

..... AMLE2017.....  
**Annual Conference for  
Middle Level Education**  
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**November 5-8, 2017 • Philadelphia, PA**

## Symposium Roundtable Discussion Guidelines

**What is a Symposium Research Roundtable Discussion?** The Roundtable Discussion is for empirical research or conceptual pieces focused on middle level education. The goal of this session format is to give participants an informal venue to meet experts in various topic areas. This 75-minute session is divided into three 25-minute segments, allowing you to get more personal attention from the experts and more information in a short amount of time. This flexible format gives your participants three opportunities to exchange thoughts and questions with you in an intimate seating arrangement. These sessions will run concurrently with other roundtable sessions at the Symposium, within the same room. Each session is assigned to a roundtable that holds 8-10 participants (please keep this in mind if you have co-presenters as it will limit the number of participants for your session). There will be 6-10 roundtables set up in the room for this event. There will be (3) session rotations within 75-minutes, so you present the same 25-minute session three times in a row. Participants will move to their next table selection between session times. The AMLE Moderator will signal the participants and presenters when each session begins and ends.

- **When You Arrive:** Check-in at the Presenter Registration desk to pick up your Presenter badge and session packet. Please bring your registration confirmation email with you.
- **Before Your Session:** Review your presenter packet to be sure you have the correct date, time, and room number of your session(s). This information is also found on the conference app. You may enter your session room 25-minutes before your start time to prepare your table for your participants. Electricity will not be provided to the roundtables. If you plan to bring a laptop or device to use during your presentation make sure that the battery is fully charged as outlets will not be accessible to tables. You are welcome to bring items to decorate your table to make it visually stimulating. Bring items that will help your participants remember details about your session or provoke a connection to their classroom, etc. Feel free to use visual aids such as graphs or charts that you can enlarge and adhere to a table tent to get your participants thinking or to reinforce some points that you want to emphasize. **Connect to Wi-Fi:** Please only use the Presenter Wi-Fi during your session to be courteous to other presenters. Wi-Fi information is found inside your presenter packet. \*\*Other AV is not available.
- **Schedule:**
  - 10:25 am – 10:50 am ..... Session Rotation #1 (25 minutes)
  - ..... Participants change tables
  - 10:50 am – 11:15 am ..... Session Rotation #2 (25 minutes)
  - ..... Participants change tables
  - 11:15 am – 11:40 am ..... Session Rotation #3 (25 minutes)
- **Guided Presentation Example:**
  - Introduce yourself and have your participants give their name and job titles.
  - Give your participants your plan on how your session will proceed. This could include your time limit for questions and the expectation that they will proceed quickly from your table when the session is over.
  - Highlight quickly what problems/solutions this session would solve for your participants and their roles at their schools.
  - Distribute your handouts that would hold their interest after leaving your session. Include your contact information (if desired) so they can contact you after your session.
- **Remind Participants to Complete the Session Evaluations.** They may complete the evaluation electronically on the conference app. Presenters will receive all of their evaluations via email a few weeks after the conference.