your peers.

For any other conference queries, contact Glenda at Harding Consultants:
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