

Roundtable Discussions – Submission guidelines

Roundtable Discussions are gatherings of individuals with similar interests and needs for sharing ideas and/or resources or to initiate or continue collaborative work (new or established groups are welcome). Roundtable Discussions provide opportunities for open discussion and creativity in an informal, unstructured setting. Roundtable Discussion proposals should include descriptions of:

- Topic and purpose of discussion
- Brief outline of session – The outline should include types of questions/issues to be discussed and only if necessary, brief didactic presentation (no more than 10 minutes)
- Outcomes hoped for from the discussion
- Whether this is being organized by an already established group
- Whether it is being proposed as an in-person, online or hybrid discussion

Roundtable Discussions will run for 60 minutes total.

To help you present your proposal, please consider the following criteria closely:

Fields for completion within electronic form

- *Title*

A title of max. 100 characters

- *Chair(s)*

Title, first and last names, email address and organisation

- *Body*

The body of the abstract should be limited to max. 300 words (anything over this word limit will be automatically rejected) and include the aspects mentioned in the review criteria.

Review criteria

Proposals will be evaluated according to:

- The importance of topic; Try to describe why you think your proposed topic is important.
- The interactivity of session with likelihood that the group will generate discussion and elicit contributions from different perspectives; Describe how you are going to generate engagement among the participants using your selected format.
- The likelihood that new projects, collections of ideas, collaborations or gathering of resources will result.